

प्रशिक्षण नीति-2015

TRAINING POLICY - 2015

वैमानिक गुणवत्ता आश्वासन महानिदेशालय

**DIRECTORATE GENERAL OF AERONAUTICAL
QUALITY ASSURANCE (DGAQA)**



भारत सरकार, रक्षा मंत्रालय

वैमानिक गुणवत्ता आश्वासन महानिदेशालय / तकनीकी समन्वय अनुभाग

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महानिदेशक



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Director General

भारत सरकार,
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P R E F A C E

Technical & Scientific organizations need to make fundamental improvements in the way they operate in order to keep pace with the constantly changing technological, economical and other advancements. Training plays key role in assisting organizations to meet the challenges particularly in field of Design, Development, Production & Quality Assurance of Military Aviation Stores. Training improves the performance by enhancing skills, improving attitude and provides job satisfaction as well as motivation to the officers/staff of the organisation.

2. Prior to attainment of Organised Group "A" service status, DAQAS officers were recruited by UPSC on the basis of domain expertise in the field of Aviation & Quality Assurance. For the first time in 2018, DAQAS officers are inducted directly through CES exam conducted by UPSC. These probationers are mostly fresh engineering graduates having limited practical exposure to defence aviation sector and functioning of our organization. Accordingly, this DGAQA Training Policy (Rev-3) is updated, duly covering 24 weeks comprehensive training program for DGAQA probationers recruited through CES in our esteemed organization.

3. Further, DGAQA training policy has been revised as per guidelines of National Training Policy to provide a practical framework within which all officials will acquire the necessary competencies to perform their duties effectively, efficiently, creatively and with due diligence, in accordance with commitment to improve Quality Assurance Service delivery to its populace.

4. It is my conviction that with adherence, this policy will promote effective utilization of resources spent on training. I therefore urge every DGAQA personnel to pursue his/her responsibility zealously for facilitating successful implementation of this training policy.

Date: 15 Jan 2021
Place: New Delhi

Record of Revision

[illegible]

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1.0 INTRODUCTION

DGAQA is the designated Government regulatory authority of the Ministry of Defence for Quality Assurance and final acceptance of military aircrafts / aviation stores including Air Armament and Unmanned Air Vehicle (UAV) during design/development/production and overhaul at the different work centres like PSUs (HAL, BEL, Midhani etc.), Ordnance factories, DRDO labs and private sector sources. DGAQA ensures surveillance through "Approved Firm Quality Management System (AFQMS)" and the product conformance through Quality tools i.e. Quality Audits, Spot Checks, Defect/Accident Investigation etc. In addition to the above DGAQA also participates in standardization activities, formulation of JSS & National Specifications, Aircraft incident/accident investigation etc.

DGAQA is also the nodal agency for Missile System Quality Assurance Agency (MSQAA) under the integrated Missile Development Programme (IGMDP). DGAQA is also an authority Holding Sealed Particulars (AHSP) functions in respect of Air Armament Stores.

2.0 VISION

To create and sustain an environment of mutual trust and self control amongst the various agencies involved in development/ production of aviation product for Defence.

3.0 MISSION

To transform and perfect the mechanism of **DGAQA's** regulatory functions so that all those involved, do the right thing, first time and every time.

4.0 AIM

As competencies encompass knowledge, skills and behaviour which are required in an individual for effectively performing the functions of a post, there is a need to fill up competency gaps of employees by bridging through a range of training interventions. Thus the training policy of DGAQA organization is aimed to provide guidelines to organise requisite training programs either within DGAQA or at outside institutes for all echelons of DGAQA. Highest priority will be given to the courses directly contributing to quality and reliability of defence stores. However elements like technology, quality systems, leaderships, management, user satisfaction etc will be considered building blocks of quality.

5.0 TRAINING OBJECTIVES

In order to achieve the vision, mission and aim, following training objectives are laid down:-

- a) To develop necessary technical and managerial skills in such a way that each job is performed by a person who has the required competencies for that job.
- b) To update the skills and knowledge of DGAQA officers/Staff in the field of fast changing technologies and management strategies especially in Military Aviation field.
- c) To promote learning environment and develop a learning culture throughout the organization.
- d) To develop in-house expert trainers in various areas of our working viz. Aircraft, Helicopter, Aero Engine, UAVs, Air Armament, Guided Weapons etc .
- e) In spite of adequate knowledge and skills, organisation is partially successful to achieve excellence because of dysfunctional mindset and lack of proper motivation of officers in due course of time. To eliminate this roadblock regular training programs on attitudinal changes/ motivation should be organised.

6.0 TRAINING STRATEGY

- a) All DGAQA officers are to be provided appropriate training to develop competencies for their current or future jobs. Such trainings will be imparted :
 - i) At the initial stage of joining DGAQA for new recruits e.g. Foundation Course
 - ii) At appropriate intervals in the course of their careers
- b) Since DGAQA is a QA agency for Military aviation which is much specific and stringent type of work, hence customised/tailor made training programs meeting DGAQA requirements should be given preference.
- c) Leverage latest tools, techniques for fostering learning process.
- d) Build a pool of internal faculty resources by identifying, developing and harnessing expertise.
- e) Intensive study on the subjects of DGAQA interest instead of various other subjects.
- f) Promote specialisation with emphasis on case studies/ problem solving techniques.
- g) Optimise computer proficiency among all officers and staff.
- h) Focus on positive attitudinal changes in work culture.

7.0 TRAINING PLANS

i) ANNUAL TRAINING PLAN (ATP):

It is a comprehensive training plan to be prepared annually by the department for all the DGAQA employees in respect of the rank/ discipline/ group.

ii) CADRE TRAINING PLAN (CTP):

It is a comprehensive training plan for the employees belonging to DGAQA to develop Department specific Competencies. General structure of CTP is appended in **Appendix A**.

8.0 TRAINING STRUCTURE AND CATEGORIZATION

I) Foundation Course/Ab-Initio Training :

The objective of this training is to provide understanding of the functioning of DGAQA and to fully prepare the new technical recruits (Group B) **and technical officers promoted to Group 'A'** for tasks that they are expected to execute. This course covers role & function of DGAQA, Military aircrafts, DGAQA governing documents like AFQMS, TSO, DDPMAS etc. The training would be mandatory and generally of 3 to 4 weeks duration including visits to manufacturing firms viz HAL, BEL division etc. These officers will perform as trainer for newly recruited non-gazetted officers. For conducting this course, ALISDA Bengaluru is the nodal agency.

II) On Job Training (OJT)

This training is conducted at the field establishments where the new recruited officers/staff are posted. This is conducted by the respective Regional Director/OIC who is nodal officer. The training duration is about 2-4 weeks depending on the range of activities at the Field Establishment. The training is imparted under the supervision of senior officers of SSO-I & above. Moreover there shall be compulsory job rotation of each officer in the Field Establishment/HQ to have adequate job exposure and broad expertise.

III) Special Technical Training:

(a) Non Destructive Training (NDT):

Non destructive Tasting (NDT) is an important activity in Aeronautical Industry. NDT training (in the fields of Ultrasonic testing, Penetrate testing, Radiography) to achieve competency for all Mechanical / Aeronautical / Metallurgical / Chemical officers shall be provided wherein the officers shall be appearing in the examination for at least ISNT level II conducted by ISNT (Indian Society for Non Destructive Testing). All officers up to SSO-I level shall be covered for this training.

(b) Training on Environmental Testing, EMI/EMC & Software Quality Assurance:
Electronics & software related Aero-stores are subjected to various tests viz Environmental Testing, EMI/EMC, & Software Quality Assurance etc. All Electronics/Electrical/Computer Science officers up to SSO-I level shall be provided with above training for these areas. Mechanical Officers shall also undergo Environmental Stress Screening (ESS) training covering vibration, thermal cycling etc.

IV) Mid-Career Training Program (MCTP) :

It is a career linked mandatory training programme designed for professional development of the officers at various levels/stages of their career. Duration will be 2 to 4 weeks in India plus max ten working days as foreign training component **(FTC)**. FTC fills a crucial gap in the training system and provides opportunity for officers to gain exposure to the latest thinking, experience and the best practices of different countries with different models of development and governance. In this regard National Training Policy-2012 and DoPT (Training Division) letter No 12037/38/2014-FTC dated 11 Jun 2015 are relevant. This is planned for officers of the level of SSO-I, PScO, Director, Additional Director General.

V) Short Term Thematic Training (Duration 1 to 2 weeks):

This type of training programme should be made available to employees with an objective

- a) To build their Professional Competencies in relevant themes such as Project Management, E-Governance etc.
- b) To inculcate desirable personal attributes like Leadership Development, Stress Management, Ethics, Presentation skills etc.

VI) Customised/ Tailor made Training :

This is an intensive program to be conducted at a suitable institute and specially designed for DGAQA officers working in a particular sector with the objective to make the officers aware of efficient tools and latest smart practices to ensure the requirement of Quality Management System as well as quality of the product. Examples: ISO 9001, AS 9100 Lead Auditor Courses etc.

VII) Orientation Training (Duration : 01 week) :

This training is to be provided to IAF, Naval aviation, Indian Army aviation & Indian Coast Guard personnel with the objective to familiarize them with goals and overall functioning of DGAQA. ALISDA Bengaluru is the nodal agency for this orientation course.

VIII) Long Term Training Program (Duration more than six months) :

These training programs are meant for officers especially younger ones to upgrade their knowledge relevant to their current or future assignments by acquiring higher qualification. Example: Post Graduation in Technology/Management.

IX) Refresher Courses :

These courses are conducted for officers and staff who are already aware of the subject. The aim is to refresh their knowledge and provide inputs about the latest trends.

X) Specific Training for HQ Officers:

All DAQAS officers shall undergo DDP & DPM training conducted by Defence HQ Training Institute (DHTI).

XI) Workshops/Seminars/Conferences :

Middle or Senior level officers shall be given opportunities to attend National and International Workshop/ Seminars/ Conferences on the subject relevant to DGAQA viz. Defect Investigation, Aircraft Accident Investigation, Failure Analysis, Product & System Audits, Surprise/spot Checks etc. The participants may be encouraged to institutionalize their learning through presentations in DGAQA establishments as also in the nationals/International Conferences.

XII) Training for Computer Literacy: All officers and staff shall undergo computer literacy trainings as per need basis at institutes like NIC, Deptt of IT & Communication, CMC etc.

XIII) Training to Others (Guest Lecture) : All officers from level of SSO-I and above shall be encouraged for Guest Lectures at organisations like PSUs (Eg. HAL, BEL) OFB etc.

9.0 **NODAL TRAINING AGENCY**

I) ALISDA Bengaluru will be the *Training Cell* nodal agency and *Regional Director, ALISDA will be Training Manager* for planning and organising training programmes for DGAQA organization. However Tech-Coord group at Head Quarters New Delhi will extend administrative and financial support like getting sanction & approval of training program & Nomination.

II) For **On Job Training (OJT)&In-House Training** every Field Establishment will have a structured system of conducting in house training in the form of lectures, case studies, problem solving and experience sharing.

10.0 IMPLEMENTATION OF TRAINING POLICY :

- I) Training policy implementation is monitored by Training Manager and essentially governed by following four stages:-
- Defining Training needs
 - Training plan (Financial year wise)
 - Provision for resources
 - Evaluation of training outcome
- II) Tech-Coord section at Head Quarters *in liaison with ALISDA Bengaluru* will look after all training activities under supervision of Training Manager of the level of Director or above appointed by Director General, Aeronautical Quality Assurance. The role of Training Manager is placed as **Appendix C**.

11.0 Review of the Implementation of Training Policy

A structured exercise of annual review of courses and all other activities will be undertaken by the Training Manager at the end of every academic year (April to March). Based on findings of annual review, the courses and institute will be selected.

During review processes following points are to be kept in mind:

- Quality of training obtained
- Adequacy of the training subject, Areas infrastructure, faculty etc at the institute
- Whether the character of faculty was demonstrative of the ethics and values.

12.0 DETAILS OF THE PERIOD OF BOND FOR SPONSORED PROGRAM:

Sl. No.	CATEGORY	PERIOD OF BOND
1.	For Training/ Courses in India a) From 06 to 12 months duration b) Over 12 months/ ME/M.Tech. (Full/Part time) c) For Ph.D. (Full/Part Time)	03 Years 04 Years 05 Years
2.	Training/ Courses Abroad : a) Up to 6 months duration b) Over 06 months duration	03 Years 04 Years

a) **Undertaking pro-forma** is placed as Annexure-I. (Required at the time of applying for higher education)

b) **Bond pro-forma** is placed as Annexure- II. (Required after selection for higher education)

Note : In case any officer who has not completed previous bond and going to pursue new course, the new bond period will be bond period of new course plus remaining period of previous bond. Calculation of remaining period of previous bond will be on the date of commencement of new course.

13.0 Ab-initio Training for DAQAS Probationer's recruited through ESE

I) *Training for DGAQA probationers recruited through ESE is mandatory for all the probationers as the officers are fresh Engineering Graduates and do not have requisite expertise to perform as DGAQA officers. All the FEs where such officers are posted are required to undertake On Job Training (OJT) within the establishment before commencement of formal training at designated training establishment through ALISDA Bengaluru. All such officers are required to undergo training at designated training establishment. No deferment / exception to such training shall be permitted except explicit permission from DG, AQA.*

II) *The training shall cover in following three steps:*

a) *Initial orientation/ familiarization with the manufacturing Industry and DGAQA working for 02 weeks within the concerned ADG Zone.*

b) *OJT for 03 months at the concerned FEs covering all the work areas & stores in accordance to Broad Guidelines issued by HQ DGAQA vide letter No- 1401/Trg-Policy/DGAQA/TC &CS dated 13 May 2020 (**Appendix C**).*

c) *Regular Training of complete Batch of officers (about 20 numbers) is to be conducted by Training Manager at ALISDA Bengaluru for 24 weeks duration. ALISDA may also coordinate with other Institutes i.e. HMA-HAL Bengaluru, ISTM Delhi, ARDE Pune etc to organise/ conduct some part of training program. The course contents shall cover Role and Function of DGAQA, MoD Setup, General Administration, Aviation Systems, UAV, Avionics, Air Armaments, Guided Missiles, DDPMAS, Mil Standards, IAQG Model, AFQMS, ISO 9001/ AS9100, Basic of office Administration, Communication Skill, National Security and Cyber Security Guidelines etc.*

III) *During the Regular Training at ALISDA Bengaluru, all the probationers are required to appear in the examination and pass the minimum criteria of 50%. Failure in the examination may entail to extension of probation period and may lead to termination beyond two years.*

IV) *Bond Requirement: For the Regular Training at ALISDA Bengaluru, at the time of Commencement of the course, all the officers are required to pledge the bond that the probationer shall be liable to refund the entire cost of his training and any other payments made to him during the training/probation, if he/she wishes to resign from the service within a period of three years from the date of expiry of training/probation or if he/she withdraws from training/probation.*

14.0 Reference

- i) National Training Policy (NTP) 2012 issued vide DOPT letter no-12021/8/2011 Trg-1 dated 19-01-2012.
- ii) *Implementation of NTP- Guidelines issued vide DOPT letter no-12021/1/2011 Trg-1 dated 04-07-2012.*
- iii) DRDO R&T Scheme.

STRUCTURE OF CADRE TRAINING PLAN (CTP)
(TRAININGS FOR DIRECT RECRUITS/PROMOTEES)

A) DAQAS CADRE

Sl. No.	GRADE	TYPE OF TRAINING	NATURE OF TRAINING PROGRAM	DURATION
1.	DG, AQA (HAG)	Apex Level Management Courses	a) Training at national & international level regarding efficient execution of policies and peer to peer working with similar stake holder agencies. b) Visits to foreign defence design, production & QA agencies for better understanding of current and futuristic Defence QA requirements and their implementation. c) Training at IIMs for courses like Conflict Management, Consensus building, Decision making, Emotional Intelligence, Interpersonal relationship, Project Management & Risk Management d) Visits to international shows in friendly countries.	Upto 2 Week
2.	ADG/DDG (SAG)	Management Courses	a) Training at national & international level regarding efficient execution of policies and peer to peer working with similar stakeholder agencies. b) Visits to foreign defence design, production & QA agencies for better understanding of current and futuristic Defence QA requirements and their implementation. c) Training at IIMs/IITs/Other National Institutes on Conflict Management, Consensus building and Decision making, Emotional Intelligence and Interpersonal relationship, Project Management, Risk Management.	Upto 2 Week

Sl. No.	GRADE	TYPE OF TRAINING	NATURE OF TRAINING PROGRAM	DURATION
3.	Director (JAG)	Scientific/ Technical / Management/ Audits	<ul style="list-style-type: none"> a) Training at national & international level regarding efficient execution of policies and peer to peer working with similar stakeholder agencies. b) Visits to foreign defence design, production & QA agencies for better understanding of current and futuristic Defence QA requirements and their implementation. c) Trainings on Conflict Management, Consensus building, Decision making, Emotional Intelligence and Interpersonal relationship. d) Project Management, Risk Management, e) Strategic Planning, Leadership, Motivation. 	Upto 2 Week
4.	PScO (NFSG) (STS)	Scientific/ Technical / Management/ Audits	<ul style="list-style-type: none"> a) Trainings on Conflict Management, Consensus building, Decision making, Emotional Intelligence and Interpersonal relationship. b) Project Management, Risk Management. c) Team Building, Strategic Planning, Leadership, Motivation. d) Reliability Engineering. e) Courses on Environmental/ Climatic Tests. f) Flight accident investigation at FSI Palam, New Delhi, g) Attending Continuous Education Programs (CEP) at DRDO establishments. h) Training course at TETTRA institute (Optional). 	Upto 2 weeks

Sl. No.	GRADE	TYPE OF TRAINING	NATURE OF TRAINING PROGRAM	DURATION
5.	SSO-I (STS)	Scientific/ Technical / Management/ Audits	<ul style="list-style-type: none"> a) Team Building, Strategic Planning, Leadership, Motivation, Emotional Intelligence and Interpersonal relationship. Communication and presentation skill. b) Project Management, Risk Management, Lean Management. c) Reliability Engineering, Course on Failure Mode & Effect Analysis (FMEA). d) Courses on Environmental/ Climatic Tests. e) Flight accident investigation. f) Continuous Education Programs (CEP) at DRDO establishments. g) Training course at TETTRA Air force institute h) Armament Courses (on need basis). i) Administrative Training Programs (on need basis). 	Upto 4 weeks
6.	SSO-II(JTS)	Scientific/ Technical	<ul style="list-style-type: none"> a) Foundation course at ALISDA Bengaluru b) Trainings on Quality control tools/Statistical Quality Control and sampling inspection. c) First Article Inspection Requirement (FAIR) / First off Inspection (FOI). d) Personality Development/Communication Skills. e) Welding Techniques, inspection and testing of welded joints (For Mechanical Officers) (Mandatory). f) Training on Non-Destructive Testing (NDT) Level I/II Examination (For Mechanical Officer) (Mandatory) g) Calibration of measuring instruments and gauges. h) Environmental/ Climatic Testing, EMI/ EMC(For Electric/electronic officer) (Mandatory). i) Software Quality Assurance (For electric/electronic/ computer officers) (Mandatory). j) Armament Courses (as per need basis). k) OJT on relevant platform. l) Training course at TETTRA Air force institute. m) Continuous Education Program (CEP) at different DRDO establishment. 	Upto 6 weeks

B) SCIENTIFIC / TECHNICAL CADRE

Sl. No.	GRADE	TYPE OF TRAINING	DURATION
1.	Jr.Scientific Officer	a) Foundation Course. b) On Job Training (OJT).	Upto 6 Weeks
2.	Sr.Scientific Asstt. (G)	c) Training on quality assurance technique/tools. d) Sapling inspection, First article inspection requirement (FAIR)/First off Inspection (FOI).	
3.	Foreman	e) Welding technique, inspection & testing of welded joints (for Mechanical Officer). f) Calibration of measuring instruments & gauges (for Mechanical Officer). g) Non Destructive Test (NDT) (for Mechanical Officer). h) Environmental Stress Screening (for Electrical Officer).	

C) DRAWING STAFF CADRE

1.	Scientific Asstt.	a) On Job Training (OJT) b) In house training on Quality Assurance Technique, Sampling Inspection, First Article Inspection Requirement (FAIR)/First off Inspection (FOI)	Upto 6-8 Week
2.	Chargeman		

D) DRAWING STAFF CADRE

Sl. No.	GRADE	TYPE OF TRAINING	DURATION
1.	Chief Draftsman	a) CADD & AHSP Functioning	Upto 6-8 Week
2.	Draftsman	a) CADD & AHSP Functioning	

E) Other Cadres

Sl. No.	GRADE	TYPE OF TRAINING	DURATION
1.	Asstt. Dir.(Official Language)	Training related to Translation work	2 weeks
2.	Sr.Translator		
3.	Sr. Admn. Officer-II	Administration and Establishments	2 to 3 Weeks
4.	Admn. Officer		
5.	Office Superintendent		
6.	Private Secretary	Administration	2 to 3 Weeks
7.	Stenographer-I		
8.	Sr. Store Superintendent, UDC, LDC	Handling stores & keeping accounts of stores	2 Weeks

F) SPONSORED POST GRADUATE (M.E./M.TECH.) & PH.D. PROGRAMS UNDER R & T SCHEME OF DRDO

Sl. No.	Particulars	Remarks
1.	Sponsored Post Graduate (M.E./M.Tech.) & Ph.D. programs under R & T Scheme of DRDO	All terms and conditions same as of latest DRDO circular issued. For undertaking see Annexure-I & For Bond see Annexure-II

G) GENERAL TRAININGS:

Sl. No.	ELIGIBLE CADRE WITH PRIORITY	TRAINING PROGRAM & ITS TYPE
1.	Only IAF/IN/Army/ ICG Officers	Orientation course for Service personnel.
2.	DG/DDG/Dir/PScO/SSO-I	Conference/ Seminar/ Workshops on latest trends in QA & futuristic technologies in Military Aviation.
3.	All officers posted at Head Quarters	Course on a) Defence Procurement Procedure (DPP) b) Defence Procurement Manual (DPM)
4.	SSO-I to Director (One Training)	Mid Career Training program as per DoPT guidelines (Note: In this case left over service after completion of the training should be at least four years.)
5.	All officers and Staff who is not computer literate	Computer proficiency Literacy Courses like MS Office Word, Excel and Power point, MS Access, Internet security, e-governance.
6.	All Group A Officers and all Group B officers who have completed 5 years experience in DGAQA	ISO 9001 and AS9100 Lead Auditor Trainings.

Identified Institutes : ESCI Hyderabad, NITIE Mumbai, ISTM New Delhi, STQC, ASCI Hyderabad, ESCI Hyderabad, DHTI New Delhi, BEQI Bengaluru, DIQA Bengaluru, ATIs, ALISDA Bengaluru(DGAQA Estt.), Flight Safety Institute, New Delhi, Air Force Units, DRDO Labs, IIMs, AFTC Bengaluru, HAL Management Academy Bengaluru etc.

Annexure-I

**Undertaking to be given by the officer alongwith the application for
M.E./M.Tech.or Ph.D. Programs under R&T scheme of DRDO**

I hereby undertake that

- a) There is no disciplinary case pending/ contemplated against me.
- b) I have not possessed M.E./ M. Tech. or higher qualification earlier.
- c) I will be appearing 1st /2nd /3rd time for M.E./M.Tech. or Ph.D. program.
- d) I have not withdrawn from any Post Graduate/ Doctorate Programme due to poor performance/ personal reasons.
- e) I also fulfil all terms and conditions laid down by DRDO in their present circular.

Date :

Signature of the applicant

Name :_____

Designation:_____

Unit_____

Countersigned by Head of Establishment

Annexure –II

**BOND PROFORMA FOR OFFICIAL SPONSORED BY DGAQA FOR
HIGHER STUDIES/TRAINING/COURSES IN INDIA & ABROAD**

KNOW ALL MEN/WOMEN BY THESE PRESENTS THAT I,resident ofat present employed asin the Directorate General of Aeronautical Quality Assurance do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the "Government") on demand all charges and expenses that shall or may have been incurred by the Government on account of my having been detailed for training/course/study programme connected with(particulars of the nature of training/course/study programme) for the period fromtoat..... (name of Training Institution), together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between the attorney and the client.

2. AND WHEREAS on thisday oftwo thousand andI have agreed to execute this Bond with such conditions as here under is written:

3. WHEREAS the above boundenbased on his consent/own volition has been detailed for the aforesaid training/course/study programme by Government.

4. NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the above bounden.....failing to complete the training/course/study programme within the authorized scheduled duration of the training/course/study programme

OR

resigning/ retiring/ removed from the service or otherwise quitting the service during the period of training/course/study programme

OR

failing to resume duty or resigning/retiring from the service or otherwise quitting the service without returning to duty after expiry/termination of the period of training/course/study programme

OR

in the event of his/her removal/dismissal from service or resigning/retiring/quitting service at any time within a period ofyears (as prescribed in Appendix 'A' enclosed) after his/her return to duty, he/she in any of the above criteria, will forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

5. AND upon the above bounden.....making such payment, the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

6. The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

7. In the witness thereof, these presents have been signed by a duly authorized officer on behalf of the President and by the other person(s) party thereto.

Signature of Bounden

Signed and delivered by the above
Bound.....in the presence of

Witness-1:.....

Witness-2:.....

ACCEPTED
for and on behalf of the President
of India.

Appendix B

ROLE OF TRAINING MANAGER

- a) To coordinate with training division of DoPT regarding implementation of National Training Policy-2012.
- b) To carry out competency mapping of employees of DGAQA.
- c) To develop plan to mould ALISDA Bengaluru (additionally being utilised as training centre) into the Centre of Excellence for Quality Assurance in Military Aviation.
- d) To promote and enable distance and e-learning in DGAQA.
- e) To identify foreign institutes and to prepare/ implement foreign trainings programs for DAQAS officers.
- f) To prepare Annual Training Plan (ATP) for the short term as well as the strategy for long term.
- g) Formulate and implement Cadre Training Plan (CTP).
- h) To guide the Field Establishment to organise on job/in house training to DGAQA employees at their work station.
- i) Nominate personnel for training.
- j) Liaise with the training Institutions.
- k) To monitor in house training activities at Field Establishments by means of evaluation of quarterly report on the same.
- l) To develop and maintain Training Management Information System.
- m) To analyse the feedback reports of participant to assess the utility of training as well as performance of training institute.
- n) To incorporate suitable page on the training activities of DGAQA in the MoD Annual Report.
- o) To ensure proper utilization of the training budget.

(NTP-2012 recommends at least 2.5 % of salary budget to be utilised for training)

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कृपया पत्राचार पदनाम से करें न कि अधिकारी के नाम से | Please address all Correspondence by designation & not by name



भारत सरकार रक्षा मंत्रालय
वैमानिक गुणवत्ता आश्वासन महानिदेशालय
एच ब्लॉक नई दिल्ली - 110011
Government of India
Ministry of Defence,
Directorate General of
Aeronautical Quality Assurance
'H' Block, New Delhi-110011

Ref No: 1401/Trg-Policy/DGAQA/TC & CS

13 May 2020

All ADGs, MSQAA & SSQAG

BROAD GUIDELINES FOR ON JOB TRAINING OF DIRECT RECRUITED SSO-II

The requirement of On Job Training (OJT) for newly inducted officers through Engineering Service Examination have been deliberated at HQ DGAQA and it is decided that OJT specific to the job which the officer is likely to be assigned shall be customized by the respective Field Establishments (FEs). Training curriculum should include:-

- a) **Appraisal of MoD/DGAQA/Technical Documentation:** Training capsule on various DGAQA/MoD guidelines documents viz DDPMAS, AFQMS, JSS: 55555, TSO, USO & QA directives, QAP/ ATP, International documents like AS: 9100, ISO: 9001, MIL standards, DEFSTAN and also cover the various product/process related technical documentation by senior officers of FE. The officer should be allowed for Self study of these documents under the guidance of respective senior officer.
- b) **Practical Training** : Actual training on QA- Inspection, testing, memo stages, audits, spot-checks etc. to the trainee officer under the supervision of SSO-I or above level officer shall be conducted for a minimum period of three months.
- c) **Visit to nearby FEs:** The trainee officer may be deputed to nearby FE under control & command of respective ADG to be planned for one/two week.
- d) **Method of assessment:** A Board of Officers presided by the Head of Establishment shall assess the trainee officer on theoretical and practical aspects of OJT. On completion of OJT, Head of the establishment may assign the responsibility to the concerned officer under the intimation of respective ADG & HQ DGAQA.

2. This is issued with the approval of Director General, AQA.


(PRAVAKAR MISHRA)
for Director General AQA