

अंडमान एवं निकोबार प्रशासन
ANDAMAN & NICOBAR ADMINISTRATION
नागरिक उड्डयन निदेशालय
DIRECTORATE OF CIVIL AVIATION

17-point manual under Section 4 (1)(b) of Right to information Act 2005,

Sl.No.	Particulars
i.	The particulars of its organization, functions and duties.
ii.	The powers and duties of its officers and employees.
iii.	The procedure followed in the decision-making process, including channels of supervision and accountability.
iv.	The norms set by it for the discharge of its functions.
v.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.
vi.	A statement of the categories of documents that are held by it or under its control.
vii.	The particulars of any arrangement that exists for consultation with, or representation by, the member of the public in relation to the formulation of its policy or implementation thereof.
viii.	A statement of the board, council, committees and other bodies consisting of two or more persons constituted as its part or for its purpose of its advice, and as to whether meeting of these boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.
ix.	A directory of its officers and employees.
x.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation.
xi.	The budget allotted to each of its agencies, indicating the particulars of all plans, proposed expenditure and report on disbursements made.
xii.	The manner of execution of subsidy programs, including the amount allocated and details of beneficiaries of such programs.
xiii.	Particulars of recipients of concessions permits or authorization granted by it
xiv.	Details in respect of the information available to or held by it, are reduced in an electronic form.
xv.	The particulars of facility available to the citizens for obtaining information including the working hours of a library or reading rooms, if maintained for public use.
xvi.	The names and designations and other particulars of the Public Information Offices.
xvii.	Such other information as may be prescribed and thereafter update this publication every year.

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DIRECTORATE OF CIVIL AVIATION

i. The Particulars of its organization, functions and duties.

- The Directorate of Civil Aviation was setup in the year 2003 vide A&N Administration Order No - 523, dated 16/02/2003. **(Annexure-I)**
- Objective of providing air connectivity to far flung areas of Andaman and Nicobar Islands.
- Administration had fixed the fare of Helicopter 90% subsidy for Islanders, medical cases, Govt. Officials including family members and 75 % in the case of non-Islanders, tourist and Govt. servants on Duty.
- At present the Directorate of Civil Aviation, Andaman and Nicobar Administration is operating four helicopters of PHL and weekly 02 flights of IAF Dornier aircrafts.

ii. The powers and duties of its officers and employees.

a) Dr. Jatinder Sohal, DANICS,

- Head of the Department.

b) Shri. Ravichandran, Deputy Director-I (Projects)

- Implementation of projects under RCS-UDAN Scheme.
- Coordination for development of Greenfield Airport at Port Blair.
- Coordination with ANC/AAI for commencement of night landing at VSI Airport.
- Follow-up for introduction of International Flights to/from Port Blair.
- Planning and coordination for development of new helipads and upgradation of existing helipads/hangar complex.
- Planning, Projects Budget and Expenditure

c) Shri. P.G. Abhilash, Deputy Director- II (Operations)

- Coordination with PHL/ANC for inter-island helicopter / IAF Dornier
- Services
- Coordination with DHS/ANC for medical evacuation of referred patients.
- Office correspondences, RTI, CPGRAMS, LG Helpdesk, Newspaper
- Reports, Court Case.
- Purchases and procurement.

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d) Shri. Praveen Kumar Mishra, Head Clerk-I (Establishment)

- Scanning of Physical files for e-office
- Identification and disposal of obsolete/scrap.
- Passenger amenities.
- Dealing all office correspondences & Processing of file
- Preparation of Statistical Data
- Processing of Estimate for A/A & E/S
- Correspondences related to Public Grievances.
- RTI, Court Cases, Vigilance case and disciplinary proceedings etc.
- Submission of all monthly report.
- Preparation of Annual Plan and Budgets and reports etc.
- Preparation of Expenditure statement Look after the work assigned to Shri. R. Prince. HC during his absence in addition to his own duties.

e) Shri. R. Prince, Head Clerk-II (Accounts & Operations)

- All files related to Modernization of existing helicopter fleet.
- RCS- UDAN Fixed wing aircraft service
- RCS-UDAN seaplane operation.
- Construction of emergency helipad.
- Dealing with all VIP references.
- Issuance of Helicopter tickets, boarding pass, baggage tag, excess baggage receipt, preparation of manifest.
- Processing of PHL Bills.
- Verification of all revenue receipt and timely deposit.
- Remittance of revenue receipt of record
- Procurement of various items/equipments/Stationeries and settlement of Bills
- Rising Bills of Passengers / Cargo traveling in Helicopter.
- Arrangements related to various functions viz, Independence Day & Republic Day.
- Processing of Telephone/Electric and HSD Bills.
- Correspondences related all Audit Queries
- Correspondences related Parliament Question
- Look after the work assigned to Shri. Praveen Kumar Mishra, HC during his absence in addition to his own duties.

Enclosed Directorate of Civil Aviation, Work Allocation Order No. 07, dated 24.04.2023 as **Annexure – II** and O/O No. 35, dated 04/07/2024 as **Annexure-III**

Update as on March 2025

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- iii. The procedure followed in the decision-making process, including channels of supervision and accountability.

Receipt of proposal

Proposal is dealt by DA as per relevant provisions / availability of funds and put up to Deputy Director.

DD Civil Aviation will go through the proposal, firm up the proposal and place it for decision of Director Civil Aviation through Sr. AO.

Director Civil Aviation shall approve or and based on DFPR shall send back or submit it to Secretary (Civil Aviation)

Secretary (Civil Aviation) shall approve based on DFPR or submit it to Higher Authority after concurrence of Finance & Planning.

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iv. The norms set by it for the discharge of its functions.

- No separate norms have been set by the department for discharge of its functions.

v. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

The following records are held by this department

- The helicopter services are managed at various islands as per A&N Administration Order No – 2137, dated 22/05/2003. **(Annexure-IV).**
- The schedule of helicopter and civil IAF Dornier is being planned as per the schedule approved by the A&N Administration vide Office Order No 39/CA/2020-2021, dated 29/03/2023. **(Annexure-V).**
- The fare charged for air travel has been fixed by the A&N Administration vide Order No 13, dated 24/04/2018 and Press Release dated 05/08/2016. **(Annexure-VI).**

vi) A statement of the categories of documents that are held by it or under its control.

1. Passenger manifest and counter foil of tickets.
2. Digitized files of the department.
3. Description Register (Passenger movement)
4. Register of Court Cases
5. Stock Registers.
6. File Index Register
7. Office Order Book
8. Dairy Register
9. Dispatch Register
10. Cash Books
11. Register of communication received from Member of Parliament
12. Register of on harassment in workplace.
13. Parliamentary Question.
14. Attendance Register.

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vii) The particulars of any arrangement that exists for consultation with, or representation by, the member of the public in relation to the formulation of its policy or implementation thereof.

- The policies of the Directorate of Civil Aviation are shaped by the decision of the Andaman & Nicobar Administration, Ministry of Home Affairs, Ministry of Civil Aviation, Director General of Civil Aviation and Bureau of Civil Aviation Security.

viii) A statement of the board, council, committees and other bodies consisting of two or more persons constituted as its part or for its purpose of its advice, and as to whether meeting of these boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

- Departmental Standing Committee for examination of case of cost and time over run in projects/ scheme, vide Office Order no – 75, dated 09/10/2023, **(Annexure-VII).**
- Internal Complain Committee under Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013, vide Office Order No 25, dated 27/05/2024. **(Annexure-VIII).**

ix) A directory of its officers and employees.

1. Dr. Jatinder Sohal, Director of Civil Aviation
2. Shri. Ravichandran, Dy Director
3. Shri. P.G. Abhilash, Dy. Director
4. Shri. P.K. Mishra, Head Clerk
5. Shri. R. Prince, Head Clerk
6. Shri. Srinivas.Y, DRM
7. Shri. Sakthivelu, DRM
8. Miss. Sugandhi Mary, DRM
9. Shri. S. Mari Muthu, DRM
10. Shri. Sanjeev Kumar Mandal, DRM
11. Shri. Y.Anil Kumar, DRM
12. Shri. M. Dugra Venkat Reddy, DRM
13. Shri. Pravin Kumar, DRM
14. Shri. M. Upender Rao, DRM
15. Shri. K. Rajukumar, DRM
16. Shri. Probir Mandal, DRM
17. Shri. Dipesh Kumar Halder, DRM
18. Shri. Hari Das, DRM
19. Shri. Subal Mistry, DRM

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20. Shri. Sandeep Golder, DRM
21. Shri. Tomy, DRM
22. Shri. Ashish Kujur, DRM

x). The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation.

Name & Designation	Pay Level	Remarks
Dr. Jatinder Sohal, Director	10	The officers are working in diverted capacity from various departments or holding additional charges hence information on emoluments is not available.
Shri. Ravichandran, Dy Director	9	
Shri. P.G. Abhilash, Dy. Director	7	
Shri. P.K. Mishra, Head Clerk	6	
Shri. R. Prince, Head Clerk	6	
Shri. Srinivas.Y, DRM	1/3 rd	
Shri. Sakthivelu, DRM	1/3 rd	
Miss. Sugandhi Mary, DRM	1/3 rd	
Shri. S. Mari Muthu, DRM	1/3 rd	
Shri. Sanjeev Kumar Mandal, DRM	1/3 rd	
Shri. Y. Anil Kumar, DRM	1/3 rd	
Shri. M. Durga Venkat Reddy, DRM	1/3 rd	
Shri. Pravin Kumar, DRM	1/3 rd	
Shri. M. Upender Rao, DRM	1/3 rd	
Shri. K. Rajkumar, DRM	1/3 rd	
Shri. Probir Mandal, DRM	1/3 rd	
Shri. Dipesh Kumar Halder, DRM	1/3 rd	
Shri. Hari Das, DRM	1/3 rd	
Shri. Subal Mistry, DRM	1/3 rd	
Shri. Sandeep Golder, DRM	1/3 rd	
Shri. Tomy, DRM	1/3 rd	
Shri. Ashish Kujur, DRM	1/3 rd	

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xi. The budget allotted to each of its agencies, indicating the particulars of all plans, proposed expenditure and report on disbursements made. (FY 2024-25, Rs. In thousands)

Detailed head of accounts	Sanctioned Budget Estimates 2024-25	Revised Estimate 2024-25
Civil Aviation		
01. Air Services		
01.800. Other Expenditure		
01. Payment to Pawan Hans Limited.		
01.00.50. Rent for Others	250000	130000
04. Opn and Maint. Of Aircrafts	0	0
04.00.01. Salaries	90	0
04.00.02. Wages	5500	5500
04.00.05 Rewards	10	0
04.00.07 Allowances	100	0
04.00.08 Leave Travel Concession	100	0
04.00.13. Office Expenses	2500	2500
04.00.30. Rent for Others	1100000	800000
800.06-Acquisition of aircraft of lease basis for operation between Port Blari- Chennai/Kolkata sector.	0	0
04.00.50 Rent for Others	150000	139410
Total- Major Head"3053" (Plan)	1508300	1077410
Total-Revenue Section	1508300	1077410
Major Head "5053"		
Capital Outlay on Civil Aviation		
02 Airport		
02.102 Aerodromes		
03 Construction of Port Blair Airport		
03.00.53 Major Works	0	0
102.07 Construction of helipads		
07.00.53 Major Works	0	0
07.00.73 Infrastructural Assets	20000	50933
Total- Major Head"5053" (Plan)	20000	50933
Total-Capital Section	20000	50933
Total-Ministry of Civil Aviation Major Head 3053 (Plan) & 5053 (Plan)	1528300	1128343

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xii. The manner of execution of subsidy programs, including the amount allocated and details of beneficiaries of such programs.

- The Directorate of Civil Aviation is not implementing any subsidy program for targeted beneficiaries.

xiii. Particulars of recipients of concessions permits or authorization granted by it;

- The Directorate of Civil Aviation has not issued any concessions, permits or authorization.

xiv. Details in respect of the information available to or held by it, are reduced in an electronic form.

- All the files of the Directorate have been digitized. The department is using e-Office Portal for all official work. The department has no separate website of its own.

xv. The particulars of facility available to the citizens for obtaining information including the working hours of a library or reading rooms, if maintained for public use.

- Citizens can obtain information from the Directorate of Civil Aviation during normal working hours. There is no library or reading rooms in the department.

xvi. The names and designations and other particulars of the Public Information Offices.

- The A&N Administration, Secretariat vide Gazette Notification No 229, dated 05/10/2011 has notified the designations of Public Information Officer and Assistant Public Information Officer of the Directorate of Civil Aviation. **(Annexure-IX).**

xvii. Such other information as may be prescribed and thereafter update this publication every-year.

- NIL

ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

Port Blair dated the 16th Feb. 2003.

ORDER NO. 523

The Lt. Governor, Andaman and Nicobar Islands is pleased to create a new Directorate of Civil Aviation for running/maintenance of Inter Islands helicopter service/air service. The Director, Civil Aviation shall be a Head of Department for all purposes.

The Directorate of Civil Aviation shall be responsible for the following functions :-

1. Operationalisation and continuation of inter-island Pawan Hans Helicopter service.
2. To explore and study the possibilities of introducing sea planes/fixed winged aircrafts in these Islands for inter-island services.
3. To prepare infrastructure plans, all equipment requirements, staff assessments for such air services at Port Blair and other stations.
4. To coordinate with AN Command for this purpose.
5. Any other related issue and activity.

The Director of Shipping Services shall function as Director of Civil Aviation till further orders. Orders relating to budget heads to be operated by the Director, Civil Aviation will issue separately, in consultation with Finance Department.

Assistant Secretary(Perl)

Copy to :-

1. All Commissioners/Secretaries/Special Secretaries, A&N Administration.
2. All Heads of Departments/Offices, A&N Administration, Port Blair.

Copy also forwarded to :-

1. Sr.PS to Lt.Governor, Raj Niwas, Port Blair.
2. PS to Chief Secretary, A&N Administration, Port Blair.
3. The Chief Commanding officer, AN Command.

Assistant Secretary(Perl)

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DIRECTORATE OF CIVIL AVIATION

Port Blair dated 24th April, 2023

Order No.07

In supersession of all previous work allocation orders, following subjects are allocated to officers of Directorate of Civil Aviation:-

Sl.No.	Name of Officer	Designation	Subjects Allocated
1	Shri. E.P.Zakiruddin	Sr.T.O	<ol style="list-style-type: none">1. Preparation of Reports for NITB, Rajyapal Vikas Ke Rajdoot & Monthly report.2. Custodian of all files.3. Correspondence related to Vision 20474. Nodal officer for CPGRAM, LG reference, CSID, Public Grievances/adverse Newspaper reports/RTI and Parliament Questions.5. Direct monitoring of all MoCA references.6. VVIP references and important dak.7. Submission of weekly folder for Senior Officer after compiling reports from all section.8. Any other work allocated to the officer. <p>The officer will supervise all the works allocated to Shri.Praveen Kumar Mishra, HGC and Shri.R.Prince, HGC.</p>
2	Shri.Praveen Kumar Mishra	HGC	<ol style="list-style-type: none">1. Scanning of Physical files for e-office2. Identification and disposal of obsolete/scrap.3. Passenger amenities.4. Dealing all office correspondences & Processing of file5. Preparation of Statistical Data6. Processing of Estimate for A/A & E/S7. Correspondences related to Public Grievances.8. RTI, Court Cases, Vigilance case and disciplinary proceedings etc.9. Submission of all monthly report.10.Preparation of Annual Plan and Budgets and reports etc.11.Preparation of Expenditure statement. <p>Look after the work assigned to Shri.R.Prince. HGC during his absence in addition to his own duties.</p>

3	Shri.R. Prince	HGC	<ol style="list-style-type: none"> 1. All files related to Modernization of existing helicopter fleet. 2. RCS- UDAN Fixed wing aircraft service 3. RCS-UDAN seaplane operation. 4. Construction of emergency helipad. 5. Dealing with all VIP references. 6. Issuance of Helicopter tickets, boarding pass, baggage tag, excess baggage receipt, preparation of manifest. 7. Processig of PHL Bills. 8. Verification of all revenue receipt and timely deposit. 9. Remittance of revenue receipt of record 10. Procurement of various items/equipments/Stationeries and settlement of Bills 11. Raising of Credit Bills of Pas traveling in Helicopter. 12. All arrangements related to various functionsviz, Independence Day & Republic Day. 13. Processing of Telephone/Electric and HSD Bills. 14. Correspondences related all Audit Queries 15. Correspondences related Parliament Question <p>Look after the work assigned to Shri.Praveen Kumar Mishra, HGC during his absence in addition to his own duties.</p>
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All files will be routed through Sr.Translation Officer.


 Dy. Director (Civil Aviation)
 F.No- 3/CA/2012-13/

 OFFICE ORDER BOOK
 Copy to:-

1. Sr.PS to Commissioner-cum-Secy (CA) for kind information.
2. Party Concerned.

F. No. 2141/CA/2024-25/
ANDAMAN & NICOBAR ADMINISTRATION

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DIRECTORATE OF CIVIL AVIATION
नागरिक उड्डयन निरदेशालय, पोर्ट ब्लेयर

Phone: 03192233601
email: civilaviation.and@nic.in
Port Blair, Dated: 4th July 2024

Office Order No: 35

The following works are allocated to the Dy Directors posted in the Directorate of Civil Aviation, A&N Administration:

Shri. Ravichandran, Dy. Director (I):

1. Implementation of projects under RCS-UDAN Scheme.
2. Coordination for development of Greenfield Airport at Port Blair.
3. Coordination with ANC/AAI for commencement of night landing at VSI Airport.
4. Follow-up for introduction of International Flights to/from Port Blair.
5. Planning and coordination for development of new helipads and upgradation of existing helipads/hangar complex.
6. Planning, Projects, Budget and Expenditure.

Shri. P.G. Abhilash, Dy. Director (II):

1. Coordination with PHL/ANC for inter-island helicopter / IAF Dornier services.
2. Coordination with DHS/ANC for medical evacuation of referred patients.
3. Office correspondences, RTI, CPGRAMS, LG Helpdesk, Newspaper Reports, Court Case.
4. Purchases and Procurement.

Director of Civil Aviation

Copy to:

1. PA to Commissioner-cum- Secretary (Civil Aviation), A&N Administration.
2. PA to Secretary (Civil Aviation), A&N Administration.
3. Sr. Accounts Officer, Directorate of Civil Aviation.
4. All concerned.

Director of Civil Aviation

ANDAMAN & NICOBAR ADMINISTRATION,
SECRETARIAT

Port Blair, dated the 22nd May, 2003.

Order No.2137

For the efficient operation and management of the Helicopters Service, the following instructions are issued:-

1) Weekly Schedule of Services

The Helicopter Services will commence its regular Services with immediate effect. The details of weekly schedule is annexed herewith. - Annexure - I.

2) Fare Structure

The fare structure for various destinations is at Annexure - II. The fare will be charged as follows:-

- | | | | |
|-------|----------------|---|------------|
| (i) | Below 2 years | - | No fare. |
| (ii) | 2 -12 years | - | Half fare. |
| (iii) | Above 12 years | - | Full fare. |

Maximum 10 Kg luggage will be allowed per passenger free of Charge. Extra luggage will be charged @ Rs. 97/- per kg subject to load condition. The fare structure will be reviewed and revised, if required, from 1st April every year

3) Appointment of Controlling Officers

The following Officers are appointed/designated as Controlling Officers for the operation of Helicopters at various Islands.

- | | | | |
|-------|---------------|---|--------------------------------------|
| (i) | Port Blair | - | Director Civil Aviation |
| (ii) | Diglipur | - | Tehsildar |
| (iii) | Havelock | - | Assistant Engineer, APWD |
| (iv) | Hutbay | - | Tehsildar |
| (v) | Car Nicobar | - | Deputy Commissioner |
| (vi) | Katchal | - | Assistant Commissioner, Nancowry |
| (vii) | Campbell Bay- | | Assistant Commissioner, Campbell Bay |

During the absence Controlling Officers the charge should be handed over to the incumbent taking over his duties and should intimate to the Director of Civil Aviation.

4) Functions of Controlling Officers

- (i) Controlling Officers should maintain close liaison with the Pilots of Pawan Hans Helicopters Ltd. and make all necessary arrangements at the helipads for safe landing and taking off of

the Helicopter at their locations. Necessary logistic support such as accommodation, transport etc. should be provided to the Pilots in the case of detention of Helicopters at that station, if required.

- (ii) Controlling Officers should ensure that helipads are properly maintained by APWD.
- (iii) The Controlling Officers should hand over the passengers list to the Pilot, before departure of the Helicopter from the station which should be, on arrival handed over to Director Civil Aviation staff at Port Blair.
- (iv) The fuel will be supplied to the Controlling Officers in drums by the Director Civil Aviation and they will issue the same to the Pawan Hans Helicopters Ltd. as and when demanded by the Pilot. The quantity issued is to be intimated to Director Civil Aviation by all Controlling Officers by every Monday alongwith Challan.
- (v) Tickets will be supplied by the Director Civil Aviation to the Controlling Officers. The Controlling Officers are to issue the tickets to the passengers on priority basis. Maximum priority should be given to patients referred for treatment at Port Blair/ Mainland.
- (vi) Tickets are to be issued only against cash payments. The Cash received on sale of tickets will be remitted on daily basis in the local bank on challans. The Challans duly supported with passengers list and details of tickets should be sent to the Director Civil Aviation on every Monday. Detailed accounts of the tickets received, issued and balance in hand should be maintained, which will be subjected to periodical Inspection/Audit by the Accounts Officer (Directorate Civil Aviation) or his authorized representatives and also by the Local Audit section of the Director of Accounts & Budget.

Repair and Maintenance of Helipads

Repair and maintenance of Helipads should be carried out by APWD, for which separate funds are allotted to APWD. Chief Engineer, APWD is requested to issue necessary directions to the concerned officers for this purpose.

Ticketing at Port Blair

Tickets will be printed and stocked by DCA. The Passengers should make cash payment for purchase of tickets. Cheques/ Demand Draft will not be accepted.

At Port Blair, the requisitions should reach the Secretary (GA) at least 3 days in advance. The seat manifestation by General

Administration section is to reach the Directorate of Civil Aviation office atleast two days prior to the scheduled programmes. Two passengers are to be retained in the waiting list. DCA will issue tickets one day prior to the scheduled flying date. If the confirmed allottees do not report for taking tickets before 11 o' Clock, the tickets will be issued to the wait listed passengers. In case of holidays, the tickets will be issued a day prior to the holiday. Secretary (GA) will keep one seat as Administration quota, which will be allotted only 12 hrs before the departure. If no allotment for this quota is received, the ticket will be issued to the wait listed passenger automatically.

7) Affixing Photo on Tickets

The passenger should report to the Director Civil Aviation for obtaining tickets, along with 2 photographs and other documents such as local certificate etc. atleast 24 hrs in advance.

8) Ticketing for Outstation

Tickets can only be issued by Controlling Officers after confirming the availability of seats from Secretary (GA), so as to avoid over booking. The requirements must reach the Secretary (GA) atleast 3 days in advance.

9) Cancellation of tickets

No refund will be allowed for cancellation if there is no demand for the cancelled seat and it goes unoccupied due to cancellation. However 20% cancellation charges will be recovered otherwise.

10) Security and Fire Fighting

The local police will ensure the Security of the Helicopter. Frisking of passengers, Cargo checking, fire fighting arrangements and law and orders problems in and around the Helipads will be the responsibility of the local Police. An order vide No.3339 dated 20.5.2003 to this effect has already been issued-Annexure-III

11) Cancellation of Flights and Tickets

Flights and tickets can be cancelled at short notices without any prior information for which full refund will be made if applied for on the day of cancellation. No compensation will be paid to the passengers.

This issues with the approval of the Chief Secretary, A & N Administration.


(M.K. Biswas)

Assistant Secretary (CA)
F.No.40-10/2000-CA(PF)

OFFICE ORDER BOOK:

- 4/11 -

From Pre-Page

Kindly refer paras 8/N to 11/N

(12) As desired at Para 11/N, an Office order vide No. 2137 dated 22nd May, 2003 issued from Assistant Secretary (Civil Aviation), A & N Administration, Secretariat is placed in the file wherein at Sl No. 6 General Administration Department was authorised for Seat allotment for Helicopter Services to Havelock, North & Middle Andaman as well as Hut bay & Southern Group of Islands.

Order No 2137 dated 22/05/2003 Sl No. 6 is reproduced below.

(13) "At Port Blair, the requisition should reach the Secretary (GA) at least 3 days in advance. The seat manifestation by General Administration Section is to reach the Directorate of Civil Aviation office at least two days prior to the scheduled programmes. Two passengers are to be retained in the waiting list. DCA will issue tickets one day prior to the scheduled flying date. If the confirmed allottees do not report for taking tickets before 11 o' clock, the tickets will be issued to the wait listed passengers. In case of holidays, the tickets will issued one day prior to the holiday. Secretary (GA) will keep one seat as Administration quota, which will be allotted only 12 hours before the departure. If no allotment for this quota is received, the tickets will be issued to the wait listed passenger automatically".

(14) On the basis of above, the GA Department is currently following the order of Priority to prepare the passage list those intend to proceed Southern Group of Islands for availing Helicopter Services on providing valid documents.

1. Death cases of Residents
2. Officials on Govt. Duty
3. Residents after medical treatment
4. Govt. Officials posted
5. All others those having tribal pass

Submitted please.

balg 02/06
Assistant Secretary (GA)

Secy (GA)
Secretary (Civil Aviation)
DIR LCA

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No.40-10/2003-CA(PF)
ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

Port Blair, dated the 12th September, 2003

To

The Director(CA)
A&N Administration
Secretariat

Sub:- Helicopter service to Rangat, Mayabunder and Neil Island-reg.


Sir,

I am directed to refer to your letter No.DSS/A-3(89)/2002-2003/Vol-II/2332 dated 27.8.2003 and to inform that the proposal for introduction of helicopter services in the above areas in the present schedule has been agreed in principle.

The following officials are appointed as controlling Officer for the above 3 areas:-

- | | | |
|----------------|---|-----------|
| 1. Mayabunder | - | Tehsildar |
| 2. Rangat | - | Tehsildar |
| 3. Neil Island | - | AE, APWD. |

Yours faithfully,


(M.K. Biswas)

Assistant Secretary (CA)

Copy to:-

1. The Secretary (GA), A&N Administration, Secretariat
2. The Deputy Commissioner(A), Andaman District
3. The Chief Engineer, APWD, Port Blair.
4. The Assistant Commissioner, Mayabunder, A&N Islands.
5. The Tehsildar, Mayabunder, A&N Islands
6. The Tehsildar, Rangat, A&N Islands
7. The Assistant Engineer, APWD, Neil Island.


Assistant Secretary (CA)

The VIP who arrives directly at the helicopter is to be escorted to the seat.

1. Security Checks:

HELICOPTER/ IAF DORNIER SCHEDULE

w.e.f. 29th March, 2023

DAYS	HELICOPTER	FROM	TO	ETD	ETA
M O N D A Y	IAF DORNIER	PORT BLAIR	CARNIC	0800	0900
		CARNIC	CAMPBELL BAY	0945	1045
		CAMPBELL BAY	CARNIC	1130	1230
		CARNIC	PORT BLAIR	1315	1415
	PH-I	PORT BLAIR	CARNIC	0730	0850
		CARNIC	CHOWRA	0900	0930
		CHOWRA	TERESSA	0935	0945
		TERESSA	KATCHAL	0950	1010
		KATCHAL	KAMORTA	1015	1030
		KAMORTA	CARNIC	1035	1120
		CARNIC	PORT BLAIR	1130	1250
	PH-II	PORT BLAIR	RANGAT	0830	0905
		RANGAT	MAYABUNDER	0910	0930
		MAYABUNDER	RANGAT	0935	0955
		RANGAT	PORT BLAIR	1000	1035
		PORT BLAIR	CARNIC	1100	1220
		CARNIC	PORT BLAIR	1230	1350
	PH-III	PORT BLAIR	SHAHEED DWEEP	0900	0920
		SHAHEED DWEEP	SWARAJ DWEEP	0925	0940
		SWARAJ DWEEP	SHAHEED DWEEP	0945	1000
		SHAHEED DWEEP	PORT BLAIR	1005	1025
		PORT BLAIR	DIGLIPUR	1000	1055
		DIGLIPUR	PORT BLAIR	1100	1155
		PORT BLAIR	HUTBAY	1230	1305
		HUTBAY	PORT BLAIR	1310	1345
T U E S D A Y	PH-I	PORT BLAIR	CARNIC	0730	0850
		CARNIC	CAMPBELL BAY	0900	1015
		CAMPBELL BAY	CARNIC	1020	1135
		CARNIC	PORT BLAIR	1145	1305
	PH-II	PORT BLAIR	CARNIC	0800	0920
		CARNIC	KAMORTA	0930	1015
		KAMORTA	KATCHAL	1020	1035
		KATCHAL	TERESSA	1040	1100
		TERESSA	CHOWRA	1105	1115
		CHOWRA	CARNIC	1120	1150
		CARNIC	PORT BLAIR	1200	1320
	PH-III	PORT BLAIR	MAYABUNDER	0830	0915
		MAYABUNDER	DIGLIPUR	0920	0940
		DIGLIPUR	MAYABUNDER	0945	1005
		MAYABUNDER	PORT BLAIR	1010	1055
		PORT BLAIR	HUT BAY	1130	1205
		HUT BAY	PORT BLAIR	1210	1245
	PH-I	PORT BLAIR	CARNIC	0730	0850
		CARNIC	CAMPBELL BAY	0900	1015
		CAMPBELL BAY	CARNIC	1020	1135
		CARNIC	PORT BLAIR	1145	1305

W E D N E S D A Y					
	PH-II	PORT BLAIR	CARNIC	0800	0920
		CARNIC	CHOWRA	0930	1000
		CHOWRA	TERESSA	1005	1015
		TERESSA	KATCHAL	1020	1040
		KATCHAL	KAMORTA	1045	1100
		KAMORTA	CARNIC	1105	1150
		CARNIC	PORT BLAIR	1200	1320
	PH-III				
		PORT BLAIR	MAYABUNDER	0830	0915
		MAYABUNDER	DIGLIPUR	0920	0940
		DIGLIPUR	MAYABUNDAR	0945	1005
		MAYABUNDAR	PORT BLAIR	1010	1055
		PORT BLAIR	CARNIC	1130	1250
		CARNIC	PORT BLAIR	1300	1420
T H U R S D A Y	PH-I	PORT BLAIR	CARNIC	0730	0850
		CARNIC	CAMPBELL BAY	0900	1015
		CAMPBELL BAY	CARNIC	1020	1135
		CARNIC	PORT BLAIR	1145	1305
	PH-II	PORT BLAIR	CARNIC	0800	0920
		CARNIC	KAMORTA	0930	1015
		KAMORTA	KATCHAL	1020	1035
		KATCHAL	TERESSA	1040	1100
		TERESSA	CHOWRA	1105	1115
		CHOWRA	CARNIC	1120	1150
		CARNIC	PORT BALIR	1200	1320
	PH-III	PORT BLAIR	MAYABUNDER	0830	0915
		MAYABUNDER	DIGLIPUR	0920	0940
		DIGLIPUR	MAYABUNDAR	0945	1005
		MAYABUNDAR	PORT BLAIR	1010	1055
		PORT BLAIR	HUTBAY	1130	1205
		HUTBAY	PORT BLAIR	1210	1245
F R I D A Y	IAF DORNIER	PORT BLAIR	CARNIC	0800	0900
		CARNIC	CAMPBELL BAY	0945	1045
		CAMPBELL BAY	CARNIC	1130	1230
		CARNIC	PORT BLAIR	1315	1415
	PH-I	PORT BLAIR	CARNIC	0730	0850
		CARNIC	CHOWRA	0900	0930
		CHOWRA	TERESSA	0935	0945
		TERESSA	KATCHAL	0950	1010
		KATCHAL	KAMORTA	1015	1030
		KAMORTA	CARNIC	1035	1120
		CARNIC	PORT BLAIR	1130	1250
	PH-II	PORT BLAIR	RANGAT	0830	0905
		RANGAT	MAYABUNDER	0910	0930
		MAYABUNDER	RANGAT	0935	0955
		RANGAT	PORT BLAIR	1000	1035
		PORT BLAIR	CARNIC	1030	1150
		CARNIC	PORT BLAIR	1200	1320
	PH-III	PORT BLAIR	HUT BAY	0900	0935
		HUT BAY	PORT BLAIR	0940	1015

S A T U R D A Y					
		PORT BLAIR	DIGLIPUR	1030	1125
		DIGLIPUR	PORT BLAIR	1130	1225
	PH-I	PORT BLAIR	CARNIC	0730	0850
		CARNIC	CAMPBELL BAY	0900	1015
		CAMPBELL BAY	CARNIC	1020	1135
		CARNIC	PORT BLAIR	1145	1305
	PH-II				
		PORT BLAIR	CARNIC	0800	0920
		CARNIC	KAMORTA	0930	1015
		KAMORTA	KATCHAL	1020	1035
		KATCHAL	TERESSA	1040	1100
		TERESSA	CHOWRA	1105	1115
		CHOWRA	CARNIC	1120	1150
		CARNIC	PORT BALIR	1200	1320
	PH-III	PORT BLAIR	SHAHEED DWEED	0830	0850
		SHAHEED DWEED	SWARAJ DWEED	0855	0910
		SWARAJ DWEED	SHAHEED DWEED	0915	0930
		SHAHEED DWEED	PORT BLAIR	0935	0955
		PORT BLAIR	MAYABUNDER	1030	1115
		MAYABUNDER	DILGIPUR	1120	1140
		DIGLIPUR	MAYABUNDER	1145	1205
		MAYABUNDAR	PORT BLAIR	1210	1255

NOTE:

- This is a tentative flight schedule subject to change without prior notice. The Directorate of Civil Aviation will not bear any responsibility whatsoever losses (if any) due to cancellation, rescheduling, over fly, deviation from the route or delay of flight.

Copy to: -

1. The PA to Commissioner-cum-Secretary (CA), A & N Administration.
2. The PA to Secretary (CA), A & N Administration
3. The PS to Secretary (GA), A & N Administration.
4. The Deputy Commissioner, Nicobar.
5. The Deputy Commissioner, North & Middle Andaman.
6. The Officer-in-Charge (Information & Publicity).
7. The Assistant Commissioner, Campbell Bay.
8. The Assistant Commissioner, Nancowry.
9. The Assistant Commissioner, Diglipur.
10. The Assistant Commissioner, Rangat
11. The Assistant Secretary (GA), A & N Administration.
12. The Dy. SP (Security), A & N Police, Port Blair.
13. The Police Control Room, Port Blair.
14. The Assistant Engineer, APWD, Katchal.
15. The Assistant Engineer, APWD, Teressa.
16. The Junior Engineer, APWD, Chowra.
17. The Tehsildar, Hut Bay
18. The Tehsildar, Swaraj Dweep
19. The Junior Engineer, APWD, Shaheed Dweep.

File No: 39/CA/2020-2021


Director (Civil Aviation)

अंडमान एवं निकोबार प्रशासन
ANDAMAN & NICOBAR ADMINISTRATION
नागरिक उड्डयन निदेशालय
DIRECTORATE OF CIVIL AVIATION

Port Blair, dated the 27th April, 2018

ORDER NO.13

The Helicopter fare for different destination in A & N Islands has been revised as under. The new fare will come into force from **01.5.2018**

S. No	From	To	Fare for Islanders, Medical cases, Govt. Officials including family members	Fare for Non Islanders, Tourists & Govt. Servants on duty	Fare for Foreign Nationals
1.	Port Blair	Carnicobar	2800	6900	-
2.	Port Blair	Campbell Bay	5350	13400	-
3.	Port Blair	Kamorta	4350	10800	-
4.	Port Blair	Katchal	4350	10800	-
5.	Port Blair	Teressa	4000	9950	-
6.	Port Blair	Chowra	3800	9500	-
7.	Carnicobar	Campbell Bay	2600	6500	-
8.	Carnicobar	Kamorta	1600	3900	-
9.	Kamorta	Campbell Bay	1400	3500	-
10.	Carnicobar	Katchal	1600	3900	-
11.	Katchal	Kamorta	550	1300	-
12.	Carnicobar	Teressa	1250	3050	-
13.	Carnicobar	Chowra	1050	2600	-
14.	Teressa	Katchal	700	1750	-
15.	Teressa	Kamorta	700	1750	-
16.	Chowra	Kamorta	900	2200	-
17.	Chowra	Katchal	900	2200	-
18.	Chowra	Teressa	550	1300	-
19.	Port Blair	Hut Bay	1350	3350	12100
20.	Port Blair	Diglipur	2100	5250	19000
21.	Port Blair	Mayabunder	1700	4300	15550
22.	Port Blair	Rangat	1350	3350	12100
24.	Mayabunder	Diglipur	800	1900	6900
25.	Rangat	Mayabunder	800	1900	6900
26.	Port Blair	Baratang	950	2400	8650
27.	Port Blair	Long Island	1150	2850	10350
28.	Port Blair	Havelock	900	3500	6900
29.	Port Blair	Neil Island	900	3500	6900
30.	Neil Island	Havelock	600	1450	5200

The Charges for excess baggage and chartering of helicopter would be as under:-

1. Excess Baggage : @ ₹.150/- per kg.
2. Helicopter Chartering Charge : @ ₹.145100/- per hour.
3. Halting Charges : @ ₹.10000/- per hour.

27/4/18
Deputy Director (CA)
F.No.56-1/CA/2010-2011

OFFICE ORDER BOOK

Copy to:-

1. The Sr. P.S to Hon'ble Lt. Governor, A&N Islands.
2. The Sr. PS to Chief Secretary, A&N Administration.
3. The Sr. PS to Commissioner-cum-Secretary (CA), A&N Administration.
4. The PS to Secretary, (GA) A&N Administration.
5. The Deputy Commissioner, South Andaman District.
6. The Deputy Commissioner, Nicobar District.
7. The Deputy Commissioner, North & Middle Andaman.
8. The Assistant Secretary, (GA), A&N Administration.
9. The Assistant Commissioner, Diglipur.
10. The Assistant Commissioner, Rangat.
11. The Assistant Commissioner, Nancowrie.
12. The Assistant Commissioner, Campbell Bay.
13. The Tehsildar, Hut Bay.
14. The Tehsildar, Havelock.
15. The Assistant Engineer, APWD, Katchal.
16. The Assistant Engineer, APWD, Teressa.
17. The Junior Engineer, APWD, Chowra.
18. The Junior Engineer, APWD, Neil Island.
19. The Notice Board.

27/4/18
Deputy Director (CA)

Press release

IAF Dornier aircraft services on Port Blair-Car Nicobar-Campbell Bay sector for Civilians to commence on 5th August, 2016

The Andaman & Nicobar Administration with the support of Ministry of Defence and A & N Command has made arrangements for transportation of civilian passengers in Indian Air Force Dornier aircraft on sector Port Blair - Car Nicobar - Campbell Bay. Accordingly, IAF will operate weekly two flights for the civilian passengers on every Monday and Friday from the Inter-Island helicopter terminal at Port Blair. The services will commence on 5th August, 2016.

As per the schedule, The IAF Dornier will depart from Port Blair at 0800 hrs and reach Car Nicobar at 0900 hrs. From Car Nicobar it will depart at 0945 hrs and will reach Campbell Bay at 1045 hrs. On its return flight the aircraft will depart from Campbell Bay at 1130 hrs and reach Car Nicobar at 1230 hrs. Again from Car Nicobar it will depart at 1315 hrs and will reach Port Blair at 1415 hrs.

The aircraft will carry 10 passengers and each passenger will be allowed to carry a maximum of 10 kgs registered baggage free of cost. Procedure for reservation of tickets will be as under:-

Port Blair- The passengers will be required to submit their application to the Assistant Secretary (GA), A&N Administration, Secretariat, Port Blair at least 02 days in advance for reservation of tickets. The passenger list from the General Administration section is to reach Directorate of Civil Aviation by 11.00 AM on a day prior to scheduled departure of each flight for issuances of tickets.

Car Nicobar- The passengers will be required to submit their application at the Office of the Deputy Commissioner, Nicobar for reservation of tickets.

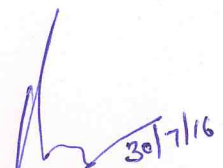
Campbell Bay- The passengers will be required to submit their application at the Office of the Assistant Commissioner, Campbell Bay for reservation of tickets.

3. Fare structure:

Sector	Islander fare	Non-Islander fare
Port Blair & Car Nicobar	Rs. 2600	6500
Car Nicobar & Campbell Bay	Rs. 2600	6500
Port Blair & Campbell bay	Rs. 5200	13000

- a) Below 02 years - No fare.
- b) 02-12 years - Half fare.
- c) Above 12 years - Full fare.

Cancellation of Tickets: No refund will be allowed for cancellation, if there is no demand for the cancelled seat and it goes unoccupied due to cancellation. However 20% cancellation charges will be recovered otherwise.


Dy. Director, Civil Aviation

152305/2023

E-F.No: 16017/1/2023-O/o-DD(CA)-CA
ANDAMAN AND NICOBAR ADMINISTRATION
DIRECTORATE OF CIVIL AVIATION

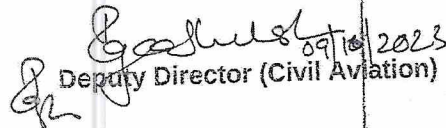
Port Blair, dated the 9th October, 2023

ORDER No:.....75.....

In accordance with the Administration's OM No: 12-1/2009-PL dated the 7th June 2016, the Secretary (Civil Aviation), Andaman and Nicobar Administration, is pleased to Order for the Constitution of the Standing Committee comprising of following members for examination of cases of cost and time overrun in Projects/ Schemes of the Department of Civil Aviation, A & N Administration.

- | | |
|---|------------|
| 1. Director (Civil Aviation), A & N Administration | : Chairman |
| 2. Deputy Secretary (Finance -I), A & N Administration | : Member |
| 3. Sr.Accounts Officer (Civil Aviation) | : Member |
| 4. Executive Engineer concerned of Project/Division | : Member |
| 5. Deputy Secretary (Planning), A & N Administration (or) | |
| 6. Representative from PPP Cell, A & N Administration | : Member |
| 7. Deputy Director (Civil Aviation), A & N Administration | : Member |
| Secretary | |

It will be the responsibility of the Committee to examine all cases of cost and time over run, fix responsibility for cost and time over run if applicable, report generation on cost and time overrun, submission of its report (duly signed) to Department or taking appropriate action on the cases of time and cost overrun.


Deputy Director (Civil Aviation)

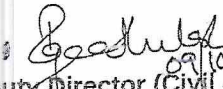
OFFICE ORDER BOOK
Copy to:

1. The PS to Commissioner-cum-Secretary (Civil Aviation) for kind information of the Commissioner-cum-Secretary (Civil Aviation).
2. The Sr. PS to the Secretary (Finance) for kind information of the Secretary (Finance).
3. The Ps to Secretary (Civil Aviation) for kind information of the Secretary (Civil Aviation)
4. The Chief Engineer, APWD Port Blair for kind information.
5. The PA to Director (Civil Aviation) for kind information.
6. The Deputy Secretary (Planning), A & N Administration for kind information and necessary action.
7. The Deputy Secretary (Finance-I) for information and necessary

/52355/2023

action.

8. The Sr.Accounts Officer (Civil Aviation) for information.
9. All the Executive Engineers of APWD.
10. The In-Charge, PPP Cell, A & N Administration for information.


Deputy Director (Civil Aviation)
09/10/2023

ANDAMAN & NICOBAR ADMINISTRATION
अंडमान एवं निकोबार प्रशासन
DIRECTORATE OF CIVIL AVIATION
नागरिक उड्डयन निरदेशालय, पोर्ट ब्लेयर

Phone: 03192233601
email: civilaviation.and@nic.in
Port Blair, Dated: 27th May 2024

OFFICE ORDER No: 28


The Director of Civil Aviation is pleased to constitute an Internal Complain Committee for the Directorate of Civil Aviation, A & N Administration under Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013. The committee shall constitute the following:

- | | |
|--|---------------|
| 1. Assistant Secretary (Civil Aviation)
A & N Administration. | - Chairperson |
| 2. Smti. Ratna Kannan,
Representative of NGO. | - Member |
| 3. Deputy Director (Civil Aviation),
Directorate of Civil Aviation. | - Member |
| 4. Law Officer,
Directorate of Civil Aviation, Litigation Cell. | - Member |
| 5. Head Clerk/Higher Grade Clerk,
Directorate of Civil Aviation. | - Convenor |

The convener will coordinate and assist the committee, as and when required. The complaints committee shall take all necessary steps to prevent of deter the commission of acts of sexual harassment and monitor follow up action on specific complaint.

The Complaints Committee shall timely report sexual harassment or other similar offences to Disciplinary Authority and the Social Welfare Department of the A & N Administration for effective and timely action against those involved in such type of incident.

The committee shall also submit an Annual Report regarding the complaints lodged and the report of action taken on the end of the calendar year.


Deputy Director (Civil Aviation)
F. No. 13/DCA/2022-23/25

OFFICE ORDER BOOK, CC to: -

1. Sr. PA to Secretary, Civil Aviation, A & N Administration, Port Blair for kind information please.
2. All members of the Internal Committee for kind information.
3. Director, Social Welfare, A & N Administration for kind information.
4. Assistant Secretary (Personal), A & N Administration for kind information.