

MANUALS REQUIRED TO BE PUBLISHED UNDER SECTION 4(I)(b) of RTI ACT, 2005

Point No.	Manuals Required	Whether Available on Web site or not	Remarks, if any	Under Sub-Link	Concerned Section
(i)	The particulars of its organization, functions and duties	Available	Under Link ' <u>Organisational Setup</u> '		Admn.
(ii)	The powers and duties of its officers and employees	Available	Under link ' <u>Powers & Duties</u> '		Admn.
(iii)	The procedure followed in the decision making process, including channel of supervision and accountability	Available	Under Link ' <u>Channel of Submission</u> '		Admn.(O&M)
(iv)	The norms set by it for the discharge of its functions	Available	Under Link ' <u>Time limit for disposal of various cases</u> '		Admn. / O&M
(v)	The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions	Available	Airports Act, 1934(XXII of 1934); Aircrafts Rules, 1937; 15 Rules and Regulations are available Under Link ' <u>Acts and Rules</u> '. Domestic Air Transport, Airport Infrastructure, ITP Charter Flight Policy, International Air Services, Bilateral Airservice Agreement and Removal of Restrictions on Photography Under Link ' <u>Policies</u> '.	Ministry of Civil Aviation :- Aircraft Act/Rules Airports Authority of India Air India	A Sec. AAI Sec. AI Sec.
(vi)	A statement of the categories of documents that are held by it or under its control	Available	Annual Reports, Performance Budgets, Financial Report and Demands for Grants Under Link ' <u>Publications</u> '.	Domestic Air Transport Airport Infrastructure ITP Charter Flight International Air Services Bilateral Air-service Agreement Procedural Guidelines Greenfield Airport Removal of Restrictions on Photography Monthly Summary Annual Reports Performance Budgets Financial Report Demand of Grants Airlines Operations-Regulatory Issues	DT AAI / AD A Sec. A Sec. A Sec. AAI / AD AD C&W C&W Finance Finance Finance

(vii)	The 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	Available	While formulating the policy it is put on the website for comments from member of Public and feedbacks received from member of Public is suitably incorporated		
(viii)	A statement of the boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public	Available	Details of 'Committee and Councils' and composition and minutes of last held Consultative Committee, Details of Board of Directors of Air India, Indian Airlines, Airports Authority of India	Members of Consultative Committee for MOCA Consultative Committee Meeting Kaw Committee	PU PU
(ix)	A directory of its officers and employees	Available	Under Link 'Nodal Officers'	PG Officers Email Addresses Others	C&W C&W
(x)	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations	Available	Details of scale of pay of Officers of level of Section Officer and above is available Under Link ' <u>Remunerations of Staff</u> '		Cash Section
(xi)	The budget allocated to each of its agency indicating the particulars of all parts proposed expenditures and reports on disbursements made	Available	Under Link ' <u>Publications</u> '		Finance I Sec.
(xii)	The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes	----	Under Link ' <u>Execution of subsidy programmes</u> '		AI Sec.

(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	----	In this connection the websites of the Ministry has link to all its organisations/subordinate offices which may be viewed.		
(xiv)	Details in respect of the information available to or held by it reduced in an electronic form	----	These details are available under various links.		
(xv)	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use	----	No library or reading room is being maintained in Ministry for public use but Facilitation Counter is functioning daily at 2:30 to 4:30.	Admn. Sec.	
(xvi)	The names, designations and other particulars of the Public Information Officers	Available	Under Link 'Designated Officers'	CPIO and Appellate Authority	C&W. Sec.
(xvii)	Such other information as may be prescribed	Available	Under Link 'Related Links'	Alternate CPIO	
				International Civil Aviation Organisation	A Sec.
				International Air Transport Association	A Sec.
				Domestic and International Airport Government of India Directory	
				Other Useful links	
			Link - Tenders/RFQs		Admn. & Gen. Sec.
			Link - Announcements		DG/AI Sections
				Vacancy Circulars	
				Notification on Cost Structure & Productivity	AI Sec.
				Aircraft Acquisition Committee Approvals	DT Sec.
				Govt. of India Resolution on Public Interest Disclosures & Protection of Informers.	Vig. Sec.
				Constitution of "Airlines Facilitation Committee".	DT Sec.