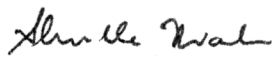


New Delhi, dated the 20th December, 2011.

CIRCULAR

With a view to familiarize new officers at the level of Director and Joint Secretary at the time of joining of their duties in this Ministry, it has been decided that they will be familiarized with the various wings of the Ministry as part of their induction as detailed below:-

1. Meeting with Secretary and Joint Secretaries in the Ministry (main)
 2. Visit to Air India Office in Delhi.
 3. Visit to the DGCA - Interaction with DGs and Joint DGs and safety experts of DGCA on field.
 4. Visit to Airports Authority of India-Interaction with Chairman and Members.
 5. Visit to the BCAS – Interaction with COSCA, Joint COSCA and Additional COSCAs.
 6. Visit to AERO Club of India.
 7. Field Visit to ATC control Tower and IGI Airport- Overview of Security, Check- in counters, baggage handling, etc.
 8. Visit to PPHL- Interaction with CMD Helicopter Safety and Delhi Flying Club.
 9. Visit to Air India, Mumbai – Interaction with CMD and Other Functional Heads. Air India hangers, ground handling.
 10. Visit to CCRS, Lucknow and IGRUA, Fursatganj.
 11. Visit to National Institute of Aviation Management and Research(NIAMAR)
 12. Visit to Crisis Management Group Room at IGI Airport.
2. Apart from the above mentioned visits, meetings and interactions, the Officer is also required to have a reading of all Act and Rules enacted by the M/o of Civil Aviation so far, reports of various committees appointed by M/o Civil Aviation since 2003, Annual Reports of MOCA/Air India/Airports Authority of India/Pawan Hans Helicopters Limited, Airport Infrastructure Policy, Working Group Report of Five Year Plan or any other relevant readings.
3. The above mentioned programme should preferably be completed within 30 days of Joining while doing their allocated duties.
4. This issues with the approval of Secretary.


(Shubha Thakur)
Director (Admn)

1. All Officers at the level of Director & above in the Ministry (main).
2. All attached/Subordinate Offices/ PSUs under this Ministry.
3. Copy with the request to provide material /reports etc.:-
 - (i) A Section - complete sets of Acts and Rules enacted by the Ministry of Civil Aviation,
 - (ii) DT Section - reports of various Committees appointed by the Ministry of Civil Aviation since 2003,
 - (iii) C&W Section - Annual Reports of MOCA/ Air India/Airports Authority of India/Pawan Hans Helicopters Limited,
 - (iv) AAI/AD Section - Airport Infrastructure Policy,
 - (iv) ER Division - Working Group Report of Five Year Plan or any other relevant reading material related to Civil Aviation.