

POWER AND DUTIES OF OFFICERS AND EMPLOYEES.

Administrative Secretary

Administrative Secretary is the overall In-charge of the Department.

Director

Director Civil Aviation, Punjab is the Head of the Department as per the Organizational Structure of the Department. All the files are being put-up the Director, which are routed through Adviser Civil Aviation, Punjab.

Adviser

Adviser in the Department will reports directly to the Director. All the cases coming to Adviser are put-up through the Administrative Officer of Civil Aviation Department.

Administrative Officer

Administrative Officer is the Head of the Office in the Directorate. He examines cases put-up by the office and puts them up to the Adviser Civil Aviation, Punjab.

Assistant Director (Tech.)

Assistant Director (Tech.) looks after the functioning of Technical wing of the Directorate, which includes functioning of Continuing Airworthiness Manager, Quality Manager, Technical Assistant and IT wing of the Directorate.

Section Officer

There is one post of Section Officer who examines all the Financial /Budget related matters of the Department and puts up the cases to Administrative Officer. All other administrative issues are put up to Administrative Officer by office directly.

Technical Assistant

Technical Assistant deals with all the cases which are technical in nature viz maintenance of Helicopter, establishment new Airports in the State, issues related to Punjab State Civil Aviation Council, Punjab State Aeronautical Engineering College and Punjab Aircraft Maintenance Engineering College at Patiala. All the bills related to maintenance of Helicopter operations like Airport charges and other bills against the imprest money issued to the Pilots for operations of Helicopter. Technical

Assistant also deals with the procurement of spares etc. as required for the maintenance of Helicopter.

Chief Engineer

Chief Engineer Heads the Technical Wing of the Department which generally looks after the maintenance and operations of the State Government VIP Helicopter. He also gives his opinion in various issues and when required by the Government. At present this post is lying vacant.

Continuing Airworthiness Manager

Continuing Airworthiness Manager is nominated post holder approved by the Director General of Civil Aviation, Government of India which performs his duties as per the guidelines issued by DGCA from time to time. His main responsibility is to plan the maintenance of helicopter / aircraft owned by the State Government. He deals with the issues related to maintenance of helicopters with the office of Director General of Civil Aviation.

Quality Manager

Quality Manager is nominated post holder approved by the Director General of Civil Aviation, Government of India. Main responsibility of Quality Manager is to do the quality audit of the maintenance being carried out on the helicopter. He ensures that all the maintenance carried out on the helicopter is as per the standards stipulated by the Director General of Civil Aviation and in case of any discrepancy. He submits his report to the Accountable Manager.