

No. I - 34/4/2012 - C&G
Bureau of Civil Aviation Security
Ministry of Civil Aviation
Government of India
'A' Wing, Janpath Bhawan
New Delhi - 110001

ORDER

July 4, 2013

Sub : Inspection of RDCOS offices

It is noted that the RDCOS offices of BCAS have not been inspected for some time. henceforth, all the RDCOS offices will be inspected as per the attached format regularly at least once in each financial year. The RDCOSs are directed to keep the details ready as per the format sufficiently well before the inspection and communicate the same to the Inspecting Officer for his perusal before the date of inspection.

Since this format is being introduced for the first time, suggestions from the RDCOSs are welcome for further improvement in the format. However, until the format is modified, the inspection will be carried out in the given format.

For the purpose of inspection, an inspection register will be maintained at each of the RDCOS offices. This register will have an index as well as sufficient margins for entering the details about action taken against each of the observations

Following is the tentative programme of inspection for 2013-14 :

<u>Inspecting Officer</u>	<u>RDCOS office to be inspected</u>
JCOS	Delhi and Kolkata
ACOS(R)	Mumbai and Hyderabad
ACOS(S)	Chennai and Guwahati
Sr. DCOS Delhi	Amritsar
Sr. DCOS Mumbai	Ahmedabad

The Inspecting Officers will please submit their inspection schedules to the undersigned for approval within one week. After inspection, the inspection report

alongwith observation will be submitted to the undersigned within one week. The inspection will be processed by Admn Division and observations communicated within two weeks of submissions of the inspection report. Admn Division will coordinate with other Divisions like Ops for the portion of the Inspection Remarks pertaining to such other Divisions.

[Signature]
27/13
(B.B. DASH)

Jt Commissioner of Security (CA)

[Handwritten mark]
o/c

To

ACOS(R)

ACOS(S)

Director (Admn)

All the RDCOSs

Web Manager – for putting up this order along with enclosure on the BCAS website.

[Signature]
4/7/13

वारी किरा / वी. वार. वी.
INSUED / G. R. UNIT

INSPECTION REPORT – RDCOS OFFICE

UNIT :

DATE OF INSPECTION :

BY :

DESIGNATION:

1. LR. BOOK

Index made properly: Yes No

PREVIOUS INSPECTION	Name	Designation	Date
Last Inspected by			
Before that, inspected by			

Previous Instructions complied with and action taken noted in the margin: Yes No

2. REPRESENTATION:

Sl.	Name/ Designation	Grounds	Remarks

3. LAND AND BUILDINGS ::

(a) Land and building details maintained in :: Register File Not maintained

(b) Building Rented Owned Others

(c) Area (g) Drinking water facility : Yes No

(d) Khatian/ Khasra No. (h) Kitchen facility : Yes No

(e) J.L. No. (i) Last maintenance on

(f) Last Construction done on

(j) Proper toilet facilities : Yes No

(k) Boundary of the land occupied clearly defined: Yes No

(l) Boundary wall exists: Yes No If not, proposal ref

(m) If boundary wall broken, repair proposal ref. _____

(n) Cleanliness and maintenance of the building: Good Average Poor

4. GOVERNMENT PROPERTY

(a) Inventory maintained: Yes No

(b) Inventory last verified by RDCOS on

(c) Items due for condemnation

Sl	Item	Purchase date	Prescribed life	Condemnation committee met on	Follow up action

5. VEHICLES

(a) Description

Type	Quantity/ Make	Condemnation due for	Action taken	Remarks
4 wheeler				
2 wheeler				
Tempo				
3 wheeler				

(b) KPL tests held on ::

(c) Log book for following vehicles checked by Inspecting Officer at random:

Remarks

6. ATTENDANCE REGISTER

(a) Maintained properly Yes No

(b) Checked by RDCOS/ Offg RDCOS daily Yes No

(c) Dates checked at random

(d) Leave records cross checked with attendance register for ::

7. CORRESPONDENCE :

(a) Receipt Register up-to-date or not :: Yes No

(b) Despatch Register up-to-date or not :: Yes No

(c) Pending List up-to-date or not (Receipt side) :: Yes No

(d) Pending List up-to-date or not (Despatch side) :: Yes No

(h) Sample check done to match receipt & despatch side :: Yes No

(i) How many papers pending ::

(j) Reason for each paper pending put up :: Yes No

(k) Brief subject matter written in correspondence register :: Yes No

(k) Maintained by :

Name	Very Good	Good	Fair	Poor

8. RECORDS MANAGEMENT :

(a) Official documents secured :: Yes No

(b) Last weeding date :: for old records for files

(c) Three service books checked at random

Sl	Name	Designation	Date of last entry	Last leave taken on/ recorded on
1				
2				
3				

9. IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY :

(a) Hindi fortnight held from to

- (b) Hindi workshop held from to
- (c) Branch designated for work in Hindi only
- (d) Hindi in computers : No. of PCs Hindi script loaded in PCs
- Reasons for not loading the script in remaining PCs _____

(e) Details of correspondence sent for the quarter ending _____

	Hindi/ Bilingual	In English only	Total letters sent	% of letters sent in Hindi/ Bilingual
To 'A' area				
To 'B' area				
To 'C' area				
Total				

(f) Sec 3(3) of Official Language Act 1963 implementation randomly checked for the following 3 documents:

- (i) _____ :: Implemented/ Not implemented
- (ii) _____ :: Implemented/ Not implemented
- (iii) _____ :: Implemented/ Not implemented

(g) Hindi books purchased for library in last one year ::

- (i) Amount Rs. _____ (ii) % of amount to total books purchased _____

10. E GOVERNANCE :

- (a) No. of PCs ::
- (b) Anti virus loaded in ::
- (c) Reason for not loading anti virus in remaining PCs :: _____
- (d) Internet system available :: MTNL/ BSNL Broadband/ Data card
(Brand _____)
- (e) Intranet available :: Yes No
- (f) Online AEP system operational? :: Fully Partly No
- (g) No. of AEPs approved/ issued last year ::

Airport	Permanent AEP	TAEP	Total	Grand Total

	Online	Manual	Online	Manual	Online	Manual	
Total							

(h) Last PIC committee meeting at local airport held on ::

(i) Last PIC checking committee meeting at local airport on ::

11. PERSONNEL MATTERS

(a) Vacancies rankwise and efforts ::

Rank/ Designation	Sanctioned Strength	Actual Strength	Vacancy	Letters to HQ no. and date for filling up vacancies

(b) Performance Appraisal uptodate for ::

Sl	Name	Designation	Communicated on

Sl	Name and designation of Official	DE ref	Suspension from	Reviewed on	Remarks

(g) Annual increment orders issued on time :: Yes/ No

12. COURT CASES :

Sl. No.	Reference (WP No. / CAN No. etc.)	Hon'ble Court of	Status of the case
1.			
2.			
3.			

13. RTI APPLICATIONS

(a) Name and designation of CPIO :: _____

(b) Name and designation of Appellate Authority :: _____

(c)

	Nos	Remarks
RTI applications received last year		
RTI applications disposed off last year		
RTI applications sent to HQ		
RTI applications sent to other authorities		
RTI applications where the applicant has approached appellate authority		
RTI applications pending disposal		
RTI applications pending		

beyond due date		
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Details of RTI applications pending with reason ::

Applicant	Subject	Received on	Reason pending

14. CASH ACCOUNT REGISTER :

- (a) Register up-to-date or not :: Yes No
- (b) Certificate of monthly balance account given by RDCOS or not :: Yes No
- (c) Cash account being regularly sent to HQ or not :: Yes No
- (d) Total cash in hand ::
- (e) Total undisbursed cash pending for more than two months ::
- (f) PC has signature on it or not :: Yes No
- (g) Voucher has been properly maintained / defaced or not :: Yes No
- (h) Is there anything important to note ::
- (i) Cash physically checked by Inspecting Officer or not :: Yes No
- (j) Maintained by :

Name	Very Good	Good	Fair	Poor

(k) Indemnity bond signed for :: _____ to _____

15. BUDGET

Budget head	Sub head	Funds allotted for financial year	Funds utilized so far	% utilisation	Reason for low utilisation

16. COMMITTEES

(a) Composition of Condemnation Committee ::

- (i)
- (ii)
- (iii)

(b) Composition of Local Purchase Committee ::

- (i)
- (ii)
- (iii)

(c) Composition of Acceptance Committee ::

- (i)
- (ii)
- (iii)

17. SECURITY CLEARANCE/ SECURITY PROGRAM PENDING

Category	Applied on	Sent for Police verification on	Sent to HQ on	Reason pending
Airline				
Airport				
GHA				
Caterer				
SHA concessionaire				
Others (PI				

specify)				

18. Audits/ Inspections/ Dummy tests

(a) Audits

Audits allotted to be completed till date ::

Audits completed till date ::

Shortfall ::

Sl	Defaulting officer	Audit unit	Reason for non completion	Remarks

Audit observations

Airport/ Unit	Observation during last audit	Last audit date	Observations resolved	Observations not resolved

(b) Inspections

Inspections allotted to be completed till date ::

Inspections completed till date ::

Shortfall ::

Sl	Defaulting officer	Inspection unit	Reason for non completion	Remarks

Inspection observations

Airport/ Unit	Observation during last Inspection	Last Inspection date	Observations resolved	Observations not resolved

(c) Dummy tests

Number of dummy tests this year, airportwise, till date ::

Sl	Airport	Dummy tests held	Detected successfully	Not detected	Action recommended against __ no of officials

19. Training:

(a) BCAS officials ::

Sl	Officials	No of hours of training undergone last year	Details of training	Shortfall/Remarks

(b) Stakeholders ::

Check list	Shortfall	Action taken
Hall		
Furniture		
Computer		
Projector		
Screen		
CBT		
Instructors - Internal		
Instructors - external		
Faculty room		
Library		
IED room		
Others (Pl specify)		

(c) Training outturn

Course	Trainees trained in current year till date	Trainees trained in previous year during comparative period	Remarks
Basic AVSEC			

Screener certification			
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20. APSC MEETING

Airport	No of meetings held this year	Attended by RDCOS	Attended by APD or equivalent	Attended by CASO

21. FINANCIAL AUDIT PARAS

Year	No of paras pending	Reason for pendency	Remarks

22. OUTTURN OF WORK:

Name of Officer	Days on tour	No of airport audited/ Inspected	No of security surveys done	No of surprise checks		No of persons trained
				Working days	Holidays	

23. GENERAL :

- (a) No of airports covered by the RDCOS office ::
- (b) AHMEs held last year ::
- (c) AC meetings held last year ::
- (d) Audits last year ::

(e) Inspections last year ::

(g) Intrusions detected last year ::

(h) Bomb threat calls received last year :: Specific NS

(i) AH Contingency plan :: Approved for airports
Pending for airports

(j) BTCP :: Approved for Pending for

(k) Mock exercises at airports :: Held Pending

(i) Any other points of interest ::

(j) Overall functioning of the RDCOS officer
on a scale of 1 – 5 (5 being the best possible) ::

Date :

Signature of the Inspecting Officer