

**HAND BOOK ON RIGHT TO
INFORMATION ACT, 2005**

CHAPTER 1

INTRODUCTION

1.1. Please throw light on the background of this Handbook (Right to Information Act, 2005).

This handbook is prepared in compliance with section 4 (1) (b) of RTI Act, 2005.

1.2. Objective / purpose of this hand-book:

This handbook is meant to provide General information to the public about the organization and functions of Headquarters Western Air Command, Indian Air Force.

1.3. Who are the intended users of this handbook?:

General public including service personnel.

1.4. Organisation of the information in this hand-book

The information is organised under 17 chapters as provided in the Act. Since Western Air Command comprises of three branches namely Air, Maintenance and Administrative under the Air Officer Commanding-in-Chief (AOC-in-C), the information is also organised branch wise.

1.5. Definitions (please provide definitions of various terms used in the handbook)

The definition of various terms, abbreviations and acronyms pertaining to Air Force are placed at Appendix 'A' to this handbook.

1.6. Contact person in case some body wants to get more information on topics covered in the handbook as well as other information also.

CPIO / CAPIO

1.7. Procedure and Fee Structure for getting information not available in the handbook.

A bonafide citizen of India can seek information which has not been provided in the handbook by making an application to the Central Public Information Officer, C/O Command Legal section, HQ WAC, IAF, Subroto Park, New Delhi- 110 010. The fee structure for the same is as provided for in the RTI Act, 2005 & the Rules made thereunder.

CHAPTER 2

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

2.1. Objective/purpose of the public authority

(a) The Primary Objective / purpose of IAF is to defend the nation and its airspace against Air threats in coordination with Army and Navy. The secondary purpose is to assist civil power during natural calamities and internal disturbances.

(b) The objective/purpose of Western Air Command is to ensure efficient and effective functioning of all Air Force units under WAC.

2.2. Mission/Vision Statement of the public authority

To maintain high operational preparedness for defence of the airspace under its jurisdiction.

2.3. Brief history of the public authority and context of its formation

After India achieved independence, the Royal Indian Air Force was divided as was the country. That is the time when No.1 Operation Group with its Headquarters at Palam, Delhi was formed on 29 Sep 1947. The formation of No. 1 Ops Group can be traced as the origin of Western Air Command. On 05 Sep 1948 Operational Command with Headquarters at Palam, Delhi was formed. The No.1 Ops Group merged with this command. It comprised of the entire fighting force of the IAF. No clear distinction can be made therefore between the history of WAC and that of the Indian Air Force. It was only on 10 Jun 63 that WAC formally came into being. The Command HQ was shifted to its present building at Subroto Park in 1969. The Command has blossomed over the years achieving operational excellence and now forms the bulwark of the national defence with more than 200 formations and units under its control.

2.4. Duties of the public authority:

WAC has three Principal Staff Officers heading the three branches and assisting the AOC-in-C in various functions. Duties of their branches are attached as Appendix 'B'

2.5. Main functions of the public authority

(a) The main function of WAC is to ensure smooth functioning of all the AF Units under WAC as a whole and to work at a conceptual level.

(b) To achieve this objective, this HQ formulates, issues and reviews policies on various matters pertaining to the functioning of the IAF in coordination with Air HQ and exercises command and control over various Wings/Station/Squadrons/Signal Units under its jurisdiction.

(c) WAC also interacts and liaises with Min of Defence through Air HQ, Integrated Defence Services HQ and the other two sister services of Army & Navy.

2.6. List of services being provided by the public authority with a brief write-up on them.

Except for its primary and secondary functions as mentioned above, no services are provided to the public

2.7. Organisational Structure Diagram at various levels namely State, directorate, region, district, block etc (whichever is applicable):

Attached as Appendix 'C'.

2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency:

Nil

2.9. Arrangements and methods made for seeking public participation/ contribution.

Not applicable. Since the policies of IAF pertain only to service personnel and are not concerned with or affecting the public.

2.10. Mechanism available for monitoring the service delivery and public grievance resolution.

Not applicable. Since the policies of IAF pertain only to service personnel and are not concerned with or affecting the public.

2.11. Address/ Addresses of the main office and other officers at different levels.

Attached as Appendix 'D'

2.12. Working hours

The working hours of all Branches of WAC is as follows except for the Telephone Exchange and Ops Room which is manned at all times.

Monday : 0730 to 1330 hrs & 1415 to 1730 hrs
Tuesday to Friday : 0730 hrs to 1430 hrs

CHAPTER 3

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

1 . Details of duties have been given in Appendix 'B' to this Hand Book.

2. Powers of AOC-in-C and other PSOs at WAC are given as follows:-

APPOINTMENT	POWERS	
	ADMINISTRATIVE	FINANCIAL
AOC-IN-C	Command and control of WAC	As laid down by Govt of India
SASO	Operational matters and supervision of Air Operation activities in WAC	-do-
SMSO	Supervision of maintenance activities in WAC	-do-
SOA	Supervision of administrative activities in WAC	-do-

CHAPTER 4

RULES, REGULATIONS INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS

Name / Title	Type of document	Brief Write-up	From where one can get
Air Force Act 1950	Act	Statute governing all personnel of Air Force	Any legal book stores. Also published on IAF website - ' www.iaf.nic.in '
Air Force Rules 1969	Rules	Rules and procedures for implementation of the provisions	
Regulations for the Air Force 1964(RE)	Regulations	Exhaustive guidelines governing various matters pertaining to IAF	AP & F S, Safdarjang, New Delhi. Also published on IAF website - ' www.iaf.nic.in '
Travel Regulations 1991		The entitlements for moves of different officers and airmen have been given in Travel Regulations, 1991.	
Financial Regulations		Various instructions having financial implications issued by Gol	C Accts O, HQ WAC, Subroto Park, New Delhi-10
Equipment Regulations (IAPs –1501,1541)		-Do-	CLMO, HQ WAC, Subroto Park, New Delhi-10
Air Force Instructions	Instructions	Various instructions issued by Gol, having financial implications	C Org O, HQ WAC, Subroto Park, New Delhi-10

Air Force Orders	Orders	Orders issued by the CAS on various matters for general administration of the IAF	C Org O, HQ WAC, Subroto Park, New Delhi-10
Defence Procurement Manual-2005	Instruction	Procedure for capital procurement	Ministry of Defence Website- 'www.mod.nic.in'
IAP 3904	Instructions	Detailed instructions governing various matters pertaining to IAF personnel	CPSO, HQ WAC, Subroto Park, New Delhi-10
IAP 4501		Detailed instructions on various matters pertaining to administrative matters	C Org O, HQ WAC, Subroto Park, New Delhi-10
Technical Staff Instructions	Instructions	Standard Operating Procedure for Operations Room	Air-I, HQ WAC, Subroto Park, New Delhi-10
IGSI 1/99	Instructions	Detailed instructions governing various matters pertaining to Inspections	CFS&IO, HQ WAC, Subroto Park, New Delhi-10
Aircraft Maint Manual	Manual	Instructions regarding maintenance of aircraft	SMSO, HQ WAC, Subroto Park, New Delhi-10
IAP 4303(3rd Edition)	Manual	It is the manual of Medical examinations & Medical boards of IAF	PMO, HQ WAC, Subroto Park, New Delhi-10

RMS AF 1983	Regulation	Regulations for the Medical Services of the Armed Forces	
AFO/AFIs	Medical Orders	(i) AFO 168/74 Med Exam & Med Boards Flt Cadets, Offrs and airmen aircrew , (ii) AFO 20/97 Introduction med treatment entitlement certificate for ex-servicemen and their widows and families of service personnel residing away from the head of the family, (iii) AFO 52/98 Preservation of medical documents after non effectiveness/ other ranks, (iv) AFO 29/88 Physical fitness rating tests, (v) AFO 10/99 Appeal medical board : Candidates enrolment in IAF, (vi) AFO 11/99 Extension of engagement : Airmen, (vii) AFO 33/95 Discharge of Airmen/NCs (E) on medical grounds except for cases of pulmonary TB/ Leprosy, (viii) AFO 266/77 Reporting of casualties in the Indian Air Force, (ix) AFO 282/74 Medical treatment and disposal of Armed Forces Personnel and their families suffering from Pulmonary TB/Leprosy, (x) AFO 112/77 Discharge of Airmen on medical grounds (xi) AFO 102/98 Payment procedure for reimbursement of medical treatment taken in civil/private hospitals by officers, airmen and their families, (xii) AFO 9/2004 Procedure for appeal medical board candidates for enrolment in IAF	PMO

CHAPTER 5

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

Formulation of Policy

5.1. Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

Not applicable. Since the policies of IAF pertain only to personnel subject to AF Act, 1950 and are not concerned with the general public.

Implementation of Policy

5.2. Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

Not applicable. Since the policies of IAF pertain only to personnel subject to AF Act, 1950 and are not concerned with the general public.

CHAPTER 6

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

All branches of HQ WAC maintain Files for the subject matter handled by them. For every subject, a policy file, a general correspondence file and separate files for individual cases are maintained. This is in addition to the info provided under Chapter four of this Hand Book.

Sr. No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by /under control of
1	Files	<i>Policy, Correspondence and Individual Cases</i>	<p>1. A citizen can request for the specific info/ document required by him under Section 6 of the RTI Act by an application made on plain paper addressed to CPIO/CAPIO, HQ WAC, IAF, Subroto Park, New Delhi-110010.</p> <p>2. Rs 10/- should be paid alongwith application, by way of DD/Postal Order payable to 'Air Force Public Fund Account, HQ WAC(U), AF'.</p> <p>3. He should also write his correspondencedetails along with telephone number, if any, so that he can be contacted for payment of additional fees and providing the info without delay.</p>	Concerned Section

CHAPTER 7

A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART

No board/ council / committee has been formed as part of WAC which pertains to the general public.

CHAPTER 8

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

8.1. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

Department Appellate Authority			
DESIGNATION	NAME	ADDRESS	PHONE/FAX/EMAIL
<i>CPIO</i>	<i>Sqn Ldr SS Elamurugu</i>	<i>HQ WAC, IAF Subroto Park New Delhi – 110010</i>	<i>Office: 011-25687194 Extn : 7577 Fax :011-25683066 Email : Not available</i>
<i>CAPIO</i>	<i>Sqn Ldr SS Elamurugu</i>	<i>HQ WAC, IAF Subroto Park New Delhi - 110010</i>	<i>Office: 011-25687194 Extn : 7578 Fax :011-25683066 Email : Not available</i>
Department Appellate Authority			
Senior Officer-in- Charge Administration (SOA)	<i>Air Vice Marshal Atul Kumar Singh VSM</i>	<i>HQ WAC, IAF Subroto Park – New Delhi 110010</i>	<i>Office: 011-25687194 Extn : 7500 Fax : 011-25693899 Email : Not available</i>

CHAPTER 9

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

9.1. What is the procedure followed to take a decision for various matters?

(a) In all matters, notes are put up on file in the following chain of hierarchy depending on the organizational set up for decision.

Concerned Officer -- Section Commander Branch Head AOC-in-C

(b) In policy matters, the decision of CAS would be obtained through AOC-in-C.

9.2. What are the documented procedures/ laid down procedures/ Defined Criteria /Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Same as in para 9.1

9.3. What are the arrangements to communicate the decision to the public?

Wherever applicable, letter(s) communicating the decision would be sent directly to the concerned persons by concerned officers.

9.4. Who are the officers at various levels whose opinions are sought for the process of decision making?

Same as in para 9.1

9.5. Who is the final authority that vets the decision?

(a) In policy matters: CAS

(b) In other matters: Concerned PSO at Air HQ

9.6. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

As mentioned above

Contact information of above mentioned officers

As given in Directory

If not satisfied by the decision, where and how to appeal.

Not Applicable

CHAPTER 10

DIRECTORY OF OFFICERS AND EMPLOYEE

HQ WAC being a sensitive Organisation, the details of Officers and other employees employed at this HQ are considered to be sensitive information which if it falls in the hands of anti-national elements may jeopardise the security of the nation. Therefore the directory of officers and employees are not published in this handbook in the interest of the security of the nation. However, relevant details can be made available to a genuine citizen of India with bonafide interest on a case to case basis in accordance with the RTI Act, 2005.

CHAPTER 11

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

Air Force Central Accounts Office (AFCAO) maintains the records pertaining to monthly remunerations of all employees of IAF. The records are variable, huge and sensitive in nature. Therefore it will not be feasible to catalogue and index such individual records of pay and allowances. However, any information requested by public in any particular case can be provided by AFCAO as per records.

CHAPTER 12

THE BUDGET ALLOCATED TO EACH AGENCY (PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE)

For Public Authorities responsible for developmental, construction, technical works

- 1. Not applicable since no developmental, construction, technical works concerning public are undertaken by the IAF.*
- 2. However, information related to infrastructure development and technical works pertaining to the IAF, can be provided on a request submitted under RTI Act, subject to the provisions of Section 8 of the Act.*

CHAPTER 13

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

Not applicable as no subsidy programmes are undertaken by the IAF.

CHAPTER 14

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATION GRANTED BY IT

Not applicable since there are no concessions, permits or authorizations granted to the public by the IAF.

CHAPTER 15

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

Highest possible norms and standards are set for execution of its functions. However, Restricted and S & C classified information on the types and nature and specifics of projects cannot be provided. However, the unclassified information is available on MoD website.

CHAPTER 16

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

- 1. All rules and Regulations governing administration of Air Force viz, Air Force Act, 1950, Air Force Rules, 1969, Regulations for the Air Force, 1964 (Revised) and all current policy letters/ AFOs/ and IAPs are available in electronic form with concerned Sections as well as on the IAF website: 'www.iaf.nic.in'.***
- 2. Some of the information related to records and other documents pertaining to various files are also available in electronic form with concerned Sections.***
- 3. Old records/documents are made available in electronic form by scanning or reproducing certified true copies of the relevant document, as and when need arises.***

CHAPTER 17

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

1. Facility is available as mandated by the RTI Act 2005. Citizens can approach CPIO/ CAPIO for information under the provisions of the RTI Act and the same shall be made available within the specified time frame. Particulars of the CPIO/ CAPIO of Air HQ are given below.

(a) Public Information Officer: Sqn Ldr UN Pathak

Phone No.	Office	011-25687194/7573
	Fax	011-25683066
Designation	CPIO	
Email Address	Not Available	

(b) Assistant Public Information Officer: Sqn Ldr SS Elamurugu

Phone No.	Office	011-25687194/7578
	Fax	011-25683066
Designation	CAPIO	
Email Address	Not Available	

CHAPTER 18

OTHER USEFUL INFORMATION

18.1. Frequently Asked Questions and their Answers by Public:

Nil

18.2. Related to seeking Information

- Application form (a copy of filled application form for reference) :

No Standard Application forms are available. Applications can be made on plain paper addressed to CPIO/ CAPIO.

- Fee :

(a) Rs 10/- should be paid along with the application by way of DD/Postal Order payable to 'Air Force Public Funds Account, HQ WAC(U), AF'.

(b) Additional fees for providing the required information shall be charged as per Right to Information (Regulation of fee and cost) Rules, 2005 which are as follows:-

(i) Rs.2/= per page(A4/A3 size paper) created or copied.

(ii) Actual charge/ cost price for larger size papers actual cost/price for models/ samples.

(iv) For inspection of records: No fee for the first hour. Rs.5/- for each 15 minutes (or fractions) thereafter.

(v) Rs. 50 per Diskette/ Floppy.

(vi) In case of publications/ books, the actual cost of such publication/book.

- How to write a precise information request. Few Tips :

A citizen is expected to specify the details of exact information/document required by him. He should not generalise. He should also write his correspondence details so that he can be contacted for payment of fees and providing the information without delay.

- Right of the Citizen in case of denial of information and procedure to appeal

In case of denial of information or if the applicant is not satisfied with the information provided by CPIO/CAPIO, he/she may submit an appeal, within 30 days from the date of receipt of the reply from CPIO/CAPIO, to the first Appellate Authority the details of whom are provided below:-

**Senior Officer-in-charge Administration (SOA)
HQ WAC, IAF, Subroto Park, New Delhi – 110010**

Phone No. Office 011-25687194/7500

Fax 011-25693899

Email: Not available.

18.3. With relation to training imparted to public by Public Authority:

NOT APPLICABLE

18.4. With relation to Certificate, No objection certificate etc issued by the Public authority not included in Manual - 13:

NOT APPLICABLE

18.5. With relation to registration process:

NOT APPLICABLE

18.6. With relation to collection of tax by Public Authority ((Municipal Corporation, Trade Tax, Entertainment Tax etc):

NOT APPLICABLE

18.7. With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/ Municipalities / UPCL):

NOT APPLICABLE

18.8. Details of any other public services provided by the Public Authority:

NOT APPLICABLE

Appendix 'A'
(Refers to para 1.5, Chapter 1
of Hand Book for WAC)

GLOSSARY OF TERMS

ABBREVIATION	FULL FORM	ABBREVIATION	FULL FORM
		RANKS	
OFFICERS		AIRMEN	
Air Chief Mshl	Air Chief Marshal	HFL	Honorary Flight Lieutenant
Air Mshl	Air Marshal	HFO	Honorary Flying Officer
AVM	Air Vice Marshal	MWO	Master Warrant Officer
Air Cmde	Air Commodore	WO	Warrant Officer
Gp Capt	Group Captain	JWO	Junior Warrant Officer
Wg Cdr	Wing Commander	Sgt	Sergeant
Sqn Ldr	Squadron Leader	Cpl	Corporal
Flt Lt	Flight Lieutenant	LAC	Leading Aircraftsman
Fg Offr	Flying Officer	AC	Aircraftsman
APPOINTMENTS			
AOC-in-C	Air Officer Commanding-in-Chief	CJA	Command Judge Advocate
SASO	Senior Air Staff Officer	OIC P-1(Discip)	Officer in charge Personnel One (Discipline)
SMSO	Senior Maintenance Staff Officer	OIC P-1(Cer)	Officer in charge Personnel One (Ceremonial)
SOA	Senior of in charge Administration	OIC P-2	Officer in charge Personnel -2
CPSO	Chief Personnel Staff Officer	OIC P-3	Officer in charge Personnel-3
SPSO	Senior Personnel Staff Officer	C Wks O	Command Works Officer
CFS&IO	Command Flight Safety & Inspection Officer	CLMO	Command Logistics Management Officer
PMO	Principal Medical Officer	DPMO	Deputy Principal Medical Officer
C Coord O	Command Coordination Officer	Air-I	Air-I
Air-II	Air-II	CPIO	Command Public Information Officer
CAPIO	Command Assistant Public Information Officer	CSO(Air)	Command Signals Officer (Air)

ABBREVIATION	FULL FORM	ABBREVIATION	FULL FORM
MISCELLANEOUS			
AD	Air Defence	GL	Ground Electronics
ADGES	Air Defense Ground Environment System	GOVT	Government
ADV	Advisor/ Advance	GP	Group
AF NPF	Air Force Non-Public Fund	GWM	Guided Weapon Maintenance
AFGIS	Air Force Group Insurance Scheme	Hony	Honourary
AFSEC	Air Force Standing Establishment Committee	IACCS	Integrated Air Command & Control System
AIR HQ	Air Headquarters	IAF	Indian Air Force
AMS	Avionics Modifications & Simulators	IAFBA	Indian Air Force Benevolent Association
ASE	Armament Safety & Equipment	IDC	International Defence Cooperatiion
ASI	Air Staff Inspection	IEW	Information & Electronic Warfare
ASR	Air Staff Requirements	IFA	Integrated Financial Advisor
ATS	Air Traffic Services	IM	Inventory Management
AWACS	Airborne Warning And Control System	IMMOLS	Integrated Maintenance Management On Line System
Clk GD	Clerk General Duties	INSP	Inspection
DAI	Directorate of Adm Inspection	INT	Intelligence
DEV	Development	IT	Information Technology
DICOST	Directorate of Concept Studies	IT & N	Information Technology & Networking
DPP	Directorate of Personnel Planning	Jt PLG	Joint Planning
DTE	Directorate	MA	Maintenance Administration
ECHS	Ex-Servicemen Contributory Health Scheme	MET	Meteorology
EDN	Education	MI	Maintenance Inspection
ENG	Engineering	MIS	Management Information System
ES	Engineering Support	MP	Maintenance Planning
EW	Electronic Warfare	OFF	Offensive
FS	Flight Safety	FIN P	Financial Planning
GC	Global Coordinator		

ABBREVIATION	FULL FORM	ABBREVIATION	FULL FORM
P A&C	Personnel Airmen & Civilians		
PO	Personnel Officers		
PROC	Procurement		
PROJ	Projects		
PUB	Publication		
QAS	Quality Assurance		
RTC	Russian Translation Cell		
RTI	Right to Information		
SIGS	Signals		
SYS	Systems		
T&H	Transport & Helicopters		
TECH	Technical		
TETTRA	Technical Type Training		
Ops/ OPS	Operations		
TRG	Training		
VE	Value Engineering		
WAC	Western Air Command		
SWAC	South Western Air Command		
CAC	Central Air Command		
EAC	Eastern Air Command		
SAC	Southern Air Command		
TC	Training Command		
MC	Maintenance Command		

Appendix 'B'
(Refers to Para 2.4, Chapter 2
of Hand Book for WAC)

DUTIES

AIR BRANCH

SASO

1. The SASO as head of Air Staff is responsible for maintaining operational preparedness of establishments under this Command at the highest level.
2. He is responsible for conduct of all air operations undertaken by Western air Command, and will be reporting to Air Officer Commanding-in-Chief.
3. As the head of the Air Staff he is responsible for Flight Safety and for supervision, direction and efficient functioning of the Air Branch.
4. He is to maintain liaison with his counterpart in Northern, Western and South Western Command Army.
5. He is to maintain close contact with ACAS (Ops) & SASO of CAC, EAC, SWAC, SAC and Training Command.
6. Monitor progress of points raised during AOC-in-C's, DASI and AEB visits.

AIR – I

1. All fighter ops and its associated activity comes under Air-I, working directly under SASO, his primary functions are to control and direct the training and operational preparedness of Ground Attack Squadrons, Air Defence Squadrons and UAVs.
2. Responsible for safe and efficient conduct of training of the above elements of WAC.
3. Review the training syllabi and suggest to the SASO the necessary modifications and improvements for consideration by Air HQ.
4. Conduct exercises to assess the operational capability of squadrons and to improve operational capability as a result of lessons learnt during operations and exercises.
5. Assisting SASO in preparation of operational plans and instructions.
6. Conducting fly pasts, demonstrations and weapons meet.

7. The Air-I is also responsible to SASO for the efficient functioning of:-
- (a) Command Electronics Warfare Section
 - (b) Command Computer Cell
 - (c) The Command Ops Room
 - (d) C NBC Section
 - (e) C UAV Section
 - (f) C PI Section

Air-II

1. Responsible to SASO for all operational and training matters pertaining to transport aircraft and helicopters.
2. Coordination and control of work done by Ops IIA, Ops IIB, C Nav O, C Met O and CATCO.
3. To see that standardized operational training is provided in the Squadrons / Units and that suitable policy guidance and syllabi are made available to the Units.
4. To scrutinize the operational efficiency of transport and helicopter units in order to meet operational tasks allotted to them.
5. To ensure that required standard of flying discipline is maintained in the Units and check supervision of all aspects of this by the Wings concerned. To issue suitable instructions regarding testing handling and trials of aircrafts in the various roles that they may be maximum efficiency.
6. Development of transport and rotary wing aircraft tactics in their operational role plays an important part while training in peace time. Air II is to progress the development of such techniques to ensure maximum utilization of the potential available from the aircraft resources placed under WAC.
7. Air II is responsible for controlling and coordinating VVIP/VIP flights within the jurisdiction of HQ WAC. He is also responsible to see that the training and operational status of the aircrew in Air HQ Comn Sqn is up to the standard desirable to meet Air HQ task.

AD Cdr

He is responsible to the AOC-in-C for the following:

- (a) Effective planning and conduct of Air Defence operations, exercise of operational control over Air Defence elements assigned, attached or otherwise made available to him, and operational integration of all weapons systems into an effective fighting force.
- (b) Recommending deployment of forces, weapons and Air Defence ground environment including augmentation of forces.
- (c) Specifying tactics, procedures and methods for conduct of tactical air battle.
- (d) Advising AOC-in-C of the operational capabilities and limitations of the air defence systems and forces that are under his operational control.
- (e) Co-ordinating with the Command staff on matters on mutual interest which are the responsibility of the Command i.e. communications, maintenance aspects, logistic support and administration.
- (f) Co-ordinating with Base Commanders for integration of Base Air Defence Concept (BADC).

CFS&IO

1. To advise the AOC-in-C through SASO on Flight Safety policy and all other important matters affecting safety of flying operations.
 2. To ensure rapid and accurate reporting of all aircraft accidents, incidents and hazards.
 3. To initiate, implement and monitor Flight Safety programmes within the Command. To ensure dissemination of Air HQ Flight Safety policy to the units and its implementation.
 4. To ensure proper convening of Courts of Inquiry into aircraft accidents / incidents in accordance with laid down regulations.
 5. To analyse Operational Hazard Reports and initiate necessary preventive action.
 6. To carry out Flight Safety inspection / survey of flying stations and units at regular intervals.
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MAINTENANCE BRANCH

SMSO

He is responsible to Air Officer Commanding-in-Chief for all maintenance activities necessary to conduct air operations undertaken by Western Air Command. To this end he is responsible for: -

- (a) Formulation of Maintenance Plans.
- (b) Suggesting policy changes in maintenance philosophy.
- (c) Ensuring availability of requisite number of aircraft and helicopters to meet peacetime and wartime tasks.
- (d) Ensuring serviceability and availability of all Air Defence radars, airfield infrastructural facilities including airfield safety vehicles, arrester barriers, airfield lighting equipment, Radar and Radio Nav Aids and communications.
- (e) Maintenance of all mechanical transport in the Command.
- (f) Ensuring proper supply of clothing & FOL.
- (g) Proper training and deployment of all technical personnel.
- (h) Exercising financial power on behalf of AOC-in-C as per laid down instructions.
- (j) Liaison with AOM's branch and other branches at Air HQ to ensure that maintenance requirements of WAC are progressed.
- (k) Liaison with other Commands, HAL and Civil agencies.

C Eng O

1. Ensuring fleet operational effectiveness through monitoring and maintaining aircraft. Specialist aircraft support vehicles, ground handling equipment, Test eqpt and tools, serviceability at the required levels, during operations and in peace time.
2. Monitoring availability of all aircraft role eqpt, armament ground handling equipment and aircraft modification status relating to weapon delivery capabilities to ensure weapon system effectiveness.
3. Issuing servicing policy directives as well as translating Air HQ policy for meeting the aircraft maintenance requirements.

4. Conducting aircraft maintenance workshops on major fleets for improving the technical knowledge of all technical officers and technicians through dissemination of knowledge on defect and diagnostic techniques.
5. Preparation of quarterly Progress Report on all aircraft by 25 March, Jun, September and December and ensure submission of this return to SO-Coord (Maint).
6. Closely monitoring DASI observations of various units and to initiate immediate actions to ensure that points are progressed.
7. Ensure that general instructions on Quality Control of ATF, Hydraulic Discipline, Picketing and Marshalling of aircraft are issued and implemented by units.

C Sys O

The Command System Officer (C Sys O) is responsible to the SMSO for planning, installation, maintenance and servicing of all Air Defence Radars, Ground Signals Equipment including Radio and Radar Navigational Aids, Engineering Support, Ground Equipment including Aircraft Arrestor Barriers and Airfield Lighting Systems, Armament and Safety Equipment, Photo Equipment, Simulators, Power Plants and Air Conditioning Systems and SAGW Equipment. He is also to exercise functional control of 73 RMU. He is to maintain close liaison with the Directorates of Ground Electronics, Engineering Support, Armament & Safety Equipment, Plan ADGES and GW maintenance at Air HQ for the procurement and allotment of the essential spares required by the units under WAC. He is to scrutinize the requirements of units in respect of wireless and electrical maintenance grants and control and distribution of these grants. He is responsible for installation and maintenance of all ground signals equipment including Air Defence Radars, Radio / Radar / Navigation aids such as NDB, V/UHF, DRDF / CADF, GCA, RSBN and R/T equipment.

CLMO

Command Logistics Management Officer is responsible to the SMSO for all logistic activities /functions which include supply of aircraft spares (Russian and Non-Russian), support systems like ground equipment, signal and radar equipment, Technical and Logistics support for common user and specialist MT Vehicles. He is also responsible for smooth and uninterrupted supply of aviation fuel, POL items, compressed gas, ration, clothing and other non-technical stores. His duties also include interpretation of logistics policy, rules, regulations and procedures, approval of local service contracts, authorization of local purchase sanctions and progression of logistics Court Of Inquiry, store losses and audit objection. He is also coordinator of all rail / road and air movements for stores.

2. In addition, his duties are: -

(a) To ensure that all policy directives are made available to the units and are correctly interpreted by them.

(b) To check and confirm that the policies laid down are strictly implemented by all Stations / Units.

(c) To ensure that the units are provided with adequate resources for the task entrusted to them.

(d) To pay periodic staff visits to the units according to pre-planned programme and examine the entire organisation and functioning of the Logistics Section.

(e) To allocate clearly and precisely the responsibilities and duties of each officer and staff working under the CLMO and ensure their efficient functioning.

ADMINISTRATIVE BRANCH

SOA

1. He is responsible to the AOC-in-C for efficient and effective administration of all units under WAC, efficient and effective administration of HQ WAC, effective personnel management for operational efficiency and high morale at all units under WAC, efficient financial management of Public and Non-public funds of HQ WAC and units under WAC and effective and judicious exercise of Financial powers vested in him by AOC-in-C or Air HQ or Govt of India as per laid down norms in AFOs, AFIs and Financial regulations.
2. He is to supervise the functioning of PMO, CPSO, C Accts O, C Wks O, C Org O, C Edn O and CJA of HQ WAC. His functions also include supervision of the functioning of CO HQ WAC (U) and ACE (Plg & L).
3. His other duties include: -
 - (a) Responsible for discipline in the Command.
 - (b) Visit to Units / Stations.
 - (c) Lay down targets and monitor progress of various administrative aspects.
 - (d) Monitor progress of Board of Officers for work services.
 - (e) Monitor progress in reduction of Cash / Railway Warrant audit objection.
 - (f) Follow up action on adm matters on reports of visits of CAS / AOC-in-C & DASI.
 - (g) Monitor and Co-ordinator welfare activities at units in WAC.
 - (h) Monitor and Co-ordinate activities of AFWWA in liaison with President AFWWA (R).
 - (j) Monitor functioning HQ WAC Officers' Mess, Command Canteen and Command Press.
 - (k) Monitor & Co-ordinate sports activities at various units under the Command and at HQ WAC.

PMO

The PMO is the Medical Advisor to the AOC-in-C on all medical matters affecting the health of the personnel of the Western Air Command. This includes all matters affecting physical and mental efficiency of the officers, airmen and NCs(E) and the civilians in the Western Air Command.

He is responsible for: -

- (a) Control and administration of all medical and dental units / establishments in the Command through SOA.
- (b) Adviser to AOC-in-C through SOA on all aero-medical aspects of aviation and the care of flying personnel.

He will advise on: -

- (a) Human factors of flight safety and accident prevention.
- (b) Medical aspects of all Courts of Inquiry involving the Human factor.
- (c) Disposal of cases of flying personnel who lose confidence to face up to flying duties.
- (d) Control of Air Evacuation of Sick and Injured in war and peace.
- (e) Medical and Hygiene aspects of all major works projects and sitting board.
- (f) Provisioning of Red Cross Amenities to all units.
- (g) Financial allotments to Stations /Wings Units under Conservancy and Hot Weather establishment, Office contingency for medical books / medical journals for hospitals / MI Room /SMC, Anti Malaria and Anti Fly Measures, Local purchase of Medical Stores.

He will exercise functional control of all AF Hospitals, Air Evacuation Units Teams of Medical Paratroopers Flight, all Air Force Dental Centres, All Maternity and Child Welfare Centres and Family Planning Centres.

CPSO

CPSO is to work under SOA and be responsible for all matters pertaining to P-1 & P-4. His duties are: -

- (a) To ensure that the manning levels of officers, airmen and civilians in WAC is maintained in conformity with the general manning level in the Air Force. During emergency he is to ensure that additional manpower provided

by Headquarters under augmentation plan is distributed to units under WAC based on the operational requirements.

- (b) To ensure that highest standards of discipline, drill, parades and ceremonials are maintained at all units at all times.
- (c) To provide necessary guidance to units in organizing welfare activities and is to ensure that the morale of personnel is kept at a high level.
- (d) To ensure that security, ground defence and passive air defence organisations at units function to maximum efficiency and implement policies and directives issued by Air HQ / HQ WAC.
- (e) To supervise working of the sections placed under him as per organisation chart and ensure that all policy letters, AFOs, AFIs are maintained up-to-date in the form of an 'easy to refer' compendium and the concerned personnel are fully conversant with them.
- (f) To ensure that periodic visits to units are carried out by him / his officers to advise and guide the units on the spot, regarding personnel matters, security, ground defence and PAD and also to ascertain that the policies relating to these subjects are effectively implemented by them.
- (g) He, as a Section Commander, is responsible for the layout, cleanliness and working environment of his Section, discipline, welfare and training of personnel working under him.
- (h) He is responsible for ensuring security and proper maintenance of files and documents in the Sections placed under him.

C Edn O

1. To advise AOC-in-C through SOA on all educational matters concerning the Command and all units placed under this Command.
2. Direction, control and supervision of educational activities at all Stations / Units in the Command.
3. To supervise and coordinate the implementation of the General Education Scheme at units under this Command.
4. To administer allotment of Educational Grants placed at the disposal of the Command HQ in conformity with the provisions of Para 618 of P&A Regulations and AFO 6/2000.

5. Supervision, organisation and administration of Reference and Technical Libraries, Information Rooms, Hobby Clubs and Study Rooms in Stations/Units in Stations/Units under this Command.
6. Processing of applications for the following in-service examinations for officers, supervision of these examinations at specified centres:-
 - (a) Officers' Promotion Examination
 - (b) DSSC (Air Wing) Entrance Examination
 - (c) Entrance Examination for Post Graduate Engineering Course
7. Arrange for half yearly Hindi test for officers and airmen.
8. Accounting of National Defence Fund Account and books purchased thereof and distribution of these books to units.

C Org O

1. C Org O is responsible to SOA for the efficient management of the Organisation Section. He is to exercise the following financial powers on behalf of the AOC-in-C:-
 - (a) Authorise transfer of Establishment.
 - (b) Authorise printing of forms.
 - (c) Authorise local purchase of office contingency items, as applicable.
 - (d) Approve contracts in respect of conservancy services and book binding.
 - (e) Approve contracts of condiments.
 - (f) Authorise employment of casual labourers.
2. Coordinate work connected with the conduct of Station Commanders' Conference.
3. Supervise revision of establishment, transfer of establishment, smooth functioning of URCs Catering services, updating of IAF Museum, introduction of clothing & heating appliances, general Adm aspect etc.
4. Supervise the work of Command Fire Officer to ensure that Stations / Units have adequate fire fighting facilities and allied services.

C J A

Command Judge Advocate is the head of the Command Legal Section and is responsible to render legal advice on all matters pertaining to Air Force Law.

The duties of Command Judge Advocate are as follows: -

- (a) To give advice to the AOC-in-C through SOA on matters relating to Air Force Law such as:-
 - (i) Convening of GCM and DCM
 - (ii) Summary disposal of charges against officers and Warrant Officers.
 - (iii) Confirmation of proceedings of Courts Martial.
- (b) To advise all the PSOs and the other sections of Command HQ and all AOsC, Stn Cdrs and COs.
- (c) To examine summaries of evidence received in the section and render Reports on Applications for Trial in serious and complicated cases.
- (d) To examine Court Martial Proceedings and render Reports on Trial.
- (e) To examine and advise on petitions received in connection with Court Martial.
- (f) To detail Judge Advocates at trials by Court Martial.
- (g) To impart training to officers in the units on matters relating to AF Law, Summaries of Evidence, Court of Inquiry, Court Martial and Civil Suits.
- (h) To supervise all civil suits filed in Supreme Court, High Courts, Lower Courts and Administrative Tribunals.
- (j) To render advice on Statutory Applications.
- (k) To examine Courts of Inquiry and advise on legal issues involved therein.
- (l) To examine Delay Reports in respect of accused persons in custody beyond 8 days.
- (m) To advise on disciplinary matters relating to Civilian employees.
- (n) To advise on petitions of civilians under CCS (CC&A) Rules, 1965 and render advice to the appellate authority.

C Accts O

1. Financial Advisor to AOC-in-C through SOA on accounting matters including administration and management of Non Public Funds held at Command HQ i.e. CWF.
2. Operation of Command Imprest.
3. Implementation of duties as Command Accounts Officer as laid down in rules and regulations.
4. Budget – (i) Allotment/re-allotment/withdrawal of funds, compilation and reconciliation.
 - (ii) Placement of demand of additional requirement of funds to Air HQ (D Fin P).
5. Direction and control of accounting policy in Command.
6. Checking of monthly & quarterly reconciliation of CDA(AF) with units.
7. Authorise and countersign TA claims under various rules of TR. Sanction of Cash TA in respect of LTC for officers posted at HQ WAC and for AOC/Stn Cdr/CO/OC of Stations/Units under WAC.
8. Sanction advance for purchase of Personal Computer/Motor Car/Motor Cycle/Moped. Approve applications for sale and extension of time limit.
9. To sanction payment of credit balance in the AFPPF in case of an insane person etc.

C Wks O

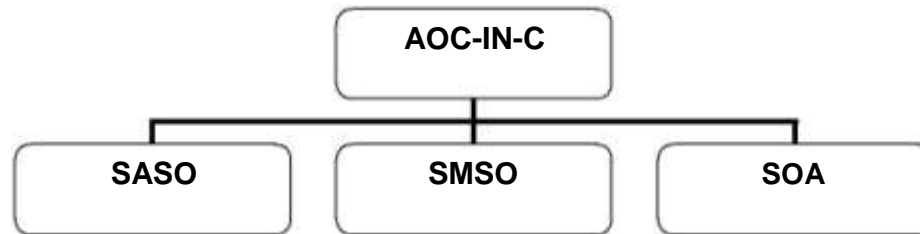
1. To maintain up to date information on works policy as laid down vide AFIs, AFOs, MES Publication, Standard Drawings etc and disseminate the same to units as required.
2. To formulate annual works plan for various Stations in accordance with the priorities laid down.
3. To advise the units on works policy and priorities mentioned as above. In addition, they should be kept informed regarding any temporary restrictions imposed / stipulations made by higher formations from time to time.
4. To estimate the funds required for implementation of the yearly works plan and project the same to Air HQ well in time for budgetary allocation under various Code Heads.

5. To maintain up to date information on the allocation of funds for Air Force Works to various Zonal Chief Engineers and to indicate the priorities according to which expenditure is to be incurred. The Chief Engineers should be advised to keep Command Works Officer informed of the expenditure incurred/funds committed.

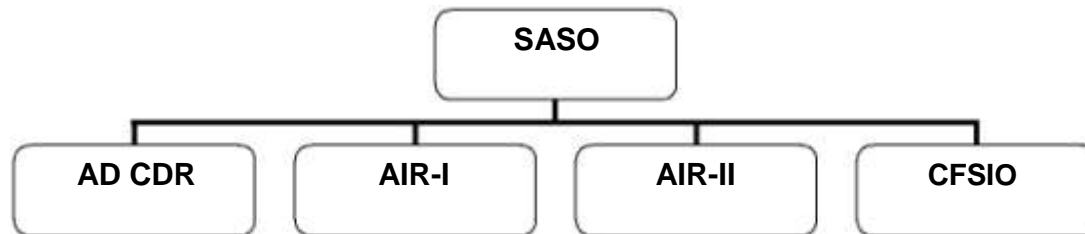
6. To ensure that the proceedings of all Board of Officers and Courts of Inquiry concerning works services are dealt with expeditiously and scrutinized carefully by his staff/SO I (Engrs) and specialist Section if required before submission to higher formations if need be.

Appendix 'C'
*(Refers to Para 2.7, Chapter 2
of Hand Book for WAC)*

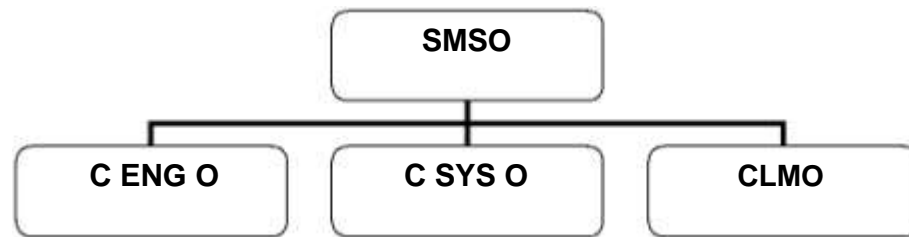
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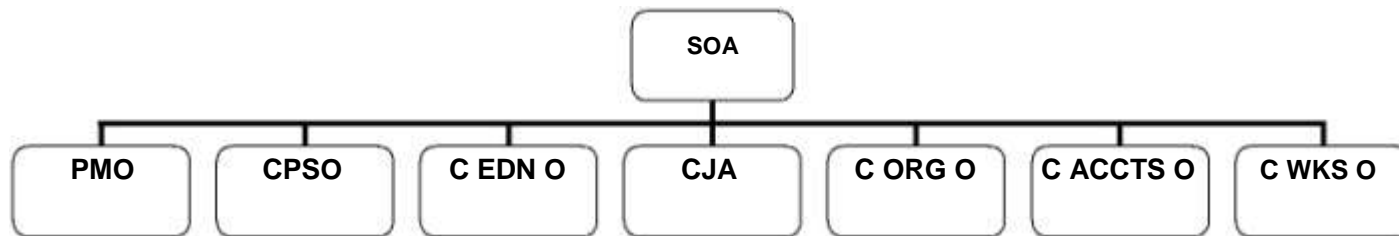
ORGANISATION CHART : AIR BRANCH



ORGANISATION CHART : MAINTENANCE BRANCH



ORGANISATION CHART : ADMINISTRATIVE BRANCH



Appendix 'D'
(Refer to Para 2.11, Chapter 2
of Hand Book for WAC)

ADDRESSES

Addresses of offices of HQ WAC are given below Branch wise: -

BRANCH	SECTIONS	ADDRESS
AIR	SASO, AD Cdr, Air-I, Air-II, CFS&IO	HQ WAC, IAF Subroto Park New Delhi – 110010
MAINTENANCE	SMSO, C ENG O, C SYS O, CLMO	HQ WAC, IAF Subroto Park New Delhi – 110010
ADMIN	SOA, PMO, CPSO, C EDN O, C ORG O, C ACCTS O, C J A, C WKS O	HQ WAC, IAF Subroto Park New Delhi - 110010