

Right to Information Act, 2005 - Compliance under Section 4(1)(b)

(ii) Powers & duties of officers and employees:

Civil Aviation Department is headed by Adviser with head office at Chandigarh and also Chief Executive Director of Haryana Institute of Civil Aviation. Adviser is overall officer-in-charge of Civil Aviation Department and Haryana Institute of Civil Aviation.

Adviser is assisted by the officers in the functioning of the department. The powers and duties of the officers and employees are given below:-

Sr. No.	Name of Officer	Duty Allotted
1.	Senior Executive Pilot	Flying operations of EC-145 Helicopter.
2.	Helicopter Pilot	Flying operations of EC-145 Helicopter.
3.	Electronics Engineer	(Vacant).
4.	Helicopter Engineer	(Vacant).
5.	Assistant Helicopter Engineer	Maintenance of Helicopter.
6.	Flight Dispatcher	To keep the record of VIP flights and take the clearance from ATC.
7.	Administrative Officer	All duties of Head of Office.
8.	Other Employees	The junior staff / employees of the department are attached to above officers for providing assistance in the respective jobs.