



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No. AAI/CHQ/HOTEL/SOP/2025

October 21, 2025

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

The Executive Director  
Airports Authority of India  
RCU / FIU

The Airport Director  
Airports Authority of India  
Kolkata / Chennai Airport

The Director  
Indian Aviation Academy  
New Delhi

The Principal  
CATC Allahabad

The General Manager  
CRSD/E&M Workshop  
New Delhi

**Sub: SOP for empanelment of Hotels – reg.**

Sir/Madam

In order to ensure smooth and efficient system, Competent Authority has approved the SOP for empanelment of hotels for AAI officials while on tour/training/transfer etc.

In this connection, Regions are advised to strictly adhere to the SOP, placed at Annexure – I, while empanelling the hotels.

This comes into effect from the date of issue of this letter.

(V.K. Gupta)  
General Manager(Admn.)

Encl: Annexe – I

Distribution:

- OSD to Chairman, AAI
- ES to Member (ANS) / (HR) / (Ops) / (Fin) / (Png) / CVO
- All Executive Directors / All GM (HR)s at CHQ
- GM (IT) for uploading on AAI website
- GS, AAEU
- GS, ATCG(I)
- GS, AAI SC-ST EWA / GS, AAI SC-ST-OBC (NE) EWA / GS, AAI OBC EWA
- Notice Boards
- GM(IT) – for uploading on AAI website

**Standard Operating Procedure for empanelment of Hotels**

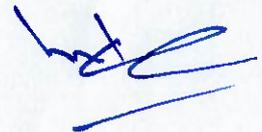
1. CHQ/RHQs/Stations shall empanel the hotels in different categories as per the entitlements to accommodate the touring officials while on official tour/ training etc.
2. Proposal, room category-wise i.e Deluxe/Premier/Executive/Suite etc, may be obtained from the hotels via email or physical mode in the below mentioned format or as per requirement;

Hotel Name	Room Categories	Rates in Rs. *		Taxes /GST	Total	Other Complimentary facilities
		Single Room	Double Room			

\*The above rates are inclusive of MAP Plan (Breakfast & one Major Meal). No taxes/GST to be paid on the MAP Plan as it is a complimentary facility. Taxes will be extra on room rent.

3. A committee consisting of minimum three executives from HR, Finance and any other discipline be constituted to negotiate the rates and other facilities with the hoteliers.
4. The committee shall consider the following factors while recommending hotels for empanelment;
  - a) Room Tariff offered
  - b) Location of Hotel.
  - c) GST Registration Certificate
  - d) Availability of rooms as per the entitlement of various categories of officials.
  - e) The Rack Rate (room rent of Single room of Executive floor) of the Hotel Ashok, be considered for deciding the eligibility of the touring officer. The rack rate shall be available on AAI website (copy enclosed).

5. Based on the negotiation, the committee shall recommend the hotels to cater different categories of entitlement.
  6. An up-to-date list of region-wise empaneled hotels may also be uploaded on official AAI Website regularly.
  7. The empanelment shall initially be for two year, which may be extended on the agreed terms & conditions of MoU.
  8. The agreement shall be made with the hoteliers on the Rs.100.00 Stamp Paper only.
  9. AAI intend to claim ITC (Input Tax Credit) on GST, hence the hotel shall provide the complete GST details in the invoice/bill.
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## ROOM TARIFF

(Valid from 1st October 2025 to 31st March 2026)

Regular Room (Single Occupancy)	INR 16,000
Regular Room (Double Occupancy)	INR 17,000
Executive Suite (Single/Double Occupancy)	INR 25,000
Luxury Suite (Single/Double Occupancy)	INR 30,000
Mini Deluxe (Single/Double Occupancy)	INR 32,000
Deluxe Suite (Single/Double Occupancy)	INR 70,000
Presidential Suite	INR 1,70,000
Extra Bed	INR 2,000

### 1. Identification Requirement

- Guests must present valid photo identification at check-in.

### 2. Age Restrictions

- The primary guest checking in must be at least **18 years old**.
- Children aged **1-18 years** must be accompanied by an adult.
- Children aged **1-12 years** can stay free of charge if no extra bed is required.

### 3. Extra Bed Policy

- Extra beds are provided as **folding cots or mattresses** and are subject to availability.

### 4. Check-in and Check-out

- Standard check-in time: **2:00 PM**.
- Standard check-out time: **12:00 Noon**.
- Early check-in or late check-out is subject to availability and additional charges.

### 5. Direct Payment Policy

- For direct payment bookings, the hotel will block an amount equal to your stay bill on your credit card at the time of arrival along with a refundable deposit towards additional charges incurred during the stay.

दि अशोक  
THE ASHOK

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