

Airports Authority of India
Corporate Head Quarters, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi - 110003
Personnel & Administration Directorate

List of Central Public Information Officers (CPIOs / PIOs)

Name	Shri R.N.Srivastava, GM (Pers)	Telephone	91-11-24648902	Email	rnsrivastava@aai.aero
Jurisdiction of work:					
1. Industrial Relations					
2. Contract Labour					
3. R & P Regulations					
4. SCT Cell					
5. Chief Liaison Officer SC/ST/PWDs					
6. Staff Grievance Cases					

Name	Shri Vilas L Bhujang, GM(Pers)	Telephone	91-11-24693403	Email	vilasbhujang@aai.aero
Jurisdiction of work:					
1. Personnel Policy					
2. DIAL / MIAL - OMDA					
3. Social Security Schemes					
4. Pension Scheme 1995					

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Name	Shri K.C.Malhotra, GM (Pers)	Telephone	91-11-24651061	Email	kcmalhotra@aai.aero
Jurisdiction of work:					
1. All matters relating to Direct recruitment for vacancies in Group 'A' & 'B' on all India basis					
2. Filling up of all vacancies in Group 'A', 'B' and 'c' at Head quarters					
3. Engagement of Consultants after retirement.					
4. Matter relating to completion ,preparation and upkeepment of PARs of Group 'A' & 'B' officers posted anywhere in India and completion ,preparation and upkeepment of PARs of Group 'C' &'D' officials posted at CHQ.					
5. Communication of adverse remarks recorded in PARs.					
6. Preparation of assessment of PARs for purpose of DPCs,confirmation etc.,					
7. All matters relating to promotions to the grade of Group 'A' and 'B' posts on all India basis and matters relating to promotion to the grade of Group 'C' and 'D' for CHQ, including filling up of ex-cadre posts of Airport director / EDs. Both in Metro and Non-Metro Division					
8. Forwarding of Circulations/ on-the-job training for students of Engg. and MBA on all India basis.					
9. All establishment matters relating to cadres of ATC , Communication ,C&NS , Workshop , fire, Engg , Finance ,Ministerial staff other than CHQ ,like seniority list, transfer, offer of appointment, placement, confirmation, roster, court cases, forwarding of application, resignation / VRS, higher studies, leave beyond 60 days etc., Compassionate Appointments of Non-Metro division					

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Name	Shri Balbir Singh, GM (Pers)	Telephone	91-11-24616810	Email	balbirsingh@aai.aero
Jurisdiction of work:					
1. Establishment matters relating to employees posted at CHQ & Operational Offices					
2. Administrative matters of Board Level Executives, CVO, Executive Directors(including REDs) and Airport Directors.					
3. Issuing official Foreign tour orders for all employees					
4. Cadre Controlling of following Cadre of Non-Metro Division : Personnel & Administration (All Executives and Non-executives posted at CHQ), Secretarial Cadre (All Executives and Non-executives posted at CHQ), Law, Official Language (Posted at CHQ).					
5. Cadre Controlling of Executives of all Disciplines of Metro Division and non-executives of all disciplines posted at Operational offices.					
6. All matters pertaining to Disciplinary cases of all executives of AAI and non-executives posted at CHQ and operational Offices.					
7. Processing of VIP References / requests.					
8. Pension cases of employees who were absorbed in NAA on 02.10.89					
9. Coordinating and providing replies of Parliament Questions relating to Personnel Directorate.					

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Name	Shri R.S.Maker, GM (Admin.)	Telephone	91-11-24616810	Email	rsmaker@aai.aero
Jurisdiction of work:					
1. Grant of Various advances to employees such as ,HBA,Vehicle advance ,Computer Advance etc.,					
2. Issue of Identity Cards ,Vehicle Stickers, Entry Pass etc.					
3. Printing of Various office stationery and also the AAI Diary					
4. Procurement & distribution of office equipments and stationery items & maintenance and handling of General store.					
5. Administration of Medical facilities to serving & retired employees.					
6. Providing Services with regards to official travel & LTC .Facilitating accommodation on official tour.					
7. Facilitating for holding official meetings and other functions.					
8. Administration of staff canteen					
9. Administration of R&I section, library.					
10. House keeping and maintenance of office including providing furniture etc.					
11. All jobs related to civil & electrical maintenance of Rajiv Gandhi Bhawan.					
12. Maintenance and beautification of Lawns, providing landscaping and providing plank & flower arrangement in various offices.					
13. Distribution of Uniforms to employees					
14. Facilitating & administering Self and Company lease.					
15. Coordinating with CISF for security matters					
16. Implementation of official language					
17. Coordinating of CSR activities of AAI					
18. Precaution of sexual harassment at work place & promotion of safe, healthy and respectable work place for all.					