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15th Jul 2014

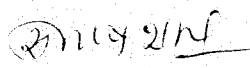
To

All Field Establishments

SUB : STANDARAD TEMPLATE FOR THE UNIT STANDING ORDERS

Reference is made to this HQ letter of even number dated 28 Feb 2014 wherein summary of the points discussed during 4th RDs/HOEs conference of DG AQA was forwarded.

2. As per point #6 of the summary, it was proposed to prepare a standard template of Unit Standing Orders (USO) for FEs of DG AQA in order to bring uniformity. For this purpose, a template USO has been prepared and the same has been uploaded on our website. This can be accessed through Technical (main menu) and Role & Functions (sub menu).
3. It is requested that existing USOs (without any material changes) may be brought in line with this template & re-issued during the current year. Copies may please be distributed as per earlier norms in this regard.
4. The above exercise is necessary to complete the modalities for accreditation of DG AQA and its FEs to ISO 9001 which is planned in the near future.
5. This is issued with the approval of Director General AQA.


(SC Sharma)
Director/Tech Coord
For DG AQA

Copy to:-

DDG (Nasik)	}	
DDG (Koraput)	}	For kind information please
DDG (SZ)	}	
DDG (N & CZ)	}	



Internal

PS to DG AQA	:	For kind information pl.
All Tech Dte of HQ DGAQA	:	For kind inf & co-ordination please.
IT Grolup	:	For uploading the letter as well as template USO on our website pl.

Spare copy

USO TEMPLATE



UNIT STANDING ORDERS

OFFICE OF THE REGIONAL DIRECTOR
AERONAUTICAL QUALITY ASSURANCE
ORDAQA,

DGAQA, MINISTRY OF DEFENCE

(REV- ...)

Issue No. ...

Date: / / 2014

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RECORD OF REVISION

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FOREWORD

TECHNICAL & ADMINISTRATIVE STANDING ORDERS

These Technical & Administrative Standing Orders are issued by ORDAQA giving guidelines & procedures for Technical and administrative function of the establishment.

These Orders are complementary to and are to be read in conjunction with the technical standing orders of the HQ DGAQA issue 2002, Govt. orders, AFQMS, and Law & Ordinance which may be enforced and instructions issued from HQ DGAQA from time to time. Nothing in these orders is to be taken as canceling or modifying the instructions or orders issued by higher authority.

These Standing Orders are applicable to all officers and staff of ORDAQA All personnel are responsible for making themselves thoroughly acquainted with these orders. Ignorance of these orders will not be a reason for non compliance. The Admin Officer of unit will ensure that whenever new persons joining the establishment, the unit standing order copy must be given to him/ her for reading and it is the responsibility of all officers/ staff of establishment holding charge of Division/ Group to ensure that in case of person who are unable to read & interpret these orders, relevant orders effecting such personnel are explained verbally.

Further, amendments to these orders or supplementary orders will be promulgated through DO Pt-I of unit & will subsequently be merged during next revision of the document. The holder of these standing orders will be responsible for ensuring that the copies of these orders are kept up to date at all times. Copies of these orders will be forwarded to the DDG(.....) & HQ DGAQA.

Place :
Date :

REGIONAL DIRECTOR

CHAPTER – I

INTRODUCTION

1. **BRIEF ABOUT THE ESTABLISHMENT**

The Office of RDAQA, DGAQA, was established in This office started with quality assurance coverage for Aircraft/Helicopter/Missiles and

- (a) Total Quality Assurance during Production, Repair, Overhaul, Qualification and Approval testing of indigenous development projects, Test Equipments and Evaluation of
- (b) QA coverage to
- (c) Certification of ground test/support equipments.
- (d)

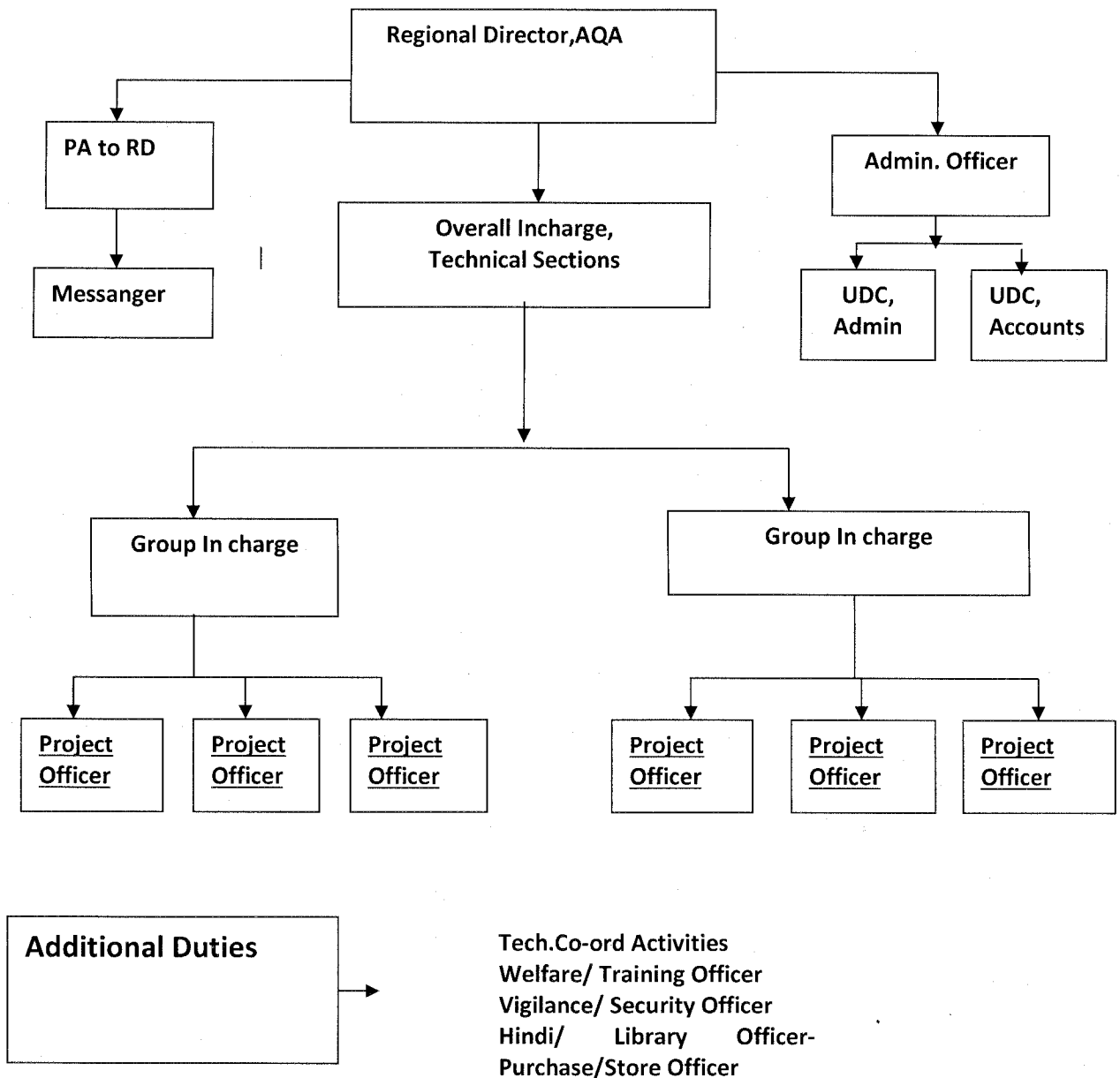
2. **BRIEF ON PROJECTS / MAJOR ACTIVITIES**

All

3. **Authorized PE**

- (a) Director :
- (b) Gp Capt/Wg Cdr :
- (c) Principal Scientific Officer :
- (d) SSO-I :
- (e) SSO-II :
- (f) JSO :
- (g) SSA/SSA (G) :
- (h) Admin Officer :
- (j) STENOGRAPHER :
- (k) UDC :
- (l) LDC :
- (k) PEON :

4. ORGANIZATION STRUCTURE OF UNIT



ORGANIZATION CHART-ORDAQA

5. ROLE OF OFFICERS

5.1 RESPONSIBILITIES OF REGIONAL DIRECTOR

- (a) To exercise control over QC Department of HAL and report to HQ DGAQA through DDG(.....) of any fall in Standard of QC Department of HAL.
- (b) To satisfy through physical supervision that firms QC Staff has carried out comprehensive QA Checks at all stages right from in-coming of raw material to finished product.
- (c) Introduction of physical inspection/QA stages and to review it periodically.
- (d) To ensure that all deviations are properly dealt-with, recorded and processed through concession/ Production Permit.
- (e) Associate with Defect investigation and to forward Quarterly DI report to HQ DGAQA and DDG (.....).
- (f) Report to HQ DGAQA through DDG (.....) about details of new design Projects or manufacture methods or processes.
- (g) To assist HQ DGAQA in indigenous substitution activities.
- (h) To associate with all phases of development and testing of store under type Approval from the initial stage.
- (i) To monitor feed-back related to Quality Audit and implementation of corrective action / recommendation.
- (j) To conduct Joint Quality Audits of out-sourced vendors.
- (k) To ensure inspection of first article made through out-sourcing.
- (l) Recommend Renewal of Approval of firms to HQ DGAQA through DDG (.....) and also cases for change of Release Note /Additional Release Note Signatories.
- (m) Ensure grant of approval to inspectors of HAL QC Member of LMC, LTCC and Lifting Committee etc.
- (n) Responsible for forwarding of QPR, DIR and Monthly Reports and other reports of Admin and Financial matters to HQrs and DDG (.....).

5.2 DUTIES AND RESPONSIBILITIES OF DIRECTOR/ GROUP CAPTAIN

The Director/ Group Captain shall perform similar duties as those of Regional Director as enumerated above in respect of Technical activities.

5.3 DUTIES AND RESPONSIBILITIES OF P.Sc.O

- (a) The P.Sc.O at the field establishment is to assist the Regional Director in performing the technical and Administrative activities.
- (b) Responsible for Sealing of Drawing, BOM, approval of QTP and to associate for issue of Type approval of GSE/ Test Stand and QA Functions for the projects allotted to him.

- (c) Maintain close coordination between PSUs and users.
- (d) Participate in user trials to the project allotted to him.
- (e) Participate in various meetings, PDR, CDR and indigenization, Defect Investigation.
- (f) To associate in technical panel entrusted with introduction of new equipments into the service
- (g) Participate in accident/ incident investigation whenever required.
- (h) Responsible for Quarterly Report, Monthly QA Reports, DIR Reports, and Value of Stores reports.
- (i) Carry out Periodical Review of the Inspection stages and supervision of Firms inspection Organization.
- (j) Participate in Defect Investigation, Local Modification Committee, Lifting Committee and Local Concession Committee etc in respect of project allotted to him.
- (k) In consultation with Regional Director, institute Inspection Stages for Physical inspection during production phases, from Incoming Goods Inspection to the final product clearance.
- (l) Responsible for any additional technical/ administrative duties assigned to him.
- (m) Responsible to draw Annual Quality plan & Quality Audits/ Spot Checks for the officers in his group.

5.4 DUTIES AND RESPONSIBILITIES OF SSO-I

- (a) To assist Regional Director/ Gp Capt for the inspection and QA of Rotables / LRUs assigned to him.
- (b) Participate in LMC, LTCC, PWR/ DI and Lifting Committee meetings of Project allotted to him.
- (c) Organize physical inspection at various stages.
- (d) Ensure compliance of SOP and Technology provided by Licensor/ Manufacture through all stages during production/ overhaul/ repair of LRUs / Stores.
- (e) To Brief his Seniors on the likely areas of hold-up.
- (f) Carry out Quality Audit and Follow-up action on recommendations.
- (g) Issue clearance of Inspection Memos / Certificates as directed by Regional Director/ Gp Capt.
- (h) Scrutinize cases of Concession / Production – Permit in consultation with Regional Director/ Gp Capt.
- (i) Carry out surprise checks during build up of LRUs / stores.
- (j) Closely associate during indigenous development and modification carried out on the LRUs / Stores.

- (k) Examine the inspector of the Firm's Inspection organisation and recommend their approval to Regional Director / Gp Capt.
- (l) Ensure timely calibration of Test Equipment and gauges etc.
- (m) To participate in COI / DI related to his project.
- (n) Responsible for any additional technical as well as Admin. duties assigned to him by Regional Director/ Gp Capt.
- (o) Responsible to draw Annual Quality plan & Quality Audits/ Spot Checks for the officers in his group.

5.5 DUTIES AND RESPONSIBILITIES OF SSO - II

The Senior Scientific Officer-II shall perform similar duties as those of Senior Scientific officer Grade-I as enumerated above for the less Complex project stores.

5.6 DUTIES AND RESPONSIBILITIES OF JSO/ SSA (G)

- (a) To carry-out physical inspection and supervision of Quality Assurance work and shall report to Group Officer.
- (b) Physical witnessing of testing of samples / LRUs / Systems as per specification technology, scrutiny of test reports / Inspection Record Sheets (IRs) and Co-ordination of Test reports/ IRs as well as Inspection Memos.
- (c) Physical inspection of inspection stages during manufacture, repair and overhaul of LRUs / accessories / stores.
- (d) Verification and Quality Control documents prepared by HAL/ PSUs in coordination with the Licensor documents for licensed projects.
- (e) Scrutiny of deviations, corrective and preventive measures and processing of documents for acceptance of deviations.
- (f) To carryout defect investigation/ Internal Defect Investigation.
- (g) To carryout spot checks and Quality Audits.
- (h) Technical Correspondence connected with quality problems, inspection and Engineering observations.
- (i) Maintenance of technical records.
- (j) To assist the Group Officers/ Senior officers in technical as well as Admin matters.

CHAPTER-II

TECHNICAL STANDING ORDERS

1. GUIDELINES FOR QUALITY ASSURANCE/ACCEPTANCE OF STORES

1.1 This order gives the procedure for the Quality Assurance/ Acceptance of stores (Electronic/Mech etc). All officers / staff are required to follow this procedure during their QA coverage. The relevant supply order/ contract will also be referred along with this Standing Order.

1.2 ORDAQA Officers exercise supervisory control over the Efficacy and Effectiveness of the HAL, QC Department and thus ensure that all Aeronautical Stores conform to the stipulated requirement after Manufacture / Overhaul / Repair. ORDAQA Officers are therefore required to monitor continued effectiveness of HAL / Main contractor and wherever unsatisfactory Quality of Product or non-Conformance to specification / drawings is observed, to investigate the same from the point of view of QA System adequacy including Lapses on the part of QC Department and call for Remedial Measures as applicable. In order to carryout Inspection / Acceptance of any Aeronautical Store, DGAQA officers are required to proceed as per the Check list.

2. TYPES OF INSPECTION SUPPORT

2.1 The process can be divided into five categories:

- (a) Hundred percent
- (b) Sample basis
- (c) Stages
- (d) Final Tests
- (e) Spot checks

2.2 The stages, spot checks and final Testing can be followed for a system and sub system /LRU on the basis of complexity / criticality of the item in QA Plan. For stage inspection a quality plan flow chart is shown in the next page. The inspection stages are decided with mutual discussion with HAL,QCD. Before taking up stage inspection, it is to be ensured that the test equipment specified in the technical Instruction/ manual is calibrated and valid for their current use. The performance of the item/ LRU is to be witnessed as per the approved ATP.

2.3 After ensuring that all checks are satisfactory, the final memo shall be coordinated by ORDAQA officer. One copy of the final clearance memo along with work done report may be retained for future reference.

3. CHECK LIST FOR KIT CLEARANCE STAGE

3.1 Verification of Quality Documents such as requirement given in the Certificate of Conformance (COC), Test Reports and Component Generic part number etc as per the Bill of Material (BOM) duly approved by the Competent Authority received from approved source or authorized Vendor.

3.2 Check the completeness of the kit as per latest BOM in accordance to the approved SOP. However Project officer can consider the shortages under the intimation of Gp. Officer.

3.3 Check for records of Batch Number for all the components, Shelf life record for Rubber items, Bearings, Electrolyte Capacitors and consumables

3.4 Physical damage if any.

4. CHECK LIST FOR INITIAL SURVEY REPORT

4.1 Verify the remaining TBO & TTL/TCL life. If remaining TBO life is less than 20% recommend the item for overhaul if balance TTL/TCL is more than the remaining TBO life.

4.2 Check whether the reported defect is confirmed and reported defect is not repeated.

4.3 For repeated defect, IDI is to be conducted for analysis of cause of failure and to initiate corrective action. If the cause of failure is already under analysis unit or corrective action is initiated, the unit may be cleared for repair/O/H without referring for IDI.

4.4 For second time defect not confirmed case, matter may be referred to IDI committee.

5. QUALITY CHECKS ON POPULATED PCBs/ CARDS/MECHANICAL ASSEMBLY/PROCESSES

5.1 Ensure conformity of grades of solders and fluxes available being used in shop with data indicated in the drawing and the process chart as well as conformity with the process condition for soldering.

5.2 Ensure that technician involved in soldering/welding process is holding valid approval for soldering.

.....

.....

6. CHECK LIST FOR INSPECTION / ACCEPTANCE OF STORES

6.1 Scrutiny of Purchase Order/ Supply Order / RMSO/ IDTO, Contract copy and other related Quality documents such as COC, ATR, Approved inspector's Stamp, Test Performance, Process Sheet, Technological Certificate, Technical Instruction (TI) and Technical Manual etc.

6.2 Visual Inspection of Store for any Mechanical Damage, Surface finish, and colour etc.

6.3 To verify Test – Stand / Test- Rig, Part Number from the Technical Specification / Manual etc.

6.4 Confirmation of Calibration status of all relevant Test Facilities.

6.5 Verify Cleanliness Standard and Temperature / Humidity controlled environment as per project technology.

6.6 Examination of Inspection Report Sheet / Test Performance duly filled and signed by the Approved QC Inspector.

6.7 Witnessing of Test Results/ ATP as per the Specification.

6.8 Verification of Modification status and Software Version as per latest SOP and records of mandatory replacements.

6.9 Co-ordination of Inspection Memo.

7. CHECKING AND DISPOSAL OF INSPECTION MEMOS

7.1 Check that inspection memo is duly filled as well as stamped and signed by the approved inspector of QCD.

7.2 Check completeness of test Report prepared after checking by QCD / Shop and signed by Approved QC inspector.

7.3 Check that all parameters as per ATP are within specified limits during QCD /Spot check.

7.4 In case of any non-compliance to procedural / technical requirement, inspection memo to be returned to QCD & matter to be brought in the notice of Group Officer/ senior officer.

7.5 Check that the Log Card/ Certificate of the item is signed and all the columns and relevant entries are made. The applicable TBO/TTL life, periodical servicing/ storage condition (if any) applicable Warranty Clause are endorsed therein.

7.6 After the inspection stage is complete and if the item is found acceptable one copy of the inspection memo along with work done report is to be retained for future reference.

8. GUIDELINES FOR SUPERVISORY/ SPOT CHECKS

8.1 ORDAQA Officers should conduct regular spot checks to verifying the conformance to the requirement during various Processes / intermediate phases of production / overhaul. Group officer in coordination with project officers will make a Project wise Quarterly Plan for Spot checks covering all the projects & shops under his control. The Spot check plan should be made so that the spot check at least once in a year is carried out in all the areas of activity in the factory from IGI to shipping. Register can be opened by the Group Officer in their respective section to make entry and thereafter necessary follow up action. While conducting the spot checks, the following aspects may be kept in view.

(a) Specifications/drawings/other supporting documents are available with the operator/inspector.

(b) Inspection tags for the items and the process cards for the units/ sub units, giving identification details, and the stage of production/ inspection it had undergone, should be available with the item.

(c) The test equipment, gauges etc. being used have current calibration certificates and verified with records.

(d) If an unapproved inspector is carrying out stage acceptance, there should be adequate supervision by the superior approved inspector.

(e) The ORDAQA rep should have a thorough knowledge on the particular stage inspection.

(f) Whether adequate working facilities are provided to the operators/ inspectors for carrying out his job without fatigue with particular reference to proper work table, illumination, dust free area etc. also can be examined.

- (g) Check whether a record is made on the process cards, if the item is accepted under deviation. Procedure given in the DDPMAS/AFQMS should be followed for deviations.

9. GUIDELINES FOR ANNUAL QUALITY PLAN

9.1 ORDAQA group officers shall draw annual quality plan for every production year in the month of April with concurrence of RD. An audit programme shall be planned, taking into consideration the status and importance of the processes, failure rate, number of DI/IDI conducted and the results of previous audits. The quality audit plan is to be drawn in respect of products, process and Quality systems, covering the entire factory & all the projects. The areas which are not being regularly inspected/ visited by AQA officers need to be compulsorily spot checked regularly and audited once in a year i.e. IGI, Process Shop, Calibration Lab, Storage and issuance of shelf life items, bonded materials, consumables, calibration and maintenance of test equipments / test stands etc. Annual Quality audit plan will consist of the following activities:

- (a) Quality audits
- (b) Spot check
- (c) Review of inspection stages
- (d) Compilation/ Analysis of failure data of high failure LRUs and recommending corrective action
- (e) Review of DI / IDI and implementation and effectiveness of corrective action
- (f) Analysis of concession / deviations and preventive action taken after that by HAL.
- (g) Training programme for AQA Officials

10. GUIDELINES FOR CONDUCTING QUALITY AUDIT

10.1 Quality Audits are required to be conducted in all areas of activity in general and critical areas in particular to ensure continued adherence to the stipulated process, practice, method, specification, drawings etc.

10.2 ORDAQA identifies grey areas based on the feedback received from user (IAF), User division of HAL, DI Reports and due to incident/ accident of aircraft.

10.3 ORDAQA plans, conducts quality audit and recommends remedial measures to eliminate the non-conformances.

10.4 The detailed guidelines for conducting quality audit given in TSO/ AFQMS are to be followed.

10.5 All observations made during the audit shall be noted down with reference to the supporting documents/records.

10.6 The Audit report, Non-conformance/non-compliance and NC Closing report will be made in the format as prescribed in TSO.

AUDIT PROCESS

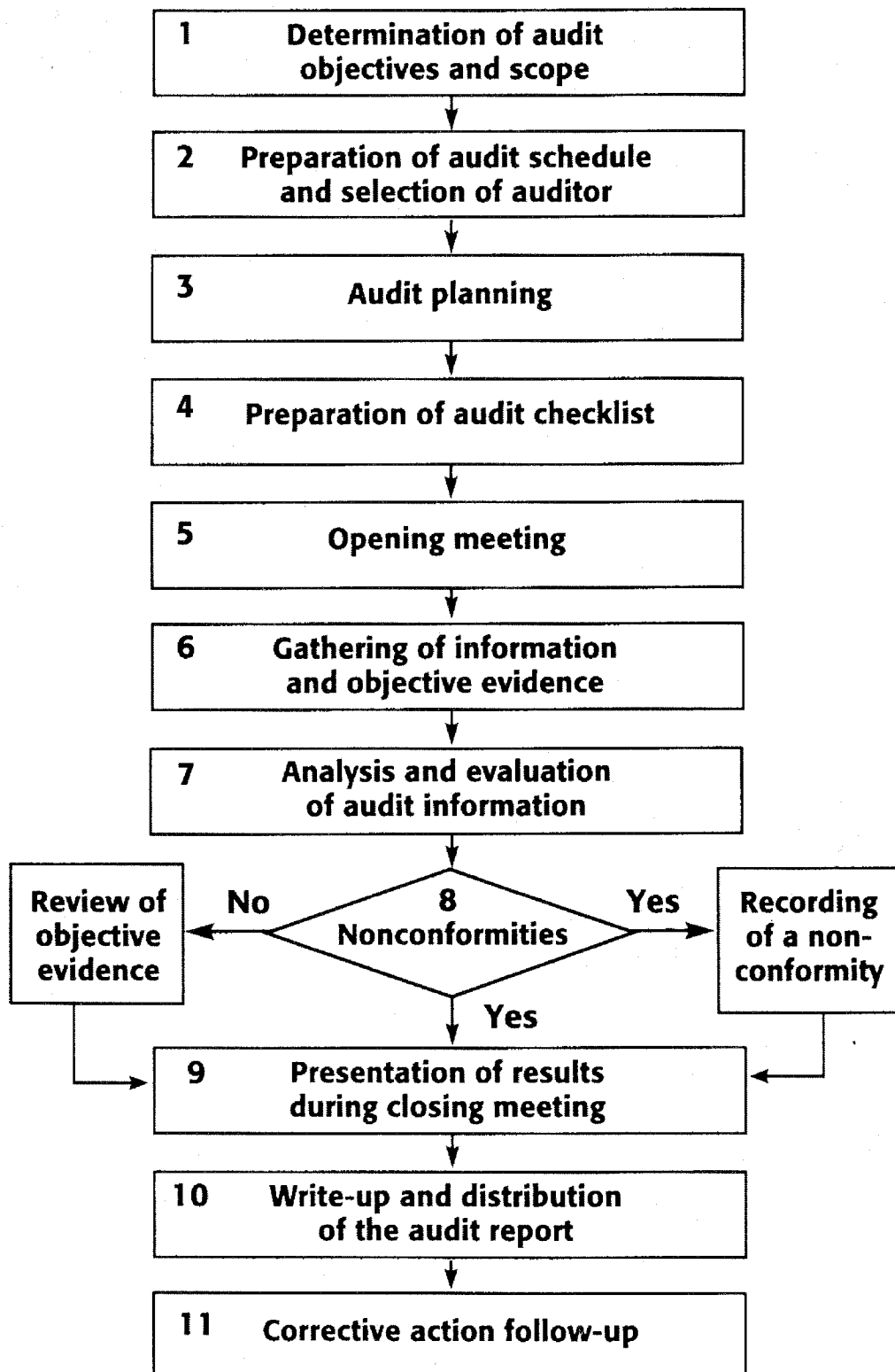
Preparation and Planning

A written plan should be prepared outlining what is going to be extent of audit (part or full system), which group or dept. dates and time and the approach (how) i.e. aspect, check list etc.,

In internal audit the planning has to be more extensive and an audit programme is prepared.

AUDIT

To start with the audit, a non formal opening meeting between audile group and audit team is organized where purpose, scope and method of audit etc. is discussed. The evidence during audit is collected by examining documents, by observing and assessing work practices and interviewing people to establish whether or not there is compatibility between the implementation and practices. The audit does not examine products. During audit documentation, equipment, items, people, facilities, products and services and records are investigated. All audit observations are documented. These observations are reviewed to determine which are to be reported as non-conformities. Non-conformities are identified in terms of specific requirements of the standard or other related documents.



11. GUIDELINES FOR CONDUCTING DEFECT INVESTIGATION (DI)

11.1 Defect investigation of equipment / items / LRUs received on F1022 is carried out by the DI committee consisting of DGAQA, RCMA, HAL and AFLE as per existing procedure laid down in AFO 11/2011. Following are the main steps to be taken by the DI committee during Defect Investigation of any item.

- (a) Scrutiny of documents received along with defective item for reported snag and other relevant information such as date of Manufacture, date of last overhaul/repair and flying hours logged in by the item etc.
- (b) Visual inspection for physical condition of the item.
- (c) Functional test/ ATP of the item (if possible) in the presence of DI Committee.
- (d) Strip examination for internal damage.
- (e) Deliberation over the probable cause of defect.
- (f) Material analysis or further test (if required).
- (g) Analysis of failure Data of similar defects, repetition of defect, ASL(Average service life).
- (h) Recommendation / Suggestion for improvement / avoidance of defect in future.
- (j) Preparation of DI Report.
- (k) Signing of DI Report by all DI members and finalizing of DI Report.
- (l) Forwarding to all concerned department.
- (m) In case of defect not confirmed, the repair agency to annotate in component certificate in **Red Ink " DEFECT NOT CONFIRMED "** for easy monitoring.
- (n) In case the defect repeats within 50 hrs operation, the component will not be released till the defect is confirmed or reason for such occurrence is established.

(For more information on DI procedure please refer AFO11 of 2011 dated 17/10/2011 and Chapter-12 of TSO-2002 issued by DGAQA HQrs)

12. GUIDELINES FOR PARTICIPATION IN DI REVIEW COMMITTEE (DIRC), LOCAL TECHNICAL COMMITTEE (LTC), LOCAL MODIFICATION COMMITTEE (LMC), LIFING COMMITTEE MEETING (LCM) AND ANY OTHER SUBJECT CONSIDERED IMPORTANT

12.1 DI Review Committee: The DIRC meeting held periodically at the main contractor premises and chaired by the Chief of Quality is an important forum for analyzing all defect investigations and review of the necessary remedial measures. Close follow up of all the important DI Reports by DGAQA representatives is envisaged so as to ensure implementation of the remedial measures. The DIRC meets periodically as per the provisions of DDPMAS-2002

12.2 Local Technical Committee(LTC): Sometimes, there may be instances wherein modification details supplied by the OEM are insufficient. Local Technical Committee (LTC) is constituted by the Chairman of Local Modification Committee (RCMA) having representations from the Main Contractor as well as DGAQA to evaluate such proposals. The modification proposals are to be evaluated by the LTC thoroughly before putting up the same to LMC.

12.3 Local Modification Committee(LMC): LMC is formed at the contractor's works. It is headed by RD, RCMA with members from the main contractor, user service representatives and DGAQA. Modifications are evolved for improving upon the existing performance or addressing concerns of the user service. Due diligence and in-depth analysis is required to be done before hand by all the stake holders before the modifications are ratified by the LMC.

12.4 Lifing Committee Meeting (LCM): A Lifing Committee is set up at each contractor firm with RD, RCMA as Chairman with representations from DGAQA, Main Contractor and User Service. While dealing with lifing issues, due considerations need to be given to the decisions taken by the Lifing Committees at other divisions of the main contractor dealing with the same/similar projects.

13. PRODUCTION PERMIT AND CONCESSION

13.1 A production permit is permission granted by the Regional Director / Resident Officer in charge, DGAQA to manufacture, in advance of manufacture, to use material or to make components or stores which differ from the approved drawings of specification. The permission is operative for a limited quantity and / or period.

13.2 A concession is permission granted by the Regional Director / Resident officer in charge, DGAQA to a manufacturer to use or release a limited quantity of material components or stores already manufactured but not complying strictly with the approved drawings or specification or SOP. Each request for a production permit or concession is to be submitted in writing by the Firm's Head of Quality system/authorized representative to the Regional director / Resident Officer-In-Charge, DGAQA as per the format given in DDPMAS. It will be dealt with, in accordance with the instructions on the subject given in DDPMAS. When the need for a production permit or concession arises at a sub-contractor's works, the agreement of the main contractor to the acceptance of the products must also be obtained in co-ordination with Regional Director / Resident Officer in charge, DGAQA.

13.3 There will be provision for periodical review of production permit / concession granted by DGAQA vis a vis the performance of such products / services during exploitation.

13.4 On receipt of concession application, Project officer will submit his comments/ recommendation through Group In-charge to Regional Director. An approved concession will be assigned a number from ORDAQA and record of concession shall be maintained in a registered placed with RD's PA.

(For more information on above para (12 and 13) please refer Chapter-5 of TSO-2002 issued by DGAQA HQrs and Section III Chapter-2/3 of DDPMAS - 2002)

14. SALVAGING OF ITEMS WITH MINOR DEVIATIONS

The main contractor shall maintain a minor deviation register listing components with minor deviations. These components with minor deviation can be used on the LRUs only with prior approval of RDAQA. Salvaging of items with minor deviations is allowed only for non serial number items. If items are serially numbered then the procedure of Concession / Production Permit shall be followed.

15. VETTING OF INDENTS OF MAJOR SUPPLY ORDERS

15.1 Preliminary Checks On Receipt Of Supply Order:

15.1.1 Check the description of the item and its Sec/Ref No. for correctness.

15.1.2 Delivery period

15.1.3 Consignee details

15.1.4 Governing Specification / Drawing No.

15.1.5 Testing facilities

15.1.6 Inspection Authority

15.1.7 Inspection Officer

15.1.8 Place of inspection

15.1.9 Delivery schedule

15.1.10 Packing instruction

15.1.11 Mode of dispatch

15.1.12 Dispatch instruction

15.1.13 Warranty / guarantee clause

15.2 Approval Status

15.2.1 Ensure the type approval of the item from Government approved laboratory/ CEMILAC for airborne items & DGAQA approval for Ground Support Equipments & Test Stands.

15.2.2 Ensure the Approval of Tech Spec & QTP for the items subjected to type approvals.

15.2.3 Ensure the approval of Acceptance Test Procedure for subsequent deliverables.

15.3 Pre-Inspection Report

Pre-inspection report of the item is obtained from its manufacturer and scrutinized with the specified test parameters mentioned in the specification.

16. ISSUE OF IAFF(Q) 423

16.1 IAFF (Q) 423 – Contractor's advice and inspection note on which the serviceability of equipment mentioned therein is certified by ORDAQA project officers. This form is the basis for contractual transactions between the IAF and HAL.

16.2 HAL to raise the Q 423 for the items that have passed in the test satisfactorily and cleared by AQA officer on Inspection Memo and produce the duly signed form for AQA officer coordination.

16.3 The AQA officer certification of Q 423 is on SoP, technical specification, serviceability/fit for service use/ Quality aspects and not for cost verification/reasonability of cost. Project officer

need to verify the correctness of Part description, Serial No and clearance of Inspection memo before certification on IAFF(Q) 423.

16.4 IAFF (Q) 423 for the AFLE authorized beyond task/ No task items shall also be coordinated by ORDAQA.

17. ISSUE OF INSPECTION NOTES

17.1 Inspection Notes are issued by ORDAQA In case of indents to be supplied by Private firm, the following procedure will be followed:

- (a) The items that have passed in the test satisfactorily and delivery schedule is valid, then DAQAS officer may sign & stamp and issue the Inspection Note under the intimation of group officer & RD. In case of Non- DAQAS / Non commissioned officer it is required to be counter signed by DAQAS officer.
- (b) In case of more than one consignee, Serial number of equipments/ Quantity for each consignee needs to be specified in Inspection notes. The total quantity cleared and pending against the SO should be clearly mentioned in the inspection notes.
- (c) The details of Inspection notes cleared and total cost of Stores cleared are to be intimated to HQ DGAQA in monthly as well as in Quarterly Report.

18. GUIDELINES FOR QUALITY ASSURANCE OF OUT SOURCED ITEMS

18.1 After liberalization of the Industry there is a large scale participation of Private Sector in the aircraft / Missile / Space Industries. As a results of the economics and time frame involved, the main contractor in the aeronautical industries are resorting to the Process of Outsourcing several of their activities. In order to ensure Quality of the outsourced items, guidelines are enumerated below:

- (a) RDAQA to ensure existence of and approval /coordination of contractor's Document on Outsourcing.
- (b) To examine the vendor Assessment/ evaluation conducted by the HAL and to ensure compliance with established practices.
- (c) RDAQA shall study the Audit reports / provided by HAL for Outsourced Vendors.
- (d) To conduct Joint Quality Audit alongwith main contractor periodically.
- (e) To inspect first off article.
- (f) RDAQA will ensure that non-conformance control procedure is in place. No item is to be accepted without the co-ordination of RDAQA. In case deviation is critical, RDAQA may refer it to RCMA for approval.
- (g) RDAQA will insist on root cause analysis by the vendor and ensure that CAPA (Correction Action and Preventive Action) document is generated.

19. TECHNICAL REPORTS AND RETURNS

19.1 The following technical Report and Returns are to be forwarded to HQrs DGAQA on monthly /Quarterly basis:-

SL. No.	File No.	Reporting Description	Periodicity	Forward to	Due date for Report
1		Development Activities and Quality Achievement Report	Monthly	HQrs DGAQA DDG(....)	25th of concerned month (by fax)
2.		Value of Stores	Monthly	HQrs DGAQA DDG(.....)	1st week of next month
3.		Progress Report	Quarterly	DDG(....) HQrs DGAQA	End of the month of succeeding Quarter
4.		Result Framework Documents (RFD)	Quarterly	HQrs DGAQA DDG(....)	1 st week of next Quarter
5.		Report on Quality Audits completed and Quality Audits Plan for next quarter	Quarterly	--do--	1 st week of next Quarter
6.		Feedback Report on Training/Visit Abroad	As & when	--do--	Within 2 weeks
7.		Feed Back Report on Training	As & when	--do--	Within 2 weeks
8.		Annual Report	Yearly	HQrs DDG....	1 st week of June

20. GROUND SUPPORT EQUIPMENTS / TEST STANDS

20.1 For indigenously developed ground support equipments / test stand shall be perform as per functional guidelines issued by DGAQA HQrs vide 660/2/QTP/DGAQA/AE dated 28 Jul 2011 The following steps are to be followed by group officer.

(a) Vetting of technical specification. To ensure that environmental specification meets the JSS 55555 and DGAQA guidelines and other applicable standards as per applicability for the class of equipments as mentioned.

(b) Group officer will be responsible for approval of QTP. After completion of QTP, test report will be submitted to ORDAQA along with BOM and drawings for freezing of documents and issue of type approval certificate/provisional clearance.

(c) Regional Director, AQA shall issue the type approval certificate. Subsequent deliverables will be produced as per the sealed documents and shall be tested as per approved ATP.

21. PROCEDURE TO BE FOLLOWED DURING DESIGN, DEVELOPMENT & INDIGENIZATION

21.1 The following activities are to be preformed during design, development & indigenization of any airborne stores.

(a) DGAQA approves QA inspectors of Design and Development in accordance with specified requirements in AFQMS etc.

(b) DGAQA associates with the QA of a development project right from the initial stages of design and development and provide necessary advice/input to the designer during the course of development.

- (c) Involves in feasibility study on the basis of Service Staff or Qualitative Requirements specified by the services and offers comments if any.
- (d) QA Plan approval for each development program/project encompassing all areas of work, main contractor, supporting work centers, bought out items etc., in order to provide effective and adequate QA functions.
- (e) DGAQA offers comments on the technical specifications submitted by the contractor and finalizing the same initially. Subsequently, monitoring the amendments to the technical specification through a well defined configuration control procedure.
- (f) Participation in Preliminary Design Review(PDR) as a member and offering comments on the aspects such as performance characteristics, environmental operating conditions, relevant specifications and military standards, input/output requirements, protection & fail safe/ fail sure requirements and other hardware/software interface requirements etc.
- (g) Participate in Detail Design activities such as scrutiny of drawings, finalization of Bill of Material, preparation of test schedules including the instrumentation required, software verification & validation, ground tests etc.
- (h) Participates in Critical Design Review(CDR) as a member and offers comments on various aspects having bearing on quality, maintainability, reliability, life of the item, manufacturability, inspectability, testability etc. of the item under development.
- (i) DGAQA actively participates in Prototype inspection for conformance of a prototype to the approved drawings/specifications at all stages- components, sub-assys, LRUs, sub-system, system, A/c integration. The prototype samples which are subjected to type approval tests, should be first inspected by DGAQA to ensure that the prototype has been manufactured as per the built standard and the drawings prepared by the developing agency and provisionally cleared by the airworthiness authority.
- (j) Participates in concession/waiver board as a member for the acceptance of non-conformances of requirements during the development and comments upon the merit of acceptability of the deviation.
- (k) When a software is planned to be developed, its quality assurance activities at various stages of development depends on the criticality of the system and should be as per the guidelines given in DOD-STD-2167A. DGAQA scrutinizes and forwards his comments if any on software quality Assurance Plan(SQAP) prepared by the developing agency.
- (l) DGAQA will associate in Qualification/Type Approval Testing at different stages during finalization of documents such as Test Schedules, QTP etc, Test Facilities, conduct of Tests, Inspection of Prototype after tests and scrutiny of Test results/reports. DGAQA also examine the adequacy / effectiveness / calibration status of the test rigs including software for fitness.
- (m) Participates in Local Configuration Control Board(LCCB) as a member for monitoring Design Change Control which are generally processed through a configuration control plan.
- (n) DGAQA ensure that the Type Test Reports have been duly coordinated and his recommendations have been given due consideration by RCMA/Design authority. DGAQA should get a copy of the type record from RCMA/CEMILAC duly approved and

signed by them for reference and retention. Finally, DGAQA participates in the flight trails wherever necessary, based on RCMA issued Flight Clearance letter.

References:

DDPMAS, DDPIL, TSO 2002, AFMQS, Out sourcing documents etc.

CHAPTER III

ADMIN STANDING ORDERS

ADMINISTRATIVE STANDING ORDERS NO.1

SUB: OFFICE PROCEDURE

1. INTRODUCTION

This order lays down the procedure for handling of DAK, office correspondence, working hours, attendance, leave and Admin audit. The Admin section is responsible for efficient handling i.e. receipt, record, sorting, distribution and dispatch of all DAK. Admin section is responsible for efficient handling of all office correspondence which includes filing, up keep of files, working hours, leave entitlement, attendance, records, registers, documents, their safe custody and timely weed out after following the laid down procedures.

2. DUTIES OF ADMIN OFFICER

2.1 Efficient working of Admin Group

- 2.2 Distribution of duties to Admin Group
- 2.3 Coordination and supervision of Admin section.
- 2.4 Submission of Reports & Returns
- 2.5 Checking of Service Label register
- 2.6 Holding & Maintenance of Secret/Confidential Files and receipt /despatch
- 2.7 Maintenance of Standing Order
- 2.8 Maintenance & Progression of Audit Objections

3. DUTIES OF ADMIN SECTION

3.1 Publication of DO Pt-I & II

- 3.2 Preparation of Reports & Returns
- 3.3 Movement Order
- 3.4 Maintenance of Leave Records
- 3.5 Maintenance of Service Documents
- 3.6 Fixation of Pay & Annual Increment
- 3.7 Action regarding completion of Probation period of Officers/Staff Other Admin activities

4. CONTROL OF INCOMING DAK

- 4.1 All incoming Dak will be received by PA to RDAQA and sorted out into:
 - (a) Classified letters
 - (b) Unclassified letters
 - (c) Telegram/Fax Messages

4.2 The procedures adopted for distribution of the sorted dak is given in succeeding paragraph.

(a) Classified Letters : All top secret/secret/confidential letters will be opened by RDAQA only and handed over to his PA.

(b) Unclassified : These will be opened by the PA to RDAQA

(c) Fax Messages : FAX message, e-mail and telephone bills will be put up to RDAQA as many times as received during the course of the day.

4.3 The number of letters will be entered in the left hand sheet of the Dak folders and put up to RDAQA initials. After perusal of RDAQA, the folder will be put up to 2 IC. After perusal of 2 IC, the letter will be entered in respective registers i.e. Admin, Finance, Technical etc. and sent to concerned divisions and signatures to be obtained from officers concerned.

4.4 The time taken for a letter from the time it is received in Admin to the time it is handed over to the person dealing should not exceed 24 hrs for a routine letter. Hence, everybody must deal with folder on high priority.

4.5 The "immediate" folder must be dealt with by all officers without any delay. For this purpose when RDAQA is not present, the folder should be put to 2IC before it is put up to RDAQA on return.

4.6 The 'Classified' mail will be handled by the PA to RDAQA and then handed over to concerned officers as directed by RDAQA.

5. CONTROL OF OUT GOING DAK

5.1 All classified letters intended for dispatch will be handed over to PA through their dispatch books in closed covers. The divisions should ensure that the closed covers is containing seal and bears the letter number, date address and also the security classification.

5.2 Letter to be dispatched by post will be checked for complete address enclosures, signatures date etc. by the PA and then sorted out according to address entered in specified form in dispatch register.

5.3 Postage Account Book will be maintained for registering 'Registered' Speed post' and ordinary letters" The letter No. and date, the address and the amount of postage incurred will be entered in the appropriate columns. In addition the following prefixes will be entered before the letter No. wherever applicable.

- | | | | |
|-----|-------|---|----------------------------------|
| (a) | SEC. | - | In case of Secret letters. |
| (b) | CONF. | - | In case of confidential letters. |
| (c) | REGD. | - | In case of registered letters. |

5.4 All unclassified letters intended for one addressee will be enclosed in one envelope and dispatched. This envelope will bear full address, letter Nos., date of letters and dispatch details in it. Local letters may be dispatched through Peon Book or local dispatch book and the acknowledgement of the addressee is to be obtained. Other ordinary letters will be posted by MST/messenger.

5.5 Secret and confidential covers, after enclosing in ordinary covers, will be sent by Registered Post.

5.6 The amount required for Postage Stamps will be obtained from PCDA through contingent bills. On receipt of Cheque the stamps may be obtained from the Post Office. The stamps will always be kept under lock and key and the dispatcher will be responsible for correctness of account. Periodically the Accounts Officer will check postage account book and expenditure of stamps.

5.7 For sending the letters by Fax only, the person sending the fax will confirm the receipt of legible copy of all the pages sent from each addressee and will endorse the entries in the stamp made for this purpose on the back side of the letters sent.

6. HANDLING OF CORRESPONDENCE

6.1 Letter received from outside agencies/firms should be replied promptly by all concerned. Urgent and important correspondence like telegrams will be dealt with immediately.

6.2 Where an Incoming letter specifically calls for a reply, it will be disposed of within stipulated period as given below:

- | | | |
|-----|-------------------|------------------|
| (a) | Immediate letters | within 24 hrs. |
| (b) | Priority letters | within 72 hrs. |
| (c) | Routine letters | within one week. |

6.3 The 'Remarks' given by RDAQA will be progressed appropriately. The letters marked speak/discuss, should have a clear mention of the action taken by concerned officer e.g. matter was discussed with RDAQA on a particular time/ date and further direction given by RDAQA will also be recorded.

6.4 All letters must be filed without delay. No letter will be filed without indexing and without entering the back reference, if any. The corresponding forward reference will also be entered on the relevant Folio simultaneously.

7. GENERAL

Office copy of the dispatched letter will be clearly marked, showing the BF date. This should be done in all cases except where matter is closed. Normal BF period should be 1 week.

8. WORKING HOURS, ATTENDANCE & LEAVE

8.1 Meticulous adherence to laid down timings for working hours, lunch break etc., forms an important aspect of good discipline. All concerned must therefore ensure punctuality and avoid unauthorised absence from place of work. The supervisory staff at all level shall ensure strict compliance of following.

- (a) Working Hours : 40 hours in 6 working days in a week
Monday to Friday
Saturday :

- (b) Attendance Procedure
- (c) No unauthorised absence from place of work

9. LEAVE

- 9.1 Leave can not be claimed as a matter of right.
- 9.2 The leave application is to be routed through Group heads and leave sanctioning authority may refuse or revoke leave of any kind.
- 9.3 Leave of one kind taken earlier may be converted into leave of a different kind at later date at the request of the Government Servant and at the discretion of the sanctioning authority but Govt. servant should apply within 30 days & the same cannot be claimed as a matter of right by the official.
- 9.4 An official on leave should not take up any service or employment elsewhere without obtaining prior sanction of the Competent authority.
- 9.5 Permission of overstay of leave should be obtained from sanctioning authority through Group heads prior to completion of approved leave.
- 9.6 Overstay of leave without proper sanction, will be debited against the HPL account of the Government servant to the extent HPL is due and the excess treated as EOL.
- 9.7 Willful absence from duty after expiry of leave renders a Govt. servant liable to disciplinary action.
- 9.8 Absence without leave not in consultation with any authorized person will be constituted as interruption of service unless it is regularized.
- 9.9 Station leaving permission is to be obtained from sanctioning authority through Group heads.
- 9.10 For Grant of Leave on Medical Grounds, all Officers should produce medical certificate from Authorized Medical Attendant. Non-gazette employees should produce medical certificate from AMA or RMP. They will be permitted to return to duty on production of a medical certificate of fitness from the AMA/RMP as the case may be)

10. ADMIN AUDIT

The Admin section will be audited annually by the Stock verification Board constituted by RD, AQA to verify the availability of Stores, Equipment, etc as per the record book Audit Report is submitted to Regional Director for approval. Entries in service book to be shown to the concerned officer/staff annually.

ADMINISTRATIVE STANDING ORDER NO. 2

SUB: PROCEDURE FOR HANDING/TAKING OVER

1. All accountable property of the establishment must be held on charge by individuals designated to do so. The property includes Transport, POL, Stores, Equipment, buildings, fittings, furniture and accountable documents. The stores officer will ensure that all accountable items of property are on charge of specific individual.
2. Every officer in charge of Govt. money/stores will on handing over charge, check the cash or stores in his custody with the officer who relieves him. A transfer of charge will always take place when an officer ceases to hold a lien on his permanent appointment, transfer or when he proceeds on leave. In every case where cash is handed over, the duty of verifying cash balance develops upon the relieving officer who will record having done so in the relevant account books.
3. The relieving officer will satisfy himself that cash and stores correspond with ledger balance, that the books are completed and correct and then will sign the (specified) transfer certificate.
4. An officer proceeding on leave (including C/L) or temporary duty, will properly handover cash and Govt. stores on his charge together with the accounts correctly written up to the officer who is detailed to officiate during his absence.
5. In case of absence from duty of short duration, not exceeding seven days and where no or only a few transactions are likely to take place during that period, handing/taking over of cash will still be necessary but that of stores and supplies need not be enforced provided the following procedure is carried out:-

The permanent incumbent will render a certificate to his reliever to the effect that ledger balance for stores etc. are correct. The reliever may carry out a test check if he considers necessary. The reliever on handing over charge back to the permanent incumbent will render a certificate to the effect that transaction made during the period, he held charge, have been properly accounted for. The permanent incumbents on return to duty carries out a test check and satisfy himself that the transactions are correctly recorded.
6. Handing/taking over of division will be controlled by next supervisor officer. The officer/NGO will then proceed to hand/take over charge of stores/cash duties as the case may be in the manner prescribed and complete handing/taking over certificate in triplicate.
7. These certificates duly completed will be forwarded to RDAQA by next superior officer.
8. In case of officer/staff on transfer/proceeding on release /retirement, a clearance certificate will be obtained.
9. Officer handing over charge will also give the relieving officer 'Handing/ taking over Notes', a copy of which will also be passed on to the main superior officer. Handing/Taking officer Notes will be made in two parts. Important points pertaining to the divisions should be brought to the notice of relieving officer. Important points which are under action and which are to be further watched and progressed.
10. Handing/Taking over notes file will be maintained and notes duly signed by handing/taking officers will be kept therein.

ADMINISTRATIVE STANDING ORDERS NO. 3

SUB: ORGANISATION & FUNCTION OF ACCOUNTS DIVISION

1. GENERAL

1.1 The Accounts Division is headed by Admin Officer who will report to the Regional Director, AQA for organizing, Planning and co-ordination of Cash, Finance and Budget.

1.2 This division has two sections :

(a) CASH & MISCELLANEOUS SECTION.

(b) FINANCE & BUDGET SECTION.

2. DUTIES OF CASHIER

2.1 Receipt of Cash & Entry in Cash Book

2.2 Timely preparation and submission of various bills

2.3 Ensure Timely disbursement of payment of various nature eg Pay, LTC/TA/DA(Advance/Claim), Reimbursement of Telephone/ Newspaper bills, etc.

2.4 Collection & Deposit of Cash/Cheque in Bank

2.5 Timely receipt & Dispatch of Accounts Dak

2.6 Maintenance of Cash Book

2.7 Deposit of MROs of various nature

2.8 Submission of Returns/Reports

2.9 Coordination with Audit teams

3. CASH & MISCELLANEOUS SECTION

3.1 Receipt of cash and entry in cash book.

3.2 To arrange for collection of Cash from the Bank and to deposit the cash undisguised amount in Bank (SBI, HAL Branch, Korwa).

3.3 Arrangement for disbursement of cash under the direct supervision of Accounts Officer or his stand by or any other officer detailed by RDAQA.

3.4 Timely receipt and dispatch of all Dak pertaining to cash section with the knowledge of Accounts Officer.

3.5 To arrange the payment of telephone bills duly checked and verified by Admin Group.

3.6 Preparation of TA/DA Bills, movement order and maintenance of all registers, files pertaining to the section.

- 3.7 Keeping of cash (Upto Rs. 2,000/-) safely in cash box.
- 3.8 Maintenance of cash book, paid vouchers, RV, IAFA 175 & IAFA124 etc.
- 3.9 Production of cash book and vouchers to Local Audit Board from LAO and HQ DGAQA. Liquidating audit objection/ observations pertaining to cash and miscellaneous section.
- 3.10 To provide adequate support to Finance and Budget section whenever needed.
- 3.11 Any responsibility assigned by Admin Officer or RDAQA.

4. FINANCE AND BUDGET SECTION

- 4.1 Preparation and submission of Pay Bills of all civilian officers and staff.
- 4.2 Submission of requisition on account of all types of advances, final TA/DA claims etc.
- 4.3 Leave Travel Concession claims for all civilian officers and staff.
- 4.4 Medical reimbursement claims.
- 4.5 Reimbursement of tuition fees and children education allowances.
- 4.6 Festival Advances, House Building Advances etc.
- 4.7 Advance for the purpose of motor car/motor cycle/scooter/bicycle/ table fan in respect of all officers and staff.
- 4.8 Preparation and submission of Contractor's contingent bill for local purchases of stores paid from Misc. fund.
- 4.9 Budget, its forecast and all connected reports and returns (Monthly & Quarterly).
- 4.10 Preparation and submission of contingent bill in respect of telephone bills paid from imprest for recoupment of imprest.
- 4.11 Calculation of Income Tax and submission of TDS form No. 16 in respect of Civilian personnel.
- 4.12 Maintenance of Demand Register.
- 4.13 Issue of last pay certificate on Transfer.
- 4.14 Preparation of any other misc. claims.
- 4.15 Preparation of fund schedules, leave salary statement.
- 4.16 All correspondence with Audit Authorities on Finance matter.
- 4.17 All policy matters of Finance.
- 4.18 Matters relating GPF, PPF, PLI, CGEIS etc.
- 4.19 To provide adequate support to cash section during local audit and test audit.
- 4.20 Answering audit objections/observations pertaining to finance and budget section.
- 4.21 Any responsibility assigned by Accounts Officer or RD,AQA.
- 4.22 Preparation of pension papers and Settlement of final payment on Superannuation/ Voluntary retirement.

5. GENERAL

Disbursement of Pay and Allowances will be made on the last working day of the month. Only Accounts Officer and authorized personnel from ORDAQA, Korwa are allowed to contact PCDA/Area Accounts Office/Bank or other such authorities for office matters.

ADMINISTRATIVE STANDING ORDER NO. 4

SUB: FUNDS, SAFE CUSTODY & ACCOUNTING OF CASH

1. FUNDS

The public fund of ORDAQA, KORWA will be maintained in the State Bank of India, HAL Branch, under current account in the name of Regional Director AQA.

2. WITHDRAWALS AND DEPOSITS OF CASH

2.1 All withdrawal proposals are to be put up to RDAQA for the approval.

2.2 Cash deposits are made by cashier through MRO to the Bank (SBI)

3. CUSTODY OF CASH

3.1 All cash drawn from the Bank will be disbursed on the same day by cashier under the direct supervision of account officer or standby or in their absence by an officer detailed by RDAQA.

3.2 A cash box will be operated by Cashier for maximum amount of Rs.../- for cash in hand. The key will be retained by Cashier and duplicate key should be kept with the Security Officer.

3.3 No intermixing of personal cash/articles etc. in the cash box is permitted.

3.4 Key of the cupboard containing the cash box, will be with Accounts Officer and Duplicate with Security Officer.

3.5 However, notwithstanding the above, the overall responsibility for the safe cash rests with the accounts officer.

4. ACCOUNTING OF FUNDS AND CASH PROCEDURES

4.1 On the receipt of the Cheque Slip, relate the amount to the bills and ascertain the amount credited in Public Fund A/c of Bank.

4.2 All Govt. cheques deposited in the Bank takes minimum of three days for clearance/realization.

4.3 After confirming the credit of Govt. cheques, then only, Cheque can be issued to withdraw the amount from the Bank for payment.

4.4 Withdrawals of amounts will be made only once in a week (except emergency cases decided by RDAQA).

4.5 On the salary pay day, only salary will be paid and no other payment will be made normally.

4.6 No money will be drawn from the Bank Accounts unless there is immediate prospect of its disbursement in order that the cash in hand is kept down to the required minimum.

4.7 Sums drawn for a specific purpose will be used for that purpose only. If not utilized or not subsequently required for that purpose, the money will be remitted to SBI, HAL Branch at the very first opportunity.

4.8 The cashier will maintain the Cash Book (IAFO-811) and all entries should be made properly on day to day basis and will be responsible for all formalities relating to cash accounts.

4.9 All entries in Cash Book will be made in ink. Erasing and over writing to be avoided. If any correction be necessary, the incorrect entry shall be scored neatly in ink and the correct entry inserted duly initiated.

4.10 On the last working day of the month after all entries in the cash book have been made, cash book will be closed and a balance sheet including statements of assets and liabilities prepared. A reconciliation statement will also be made at the end of the month in order to reconcile the balance held in the bank at the credit of the PF A/C on that date.

4.11 When the cash book is completed in all respects, the same should be put up to Accounts Officer for his signature and to RDAQA for counter signature.

4.12 Signing of TA bills in accordance with SR-195(Section XXVI- Duties & Powers) by Competent authority.

4.13 Signing of bills towards RMC in accordance with Appendix-XIII, Medical Attendance Rules CS(MA) Rules, 1944 by Competent authority.

4.14 A certificate as under will be endorsed and signed by Account Officer after checking the all columns, entries, initials of cashier in the cash book at the end of the each month.

***Certified that the cash balance has been physically checked and found to contain Rs..... (Rupees...) in hand and Rs.../- (Rupees...) in Bank which agrees with the cash book balance and bank statement. This certificate will be countersigned by Regional Director, AQA.**

5. AUDIT OF CASH ACCOUNTS

The Public Fund Account will be audited for each quarter ending by the local audit board constituted by RDAQA. The cash book completed up-to-date together with relevant vouchers will be made available to Audit Agency for audit. All queries raised by audit agency will be promptly liquidated. Obstructions/observations will be put up to RDAQA with proper/ relevant clarifications. Audit Report of account is forwarded to Head Quarter DGAQA after the approval of Regional Director.

6. LOSS OF PUBLIC MONEY

Loss of Public Money when detected will be immediately reported to the Regional Director. Action will be initiated in accordance with the rules and regulations on the subject.

ADMINISTRATIVE STANDING ORDERS NO. 5

SUB: VIGILANCE, RTI, SECURITY & RAJBHASHA

1. INTRODUCTION

The object of this order is to deny any access to or opportunity to acquire information by unauthorised persons and ensure safe custody of Govt. property. All suspicious activities of persons whether belonging to the establishment or outsider will be brought to the notice of Regional Director. Duties shall be performed by a Gazetted officer.

2. DUTIES AND RESPONSIBILITIES OF VIGILANCE/ SECURITY OFFICER

2.1 Vigilance officer is nominated by HQ DGAQA, New Delhi by name and he is required to perform the following duties and responsibilities.

2.1.1 Responsible for imparting vigilance awareness on vigilance aspects to be followed in the organization among officers and staff of the establishment.

2.1.2 To carry out investigation on the complaints received, signed as well as complaints from other sources and to dispose of suitably.

2.1.3 To keep a vigil on the punctuality in working hours and unauthorised absence in the establishment.

2.1.4 Responsible to carry out vigilance checks on TA/DA claims, LTC claims, Stores/Inventory, Re-imbursement of medical bills, payment of bills & stores supplied, prompt inspection & issue of I Notes etc.

2.1.5 Responsible for sending monthly, quarterly report on vigilance work by vigilance organization.

2.1.6 Responsible for check on indulgence in private business, review of user complaints etc.

2.1.7 Responsible for smooth conduct and disposal of departmental enquires.

2.1.8 Responsible for issue of permanent passes to officers/ employees joining on transfer.

2.1.9 Responsible for security of personnel and assets of this office. General security is looked after by security section of HAL,

3. RTI ISSUES

RTI issues addressed to this office are addressed by an officer designated by Regional Director.

4. **DUTIES AND RESPONSIBILITIES OF RAJBHASHA OFFICER**

- 4.1 Preparation of Quarterly and Annual Reports.
- 4.2 Conduct of Quarterly Meeting of Raj Bhasha Committee.
- 4.3 Correspondence related to Raj Bhasha.
- 4.4 Promotion of the Raj Bhasha by conducting seminar and work shops on Raj Bhasha.
- 4.5 Encourage the officers and staff for the use of Raj Bhasha in day to day working for Technical as well as other correspondence.
- 4.6 In addition to above, any other duty assigned by RD from time to time.

ADMINISTRATIVE STANDING ORDERS NO. 6

SUB: FUNCTIONS OF LIBRARY SECTION

1. GENERAL

The Library section is headed by an Officer who will report to the Regional Director, AQA. The functioning of library is managed by one of the technical officers as an additional duty assigned by RD. All the technical books, standards, journals and magazines are maintained in the library for officers and staff of this office.

2. DUTIES AND RESPONSIBILITIES OF LIBRARY SECTION

- 2.1 Raising the requirement of books and specifications for Library.
- 2.2 Initiation and Renewal of subscriptions for Magazines.
- 2.3 Maintenance and housekeeping of books and specifications.
- 2.4 Issuing of Books and specifications to the Officers and staff of ORDAQA
- 2.5 Annual stock taking of the Books.
- 2.6 In addition to above any other duty assigned from time to time.

3. LIBRARY AUDIT

The Library will be audited annually by the local audit board constituted by RD,AQA to verify the availability of books as per the record book vis a vis the physical stock . Audit Report is submitted to Regional Director for approval.

ADMINISTRATIVE STANDING ORDERS NO.7

SUB: ADMIN AND ACCOUNTS REPORTS & RETURNS

1. Following reports/ returns are being forwarded in respect of Admin and Account sections as per the stated periodicity/ timelines:

ADMIN REPORTS / RETURNS

Sl.No.	Subject	Periodicity	
1.	<u>Monthly report on vigilance work by Vigilance Organization.</u>	Monthly	
2.	Report regarding action plan on anti corruption measure.	Quarterly	
3.	Statistical return for central vigilance commission	Quarterly	
4.	Statement showing the progress made in review carried out by various Ministries/ Department etc. about casual workers engaged by them,	Quarterly	
5.	MSQAA Add on manpower strength return.	Quarterly	
6.	Vacancy Position	Quarterly	
7.	Strength report of ORDAQA	Quarterly	
8.	Progress report on implementation of Rajbhasha Hindi.	Quarterly	
9.	Audit of Defence land held /under encroachment by the unit.	Quarterly	
10.	Statement showing employment of SCs/STs/OBCs/Ph. Handicapped/Ex-Servicemen/Children of Freedom Fighter/ Minority persons.	Half yearly	
11.	Statement showing the position regarding verification of service of employees.	Half yearly	
12.	Information regarding employees of minorities communities in Govt, in the Ministries / Departments	Half yearly	
13.	Monitoring the recruitment of minority communities in Govt. in the Ministries and Department	Half yearly	
14.	Statement showing the representation of SCs/STs/OBCs. and number of appointments made during the preceding years.	Annual	
15.	Statement showing the representation of the persons with disabilities in service.	Annual	
16.	Annual report on implementation of official Language Rajbhasha Hindi	Annual	
17.	'Ethics on Governance' relating to 'Ensuring Accessibility and Responsiveness'	Quarterly	

ACCOUNTS REPORTS / RETURNS

Sl. No.	Nature of Report	Periodicity	Due Date
1.	Monthly Expenditure Return (MER)	Monthly	By 10 th of succeeding month.
2.	Quarterly P&A Report	Quarterly	By 15 th of Succeeding Quarter.
3.	Quarterly Report : Public Fund Account	Quarterly	By 15 th of Succeeding Quarter.
4.	Forecast Estimate (FE)	Annual	Every year by 15 Sep
5.	Budget Estimate (BE)	Annual	Every year by 15 Oct
6.	Preliminary Report (PR)	Annual	Every year by 25 Jul
7.	Preliminary Revised Report (PRR)	Annual	Every year by 15 Sep
8.	Revised Estimate (RE)	Annual	Every year by 15 Oct
9.	Modified Estimate (ME)	Annual	Every year by 20 Jan
10.	PLB	Annual	Every year in the month of May