

AIRPORTS AUTHORITY OF INDIA
O/o Member (Operation-Planning)

Ref No. AAI/Member (Plg.)/Tech-Inst./2024/P-189/151 **Date:** 19th June; 2024

Technical Instruction No.- 151

Sub- Monitoring of contractual manpower attendance at site and timely payment of wages-reg.

It has been observed by the Vigilance Directorate that at some of the airports there is no established system/ SoP in place for proper monitoring and verification of attendance/ presence of contractual manpower deployed under various operation and maintenance contracts.

In order to address above situation following system/ procedures need to be adhered by all AAI Engineers.

- (a) The verification of deployed manpower at site/works will be done through biometric attendance system by the Engineer in Charge (EIC). EIC / authorized representative of EIC, whoever is posted at concerned station/airport shall ensure the compliance in this regard.
- (b) To monitor and verify the presence of contractual manpower, separate /independent CCTV camera system shall be provided at prominent duty places e.g. substation, pump room, HVAC plant room, maintenance enquiry room etc. with atleast one month recording storage facility. The system shall be installed & maintained by CNS department of respective airport with access to EIC / his authorized representative posted at concerned station/airport.
- (c) The wage, bonus and statutory dues are required to be paid directly to the concerned bank account of the contractual manpower & timely payment of wages shall also be ensured by EIC.
- (d) For verification / cross- verification of deployed contractual manpower, concerned Engineer (EIC or his authorized representative) shall visit to any of concerned installation /prominent duty place at the airport /station at least once in a week randomly in any shift and record the same in the log-book.

The above instruction may be brought to the notice of all concerned for strict compliance and incorporation in future tenders.

All Technical Instructions issued are available at AAI website under following path:

www.aai.aero/en => Emp_Login => Circular & Orders => Dept. (Engineering) => Circular Types (Technical Instructions) => Search


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