

SECTION : 4 (b) (vi)

CATEGORY OF DOCUMENTS

Introduction

DGAQA functioning is regulated by various rules and regulations as enumerated in clause 4(b)(v). In addition to these there are number of other categories of documents held in HQ DGAQA/ RDAQA/ AQAW Estts. All these documents can be broadly categorized into Administrative and Technical Documents.

Administrative Documents:

The following documents related to Administrative functioning are being held in the Organisation at HQ DGAQA/ RDAQA/ AQAW Estts:

1. Unit Standing Orders on Administration, Security, Fire, CSD Canteen, MT etc.
2. Air Force Orders/ Air Force Instructions (Admin)
3. CCSR Manual on Establishment and administration
4. Compilation on Seniority and Promotion in Central Government Service
5. Compilation on Reservations and Concessions
6. Compilation of FR/SR (Part-III) Leave Rules
7. Manual on disciplinary proceeding for Central Govt Servants.
8. Manual on Office Procedure
9. Govt Financial Rules
10. TA Rules
11. CCS Pension Rules
12. Medical Attendance Rules
13. GPF Rules
14. HBA Rules
15. Departmental Security Instruction

Technical Documents:

The following Technical Documents are held in the organisation at HQ DGAQA/ RDAQA/ AQAW Estts:

1. Technical Standing Order (TSO)
2. Approval Firms Quality Management System (AFQMS)
3. Quality Assurance Directives (QA Directives)

4. DDPMAS -2002
5. Departmental Specifications
6. JSS (Limited Nos.)
7. Indian Standards (Limited Nos.)
8. Specific National & International Specifications
9. SOP For Registration OF Firms