



12 January, 2010

Corporate Personnel Circular – 3/2010

OFFICE ORDER

It has come to the notice of the management that in certain cases executives have directly got in touch in advance with the organizers of training programmes/seminars/workshops, etc and also conveyed their willingness to participate and, accordingly, asked for reservation of slots for them. Subsequently, they made an attempt to get themselves nominated for the purpose with approval of the competent authority. However, in cases of failure to get the required nomination by the competent authority and consequent lack of confirmation from AAI, the organizers have themselves contacted AAI to send the nominations and the participation fees. Obviously, this not only creates an avoidable embarrassing situation for the organization, but dents its image also.

2. In order to avoid recurrence of such a situation and also to further streamline the system of nomination of officers to various training programmes/seminars/workshops, etc, it is hereby laid down that henceforth all such proposals for nomination of executives should be sent to the Executive Director(Personnel), CHQ or the REDs/APDs concerned as the case may be, who would examine these proposals from the point of view of utility of the training programmes, etc and the benefits to be derived from such programmes by both the executives as well as the organization.

3. Any deviation from the above instruction would be viewed seriously and construed as a misconduct.

  
(K.K. JHA)  
MEMBER(P&A)

Distribution:

- (i) All HoDS at CHQ, Operational Office, New Office Complex  
(For information of executives under their administrative control)
- (ii) The Regional Executive Director  
Northern/Southern/Western/Eastern/NE Region  
(For information of executives under their administrative control)
- (iii) The Airport Director, Kolkatta/Chennai
- (iv) The Principal, CATC, Allahabad
- (v) The Executive Director, Training/RC&DU/FIU
- (vi) All Executives in the Personnel and Administration Directorates, CHQ

cc to:

Chairman	}	
Member(Ops)	}	– for kind information
Member(Fin)	}	
CVO	}	