

**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 Pilots	Maintenance and operations of EC-145 Helicopter.
2.	Helicopter Pilot	(Vacant).
3.	Electronics Engineer	(Vacant).
4.	Development-cum-Co-Ordination Officer	(Vacant).
5.	Helicopter Engineer	(Vacant).
6.	Assistant Helicopter Engineer	Maintenance and operation of and Helicopter and technical matters.
7.	Development-cum-Co-Ordination Officer	(Vacant).
8.	Flight Dispathcher	To keep the record of VIP flights and take the clearance from ATC.
9.	Administrative Officer	All duties of Head of Office.
10.	Other Employees	The junior staff / employees of the department are attached to above officers for providing assistance in the respective jobs.