



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No: A.60011/25/2021/HRPC/151

Date: 28th April 2025

The Regional Executive Director
Airports Authority of India
Northern/Western/Eastern/Southern/North-East Region
Delhi/Mumbai/Kolkata/Chennai/Guwahati

The Executive Director,
Airports Authority of India
RCDU/FIU, New Delhi

The Airport Director
Airports Authority of India
Kolkata/Chennai Airport

The Director,
Indian Aviation Academy,
New Delhi

The Principal,
Civil Aviation Training College (CATC),
Bamrauli, Prayagraj

The General Manager,
Airports Authority of India
CRSD/E&M Workshop,
New Delhi

Corporate HRM Circular No. 13(a)/ 2021

Subject: Admissibility of Double HRA (DHRA)-Reg.

In continuation to CHRM Circular No. 13/2021 dated 17th August 2021 on the subject cited above, it has been decided that submission of proof of residence i.e. registered rent agreement or proof of residing like latest Water bill/Electricity bill/Telephone bill (landline)/Gas bill needs to be sought in an event an employee is availing Double HRA benefit for his/her dependent family members when they are left at a place other than the declared "home town". The concerned employee needs to submit proof of residence alongwith the undertaking enclosed with CHRM Circular No. 13/2021.

2. The registered rent agreement or proof of residence should be in the name of the dependent family member/in the name of concerned employee or spouse or their parents /in case of minor in the name of Guardian.
3. The concerned RED's/APD's will ensure that the sanctioning authorities at all airports/institutions/other units of AAI must be sensitized about their powers and competence in respect of matters having financial implications, through means of detailed written communication so that wrongful availing of benefits can be avoided in future.
4. The aforesaid needs to be ensured before granting benefit of Double HRA.
5. This issues with the approval of the competent authority.


(R. Prabhu)

Executive Director (HR)

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- ❖ All GM (HR) at CHQ
- ❖ GM (IT) for uploading on AAI Website
- ❖ GS (AAEU) / GS (AAIEG) / GS (ATCG(I)) / GS (IAAIOA) / GS – AAI SC/ST EWA / GS- AAI SC/ST/OBC (NE) EWA
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