

MAIN SERVICES/TRANSACTIONS

Sl No	Services/ Transaction	Responsible person	Email & Contact No.	Process	Documents required
1	Submission of cases for appointment of Director General, AQA and Addl. Director Generals, AQA	1. Shri AK Bhatte, Director General 2. Shri V Arumugam, ADG(HQ) 3. Shri SK Shukla, Dir(HR)	dg.dgaqa@gov.in 011-23011783 adg.dgaqa@gov.in 011-23013191 dirhr.dgaqa@gov.in 011-23792203	1. Calculation of vacancy position 2. Compilation of APARs 3. Obtaining Integrity certificate, vigilance & disciplinary clearances. 4. Updation of seniority list. 5. Preparation of DPC proposal. 6. Seeking approval of MoD for submission to UPSC. 7. On receipt of recommendation of DPC, submission of proposal to DoP&T for seeking approval of ACC. 8. Issue of panel & promotion order on the basis of recommendation by the Committee on posting/transfer.	1. APARs 2. Integrity certificate 3. Vigilance & disciplinary clearances 4. Seniority list 5. Service Rules 6. Vacancy register 7. Service profile of concerned officers 8. Recommendation of the committee on posting/transfer.
2	Submission of cases for appointment/promotion of Directors	1. Shri AK Bhatte, Director General 2. Shri V Arumugam, ADG(HQ) 3. Shri SK Shukla, Dir(HR)	dg.dgaqa@gov.in 011-23011783 adg.dgaqa@gov.in 011-23013191 dirhr.dgaqa@gov.in 011-23792203	1. Calculation of vacancy position 2. Compilation of APARs 1. Obtaining Integrity certificate 2. Vigilance & disciplinary clearances 3. Updation of seniority list. 4. Preparation of DPC proposal. 5. Seeking approval of MoD for submission to UPSC. 6. Issue of panel & promotion order on the basis of recommendation by the Committee on posting/transfer.	1. APARs 2. Integrity certificate 3. Vigilance & disciplinary clearances 4. Seniority list 5. Service Rules 6. Vacancy register 7. Service profile of concerned officers 8. Recommendation of the committee on posting/transfer.

3	Submission of cases for appointment/promotion of other DAQAS officers {PScO(NF)/SSO-I}	1. Shri AK Bhatte, Director General 2. Shri V Arumugam, ADG (HQ) 3. Shri SK Shukla, Dir(HR)	Same as above	1. Calculation of vacancy position 2. Compilation of APARs 3. Obtaining Integrity certificate 4. Vigilance & disciplinary clearances 5. Updation of seniority list. 6. Preparation of DPC proposal. 7. Seeking approval of MoD. 8. Issue of panel & promotion order on the basis of recommendation by the Committee on posting/transfer.	1. APARs 2. Integrity certificate 3. Vigilance & disciplinary clearances 4. Seniority list 5. Service Rules 6. Vacancy register 7. Service profile of concerned officers 8. Recommendation of the committee on posting/transfer.
4	Submission of cases for appointment/promotion of other DAQAS officers (SSO-II)	1. Shri AK Bhatte, Director General 2. Shri V Arumugam, ADG(HQ) 3. Shri SK Shukla, Dir(HR)	Same as above	1. Calculation of vacancy position 2. Compilation of APARs 3. Obtaining Integrity certificate 4. Vigilance & disciplinary clearances 5. Up-dation of seniority list. 6. Preparation of DPC proposal. 7. Seeking approval of MoD for submission to UPSC. 8. Issue of panel & promotion order on the basis of recommendation by the Committee on posting/transfer.	1. APARs 2. Integrity certificate 3. Vigilance & disciplinary clearances 4. Seniority list 5. Service Rules 6. Vacancy register 7. Reservation register 8. Service profile of concerned officers. 9. Recommendation of the committee on posting/transfer.

5	Posting/transfer of DAQAS & Group 'B' officers under RTP.	<ol style="list-style-type: none"> 1. Shri AK Bhatte, Director General 2. Shri V Arumugam, ADG(HQ) 3. Shri SK Shukla, Dir(HR) 	Same as above	<ol style="list-style-type: none"> 1. Preparation of list of officers due for rotational transfer under RTP. 2. Inviting preference of stations for posting from these officers. 3. Compilation of data i.e. posting preference, past posting profile etc. 4. Submission of proposal for consideration of Committee. 5. Issue of minutes and issue of transfer orders with the approval of the competent authority (MoD, DDP in case of Group 'A' officers and Director General, AQA for others). 	<ol style="list-style-type: none"> 1. Preferences 2. Posting profile 3. Promotional prospect etc.
6	Non-Functional upgradation to the DAQAS officers.	<ol style="list-style-type: none"> 1. Shri AK Bhatte, Director General 2. Shri V Arumugam, ADG(HQ) 3. Shri SK Shukla, Dir(HR) 	Same as above	<ol style="list-style-type: none"> 1. Downloading DoP&T notification regarding the IAS officers who have been posted in the Centre in various grades. 2. Compilation of data 3. Obtaining Integrity certificate 4. Vigilance & disciplinary clearances 5. Compilation of APARs. 6. Preparation of proposal for approval of the Screening Committee in MoD. 7. Issue of orders. 	<ol style="list-style-type: none"> 1. DoP&T notification 2. APARs 3. Integrity certificate 4. Vigilance & disciplinary clearances.
7	Submission of proposal for cadre restructuring of Defence Aeronautical Quality Assurance Service	<ol style="list-style-type: none"> 1. Shri AK Bhatte, Director General 2. Shri V Arumugam, ADG(HQ) 3. Shri SK Shukla, 	Same as above	<ol style="list-style-type: none"> 1. Constitution of Committee 2. Seeking inputs from all Field Estts. Association 3. Work analysis based on ongoing projects 4. New requirements. 5. Preparation of proposal as per the Cadre Review Monograph promulgated by DoP&T for seeking approval of MoD/DDP & Def 	<ol style="list-style-type: none"> 1. Inputs from Field Estts., Associations 2. Service Rules 3. Previous cadre reviews 4. Comparable cadres etc.

	Dir(HR)		(Fin) for submission to the Cadre Review Division/DoP&T.		
8	Submission of proposal for cadre restructuring of Group 'B' & 'C' posts	1. Shri AK Bhatte, Director General 2. Shri V Arumugam, ADG(HQ) 3. Shri SK Shukla, Dir(HR)	Same as above	1. Constitution of Committee 2. Seeking inputs from all Field Estts, Federations, Associations 3. Work analysis based on ongoing projects 4. New requirements 5. Preparation of proposal for seeking approval of MoD/DDP, Def (Fina) and M/o Finance/Dte. of Expenditure.	1. Inputs from Field Estts. Federations, Associations 2. Rectt. Rules 3. Previous cadre reviews, comparable cadres etc.
9	DPC of Gp 'B' posts	1. Shri V Arumugam, ADG(HQ) 2. Shri SK Shukla, Dir(HR) 3. Shri Nirmal Kumar, Dy Dir(HR/Pers)	adg.dgaqa@gov.in 011-23013191 dirhr.dgaqa@gov.in 011-23792203 ddhrpers.dgaqa@gov.in 011-23016380	1. Calculation of vacancy position 2. Compilation of APARs 3. Obtaining Integrity certificate 4. Vigilance & disciplinary clearances 5. Updation of seniority list. 6. Preparation of DPC proposal. 7. Obtaining recommendation of Committee regarding posting on promotion. 8. Seeking approval of the Competent Authority i.e Director General, AQA and issue of panel & promotion order accordingly.	1. APARs 2. Integrity certificate 3. Vigilance & disciplinary clearances 4. Seniority list 5. Rectt. Rules 6. Vacancy register 7. Reservation 8. Register/roster 9. Service profile of concerned officers 10. Recommendation of the committee on posting/transfer.
10	Submission of Review cases under FR 56(j) of Group A officers	1. Shri AK Bhatte, Director General 2. Shri V Arumugam,	dg.dgaqa@gov.in 011-23011783	1. Obtaining vigilance & disciplinary clearance 2. Compilation of APARs 3. Preparation of proposal for seeking approval of the Review Committee in MoD	1. Vigilance & disciplinary clearances 2. APARs 3. Service records 4. Recommendation of the

	ADG(HQ) 3. Shri SK Shukla, Dir(HR)	adg.dgaqa@gov.in 011-23013191 dirhr.dgaqa@gov.in 011-23792203	and thereafter approval of the RRM. 4. Issue of final orders accordingly.	Review Committee.	
11	Review cases under FR 56(j) of Group 'B' & 'C' officers	1. Shri AK Bhatte, Director General 2. Shri V Arumugam, ADG(HQ) 3. Shri SK Shukla, Dir(HR)	Same as above	1. Obtaining vigilance & disciplinary clearance 2. Compilation of APARs 3. Preparation of proposal for seeking approval of the Review Committee and thereafter approval of the Director General, AQA. 4. Issue of final orders accordingly.	1. Vigilance & disciplinary clearances 2. APARs 3. Service records 4. Recommendation of the Review Committee.
12	Preparation of Seniority list of DGAQA officers	1. Shri AK Bhatte, Director General 2. Shri V Arumugam, ADG(HQ) 3. Shri SK Shukla, Dir(HR)	Same as above	1. Obtaining DPC Panels of the concerned years 2. Details of new recruits i.e. date of joining, marks secured, educational qualification, discipline, date of birth, category etc. 3. Compilation of data related to retirement, promotion, death, lien etc. 4. Determining inter-se-seniority between promotes and direct recruits as per the existing policy. 5. Issue of draft seniority list for inviting comments. 6. Issue of final seniority list after considering representations, if any.	1. DPC Panels of the concerned years 2. Details of new recruits i.e. date of joining, marks secured, educational qualification, discipline, date of birth, category etc.

13	Grant of Financial upgradation under MACP Scheme DGAQA officers and staff	1. Shri AK Bhatte, Director General 2. Shri V Arumugam, ADG(HQ) 3. Shri SK Shukla, Dir(HR)	Same as above	1. Seeking applications from eligible individuals in the prescribed proforma 2. Obtaining vigilance and disciplinary clearances 3. Compilation of data of past promotion/financial upgradations, merger of scales, previous service in the same scale of direct entry. 4. Preparation of proposal for consideration of the Screening Committee. Approval of Director General, AQA. Issue of final orders.	1. Application in prescribed proforma, 2. Vigilance & Disciplinary clearance, APARs, 3. Recommendation of the Screening Committee.
14	Processing of applications for outside appointment	1. Shri AK Bhatte, Director General 2. Shri V Arumugam, ADG(HQ) 3. Shri SK Shukla, Dir(HR)	Same as above	1. Obtaining confirmation from DGAQA/Tech-Coord regarding execution of bond, 2. Obtaining vigilance & disciplinary clearances. 3. Obtaining approval of the Competent Authority i.e. Director General, AQA. 4. Issue of Non-Objection Certificate, where required.	1. Copy of Advertisement, undertaking by officer, 2. duly filled Part-I, Part-II and Part-III details in prescribed proforma, 3. Vigilance & disciplinary clearances.
15	Processing of cases for lifting of probation of Group 'A', 'B' & 'C' officers.	1. Shri AK Bhatte, Director General 2. Shri V Arumugam, ADG(HQ) 3. Shri SK Shukla, Dir(HR)	Same as above	1. Compilation of assessment reports 2. submission of cases for consideration of Committee. 3. Approval of the appointing authority and issue of orders.	1. Assessment reports, vigilance & disciplinary clearances, 2. recommendation of the Committee.

16	Processing of cases for confirmation of Group 'A' officers.	1. Shri AK Bhatte, Director General 2. Shri V Arumugam, ADG(HQ) 3. Shri SK Shukla, Dir(HR)	Same as above	1. Obtaining vigilance & disciplinary clearances, 2. compilation of assessment reports, 3. preparation of proposal for the Departmental Confirmation Committee. 4. Obtaining approval of the Competent Authority in MoD and issue of orders accordingly.	1. Assessment reports, vigilance & disciplinary clearances, 2. Recommendation of the Committee.
17	Processing of cases for confirmation of Group 'B' & 'C' officers.	1. Shri AK Bhatte, Director General 2. Shri V Arumugam, ADG(HQ) 3. Shri SK Shukla, Dir(HR)	Same as above	1. Obtaining vigilance & disciplinary clearances 2. Compilation of assessment reports 3. Preparation of proposal for the Departmental Confirmation Committee. 4. Obtaining approval of the Competent Authority i.e. Director General, AQA and issue of orders accordingly.	5. Assessment reports, vigilance & disciplinary clearances, 6. Recommendation of the Committee.
18.	Registration of firms 90 days from receipt of application from firm	Shri Arumugam Vaidyalingam, ADG(HQ) Shri Pravakar Mishra, Director (TC)	adg.dgaqa@gov.in 011-2301 3191 dirtc.dgaqa@gov.in 23018439	1. Submission of application by firm/vendor 2. Initiation by Director, Tech-Coord group at HQ 3. Assessment of firm to be conducted by assessment committee 4. Submission of Recommendations by Assessment Team through Director, Tech-Coord for approval. 5. Accepted by Accepting Authority	1. Audited Balance Sheet for last 3 years. 2. Profit & Loss statement for last 3 years. 3. Registrar of Company Certificate issued from Company Registrar Office 4. ISO 9001 certification 5. Any other registration certificate issued from other Govt. Deptt, defence deptt. etc.

				6. List of Machines, Manpower FEE: 1. Micro/Small/ Medium Scale Industries: - Rs. 10,000/- 2. Large Scale Industries: - Rs. 25,000/-
19.	Approval of Test Laboratory 90 days from receipt of application from laboratory	Shri Arumugam Vaidyalingam, ADG(HQ) Shri Pravakar Mishra, Director (TC)	adg.dgaqa@gov.in 011-2301 3191 dirtc.dgaqa@gov.in 23018439	1. Submission of application by Testing Laboratory 2. Initiation by Director, Tech-Coord group at HQ 3. Assessment of firm to be conducted by assessment committee 4. Submission of Recommendations by Assessment Team through Director, Tech-Coord for approval. 5. Accepted by Accepting Authority
20.	Approval of Firm and its Quality Management System 30 days from date of receipt of duly completed application	Shri A K Bhatte, DG Shri Arumugam Vaidyalingam, ADG(HQ) Shri Pravakar Mishra, Director (TC) Respective Group and Field Estt.	dg.dgaqa@gov.in 011-23792203 adg.dgaqa@gov.in 011-2301 3191 dirtc.dgaqa@gov.in 23018439	1. Submission of application by the firm to HQ, New Delhi through Regional Office 2. Firm Audit 3. Documents scrutiny by concerned group of HQ. 4. Approval by DG,AQA. Issue of certificate
				1. Any other registration certificate issued from other Govt. Deptt, defence deptt. etc. 2. ISO 9001 certification 3. Registrar of Company Certificate issued from Company Registrar Office 4. List of Major items of test equipment available FEE: Approval Fee:- 2000/- Renewal Fee:- 1000/- 1. Any other registration certificate issued from other Govt. Deptt, defence deptt. etc. 2. List of QA personnel, Manufacturing facilities, Inspection facilities and special processes Fee: Approval Fee:-50,000/- Renewal Fee:- 25,000/-

SERVICE STANDARD

Sl. No	Services/ Transaction	Service Standard	Unit (days/ month)	Data source
1	Submission of cases for appointment of Director General, AQA and Addl. Director Generals, AQA	8 & 1/2	months	Records maintained at FEs, HQrs& MoD.
2	Submission of cases for appointment/ promotion of Directors	8	months	Records maintained at FEs, HQrs& MoD.
3	Submission of cases for appointment/ promotion of other DAQAS officers {PScO(NF)/SSO-I}	8	months	Records maintained at FEs, HQrs& MoD.
4	Submission of cases for appointment/ promotion of other DAQAS officers (SSO-II)	8	months	Records maintained at HQrs and concerned FEs.
5	Posting/transfer of DAQAS & Group 'B' officers under RTP.	5	months	Records maintained at HQrs and concerned FEs.
6	Non-Functional upgradation to the DAQAS officers.	3	months	DoP&T website and records maintained at HQrs and concerned FEs.

7	Cadre restructuring of Defence Aeronautical Quality Assurance Service	1	Year	Records maintained at HQrs and concerned FEs.
8	Cadre restructuring of Group 'B' & 'C' posts	1	Year	Records maintained at HQrs and concerned FEs.
9	DPC of Gp 'B' posts	8	months	Records maintained at HQrs and concerned FEs.
10	Review cases under FR 56(j) of Group A officers	3	Months	Records maintained at FEs, HQrs& MoD.
11	Review cases under FR 56(j) of Group B & C officers	3	Months	Records maintained at FEs &HQrs.
12	Preparation of Seniority list of DGAQA officers	2	Months	Records maintained at FEs &HQrs.
13	Grant of Financial upgradation under MACP Scheme DGAQA officers and staff	2	Months	Records maintained at FEs &HQrs.
14	Processing of cases for Outside appointment	30	Days	Records maintained at FEs &HQrs., candidates
15	Processing of cases for lifting of probation of Group 'A' , 'B' & 'C' officers.	15	Days	Records maintained at FEs &HQrs.
16	Processing of cases for confirmation of Group 'A' officers.	3	months	Records maintained at FEs &HQrs., candidates
17	Processing of cases for confirmation of Group 'B' & 'C' officers.	3	months	Records maintained at FEs &HQrs., candidates