



No. A-60011/74/2010-PP

10th December 2010

Regional Executive Director,
Airports Authority of India
NR/WR/ER/SR/NER

Principal,
Airports Authority of India
CATC, Allahabad

Airport Director,
Airports Authority of India
Chennai/Kolkata

ED(RCDU)/FIU/Training
GM(CRSD)/E&M Workshop

CORPORATE PERSONNEL CIRCULAR – 29/2010

Sub: Extra Ordinary Leave (EOL) – Periodical returns

It has come to the notice of CHQ Dte. of Personnel that certain employees are availing the EOL frequently, within one year from their date of joining without prior approval from the concerned Controlling Officers and then request for regularization/approval after availing the EOL.

2. This is viewed seriously and it is reiterated that the revised Delegation of Powers effective from July 2008 (**Annexure-I**) shall be strictly followed while granting Extra-Ordinary Leave (EOL) to the employees.

3. In addition, it has been decided that **Half-Yearly** return pertaining to the details of EOL availed by the employees (all levels) in preceding six months as per the prescribed proforma (**Annexure-II**) is to be furnished on or before **10th January & 10th July every year** to Dte. of Personnel, CHQ for further action. The first return for the period of 1.7.2010 to 31.12.2010 is due on 10th Jan 2011.

4. This issues with the approval of Competent Authority.

(DINESH KUMAR)
EXECUTIVE DIRECTOR (PERS)

Encl: As above.

Internal Distribution:

1. OSD to Chairman/PS to Member(Fin.)/Member(P&A)/Member(Planning)/Member(ANS)/Member(Ops)/CVO.
2. All HODs at CHQ/Operational Office/New Office Complex
3. GM(P) + RNS/VB/KCM/BS/RSM
4. GM(IT) for uploading this order on the website
5. All Officer Association - AAOA(I)/IAAOI/ACOA(I)/ATC Guild(I)/AAI Engg Guild(I)/AAI SC & ST Employees Welfare Association
6. The President, AAEU

Revised Delegation of Powers effective from July 2008

Sl. No.	Nature of Power	Chairperson	Concerned whole time Members	Concerned EDs at Hqrs.	Concerned GMs at Hqrs.	Remarks		
3.14	Grant of Leave	Full Powers	Full Powers except study leave. Full Powers for EOL beyond 60 & up to 90 days in a year. Full Member(P&A): Full Powers for EOL beyond 60 days in a year.	Full Powers except study leave. Full Powers for EOL beyond 30 days & upto 60 days in a year.	Full Powers except study leave. Full Powers for EOL upto to 30 days in a years. (Where GMS are directly reporting to Whole-time Member)	Subject to rules, availability of leave and operational requirements. 2) Only Chairperson has Full powers to grant leave to an individual who is on tour abroad.		
Sl. No.	Nature of Power	REDs/Principal, CATC/Airport Directors (ED level)/ED(NIAMAR)	Airport Directors (GM level)	Airport Directors (JGM level)	Airport Director/ Controller (DGM level)	Other Controller charges of Stations	Airport (SM)/in-Operating	Remarks
3.14	Grant of Leave	Full Powers except study leave. Full Powers for EOL upto 60 days in a year.						1) Subject to rules, availability of leave and operational requirements. 2) Only Chairperson has full powers to grant leave to an individual who is on tour abroad.

2

DETAILS OF EOL (EXTRA ORDINARY LEAVE) SANCTIONED TO THE EMPLOYEES

1. **Name of Region/Airport**
(ER/WR/NR/SR/NER/Principal CATC/APD(Kolkata/Chennai))

2. **Information for the period of**
(Half yearly return to be furnished on 10th January / 10th July every year
for the details of preceding six months, the first return will be for the period
of 1.7.2010 to 31.12.2010)

S.No.	Name of the employee	Designation	Place of posting	No. of days of EOL during the period of 6 months	Reasons for grant of EOL	No. of days of leave available to the credit of employees.	Past Details		Remarks
							No. of EOL Availed during five years	Reasons for availing the each spell of the EOL	
1	2	3	4	5	6	7	8	9	10

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