



No: A.60011/76/2008/PP/(Pt-II)/(273210)/371

Date 13/11/2025

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. 1(h)/2018

**Sub: Guidelines on clause 8.5 of AAI Transfer Policy issued vide
CHRM No. 1(a)/2018 dated 27.2.2018**

Reference Transfer Policy Guidelines issued vide CHRM No. 1(a)/2018 dated 27.2.2018. The clause 8.5 of CHRM circular No. 1(a)/2018 is substituted as under:-

- i. At the time of Joining a Tenure station: In the event of an official not reporting for duty within 30/60/90 days at one-year/two-years/three-years tenure stations respectively, from the date of relieving from previous station, his/her posting will be extended by 01 additional year at the tenure station in addition to the stipulated period of stay.
- ii. Leave at Tenure Stations: During posting at tenure stations, leave upto 30 days per year will be permissible other than casual leave (CL), Restricted Holidays (RH), Gazetted Holidays and Maternity Leave (180 days) as per policy in vogue and as modified from time to time. If an official avails more than 30 days leave per year other than any of these leaves, his /her posting will be extended by 01 additional year at the tenure station in addition to the stipulated period of stay.
- iii. Maternity leave at tenure posting: The Maternity Leave upto 180 days (and as modified from time to time) availed by a female employee when on tenure posting, will be counted as part of tenure posting. However, if the official extends her leave beyond 180 days, the tenure will be extended with corresponding extended period of leave. For instance:
 - a) If a female employee who is posted at a 02-year tenure station avails maternity leave of 180 days then, her period of maternity leave will be counted as part of tenure posting and she will be relieved from that station after 02 years from the date of her joining at that station.

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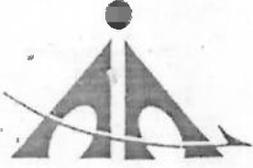
- b) However, if a female employee who is posted at a 02-year tenure station avails maternity leave of 240 days i.e she extends her maternity leave by additional 60 days (180 + 60 = 240) then, her tenure posting will be extended by 60 days and she will be relieved from that station after 02 years and 60 days from the date of her joining at that station.
- iv. The official who does not avail full joining time after strike off from the original date indicated in the original transfer order and report at the tenure station early, he/she may be allowed to exceed the leave period to the extent of un-availed joining time.
2. The above instructions will be applicable from transfer season 2025 onwards for 1 year, 2 years & 3 years tenure stations.
3. Already settled cases will not be re-opened.
4. This issues with the approval of the Competent Authority.


(R. Prabhu)
Executive Director (HR)

Distribution: -

- ❖ OSD to Chairman
- ❖ DGM (ES) to Member (HR)/ Member(ANS)/ Member (Fin)/Member(Ops)/Member(Plg)/ CVO
- ❖ All HoDs at CHQ / Operational Office / AAI Office Complex
- ❖ 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
- ❖ Hindi version will follow

(in case of discrepancy between the Hindi and English version of the said circular, the English version will prevail)



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

A.60011/76-2008-PP(Pt-II)/68

27th February, 2018

The Regional Executive Director
Airports Authority of India
Northern/Western/Eastern/Southern/NE Region
New Delhi/Mumbai/Kolkata/Chennai/Guwahati

The Executive Director,
Airports Authority of India
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CORPORATE HRM CIRCULAR No: 1 (a) /2018

Subject: Revision of AAI Transfer Policy

Further to CHRM circular 01/2018 dated 23.01.2018, the competent authority has decided to modify the Transfer Policy to the extent as mentioned below:

"Employees of all categories with defined disability (Blindness, Low vision, hearing impairment, Locomotor disability, cerebral palsy, orthopedically handicapped) would be eligible to opt for transfer to or near their native places. All other conditions would remain same as per CHRM No 14/2014 dated 28th March 2014."

The above mentioned changes are incorporated in the attached Transfer Policy in para 10.3 for reference and compliance.

2. The attached revised Transfer Policy shall supersede all other circular/order issued prior to the issuance of same.

This issues with the approval of Competent Authority.

(Santjay Jain)
Executive Director (HR)

Encl: As stated

Distribution:

- DGM (ES) to Chairman
- DGM (ES) to Member (Planning/Fin /HR/ ANS /Ops)/ CVO
- All HODs at CHQ/Operational Office/AAI Office Complex
- GM(IT) for uploading on AAI website – To replace the Transfer Policy dt 23.01.2018 with the current attachment.
- General Secretary – AAOA (I)/ ATC (Guild) / IAAIOA / AAI Engg. Guild(I)/ AAI SC ST Association
- General Secretary –AAIU

AAI TRANSFER POLICY

The Transfer Policy of AAI issued vide letter No. A.60011/103/99/P&C dated 25/11/1999 and subsequent to various amendments, the following transfer guidelines shall govern for transfer of non-executives and executives of AAI effective from forthcoming transfer season (i.e.) 2018:

2. Generally, transfers are meant to utilize the individual/skill/potential in areas in which he/she has been trained / skilled. The Transfer Policy apply to all posts in all disciplines of AAI.

3. DEFINITIONS:

- (i) **Normal Transfer Season:** For both inter regions and intra regions.
 - The transfer seniority in respect of all cadres and grades should be uploaded on AAI website by 31st October along with inviting options for choice of stations from the employees.
 - Options for choice of stations from the employees should reach by 15th December to the concerned discipline
 - Annual transfer proposals having recommendations of the "Transfer Recommendation Committee" should be put up before the Competent Authority for consideration by 28th February.
 - Annual transfer orders should be issued by end of March every year.
 - Annual transfer shall be combined with Annual DPC.
- (ii) **Inter Regional Transfer:** Transfers from one region to another region.
- (iii) **Intra Regional Transfer:** Transfers from one station to another station within the region.
- (iv) **Home-Town:** The permanent home town as accepted by the AAI and entered in service book of the employee. Persons who are within 3 years of reaching age of superannuation shall be posted as far as possible in or nearer to their home town/choice station. The cut-off date for determining 3 years will be taken as 31st March. However, officer/employee posted at tenure station would be transferred to home region only after completion of tenure posting. In all other cases the officer/employee should have at least worked out of home region for two years before effecting transfer to home region. However, in promotional case, if the remaining service is not more than one year from the crucial date of DPC to the next date of DPC i.e. 30th June, the official can be exempted from Transfer.
- (v) **Length of stay at the station/in the region:** Transfer will be in accordance with the seniority in stay at the region/station as applicable. Length of stay means period continuously spent at the station in the region under AAI in a

post which has the liability of service anywhere in India. To illustrate, person A may be in Delhi (Northern) Region for the last six years – four years as Sr. Superintendent (HR) and two years as Asstt. Manager (HR), his/her length of stay in Delhi (Northern) Region is six years. Similarly, shall be the case in respect of his stay at the same station. However, in the case of Group D posts, length of stay shall be computed only from the date of promotion to Group C posts.

- (vi) **Transfer at own request:** No joining time is admissible. Regular leave may be availed of to cover the period from the date of relinquishing charge of the old post to the date of assumption of charge of the new post. If, however, holiday(s) intervene(s) between the relieving date at the old station and joining date at the new station, the intervening holidays may be availed as "holidays" and the employee need not take any leave for such period. The pay for the period so availed will be payable.
- (vii) **For the purposes of transfer, CATC is to be considered as a separate region** For transfer of executives to CATC, Allahabad, FSTC, Calcutta and other training institutions priority will be accorded on the basis of suitability-cum-willingness, while thereafter transfer will be as per regular policy. The posting shall be for a period of 4 years but the same shall be extended on completion of tenure period. If an Officer becomes due for tenure posting during this period, he/she shall go for such postings after the completion of his/her tenure.
- (viii) **Tenure Station:** Stations as shown at Annexure – I.

4. GENERAL GUIDELINES

- 4.1 Except in cases where operational/administrative reasons warrant, transfers shall normally be avoided. Transfers when made shall be in accordance with the seniority in stay at the station in the region.
- 4.2 Transfer of all Executives shall be done at CHQ only.
- 4.3 Transfer of Group C staff under the administrative control of RHQ shall be done by RED concerned.
- 4.4 Group D staff may not normally be transferred except on reduction of establishment/administrative reasons. Request for transfer when made shall be done at RHQ level by RED concerned subject to the availability of vacancies and the merit of the case.
- 4.5 Executives at the level of DGM and above are also liable to be transferred as per the policy. However, suitability of these executives for particular assignment shall be given due consideration.
- 4.6 Except in cases of transfer to tenure station, officers and staff shall not normally be transferred from one station to another station in the region before he/she completes

a minimum period of three years at that station and from one region to another region before he/she complete five years in that region.

- 4.7 In respect of Inter/Intra Regional transfer, the person so transferred must have at least completed one year at the station of his posting from which he is transferred. Year for this purpose means transfer season. This, however, will not apply in case of transfer on promotion or reduction of staff.
- 4.8 Intra- regional transfers shall be made on the basis of length of continuous stay at the station and inter regional transfers on the basis of length of continuous stay in the region.
- 4.9 Volunteers may be called while effecting inter regional/ intra-regional transfers to tenure station. The volunteers will also indicate the period for which they would like to serve at tenure station. Volunteers may be given preference. Details of general and tenure stations, both one year and two year, are given in ANNEXURE - I.
- 4.10 Other factors being equal, age shall be the deciding criteria for transfer and not the seniority in the services. Older shall be transferred first.
- 4.11 In respect of officers/staff returning from deputation, their stay at the previous station/region before going on deputation shall be taken into account while affecting their transfers.
- 4.12 The person shall not normally be transferred to home region before he completes at least five years out of home region including out of home region tenure posting and on his own request. However, the period could be three years for inter airport transfers between stations.
- 4.13 In annual transfers, simply changing nomenclature of the Unit e.g. CHQ/RHQ/NR/ SAP/RCDU/NIAMAR, etc. in the case of Delhi/NR and other similar regions would be counted as one option only.
- 4.14 Officials involved in project shall not be transferred till the completion of the project or maximum of three years to utilize the officials potential in that project.
- 4.15 Para 'O' of Circular dated 25/10/2004 - amended to "All individuals if desire to be posted to a station of choice, including volunteers to tenure stations should apply themselves indicating their choice station/home region posting directly to CHQ and an intimation to the respective RHQ, so that timely decision can be taken.
- 4.16 Executives or Non-Executives who are posted in one station for more than 15 years, are also liable to be transferred to other station as per requirement.
- 4.17 The Executives upto Manager level shall be transferred normally within the region. In case of any operational requirement, they may be transferred to other regions.
- 4.18 The executives posted in normal stations should be transferred out only on completion of at least minimum 03 years.

5. INTER REGIONAL TRANSFERS

- 5.1 A person shall not normally be transferred out of the region, before he/she completes at least five years in that region.
- 5.2 An official shall not normally be transferred out of the region second time unless all others in that cadre have done one turn of out of region transfer.

6. TRANSFER ON PROMOTION

Transfer on promotion may be avoided to reduce financial burden on AAI. Official so promoted be transferred according to the transfer seniority in the promoted posts. [This clause shall apply to personal staff namely Stenographers and Private Secretary or Executives in the Secretarial Cadre are also liable for transfer as per transfer seniority]

7. TRANSFER TO HOME TOWN

- 7.1 Persons who are within 3 years of reaching the age of superannuation shall be posted as far as possible in or nearer to their home town, provided a request is received from the concerned official for posting to home town/opted station. The cutoff date for determining 3 year period will be taken as 31st March.
- 7.2 In the event of transfer consequent to promotion, the above provision shall not apply.
- 7.3 When a person is due to retire within 3 years and could not be accommodated nearer to the home town, he may be exempted from transfer during the last 3 years of service before retirement.

Note: The facility of transfer to home town or nearest station thereof when in the superannuation zone, will not apply to officers who for personal reasons have on their request been given deferment/ cancellation/exemption of transfer to out of region/tenure station during their regular turn till they fulfill the requirements of the same.

8. TRANSFER TO TENURE STATIONS

- 8.1 The following procedure shall be adopted while making postings to tenure stations.

Category I: Who have not served any tenure station:

- Step – 1** Draw up a list of officials in the cadre who have not done a turn of posting in any unpopular/tenure station.
- Step – 2** Arrange them in order of their length of continuous stay at non tenure stations irrespective of the regions.

Step – 3 Transfers to tenure station should be made from the list so prepared in the order they are arranged.

After effecting transfers as mentioned above, if there are more transfers to be made to tenure stations, the following procedure shall be adopted:

Category II: Who have already done one tenure station term:

Step – 1 Draw up a list of officials in the respective cadres who have done one or more than one turn at tenure stations.

Step – 2 Arrange them in order of their dates of reliving from the tenure station of last posting.

Step – 3 Postings to tenure station will be made from out of the Category II list in the order arranged after exhausting category I list.

8.2 Normally no choice will be given in regard to posting to tenure stations. To the extent of available vacancies, the request of an individual will be kept in regard to posting to tenure station.

8.3 Officials posted at tenure stations may at their option choose to remain longer than the stipulated stay. In that case the additional stay of the officials will be counted as stay at non-tenure station. Although his/her transfer from tenure station will be governed by the rules for transfer from tenure stations; but while preparing the priority list for posting to tenure station next time, the additional stay will be counted as a stay at non-tenure station. However, if the official is retained at tenure station basis management requirement, his/her relieving date shall be considered as end date of tenure and not as two tenure or one additional tenure.

8.4 In the event of two or more officials volunteering transfer to the same tenure station, consideration shall be given to the fact whether any of the volunteers had already been to that tenure station earlier. Preference shall be given to those who had not done a turn at the station to which option is made or who had the least stay at that station.

8.5 In the event of an official not reporting for duty within 30/60 days at tenure station of one -year/two-year duration from the date of relief by RED/Station In-charge concerned, he/she will have to serve for one more academic year at the tenure station in addition to the stipulated period of stay. The same provision shall apply if a person avails more than 60 days leave other than casual leave of any kind at tenure station. However, official who does not avail full joining time after strike off from the original date indicated in the original transfer order and report at the tenure station early, he/she may be allowed to exceed the leave period to the extent of un-availed joining time.

9. TRANSFER FROM TENURE STATIONS

9.1 When transfer from tenure station to non-tenure station is made, an official in the cadre with the longest stay in the tenure station shall be transferred out first.

- 9.2 In the event of an official serving at tenure station being brought back to a non tenure station on his request on compassionate grounds, he/she shall not be considered as having served a term of stay at the tenure station.
- 9.3 Transfers from tenure station will always be made to a non tenure station after completion of stipulated period of stay, but this may not necessarily be to the same station from which he/she was transferred to the tenure station.
- 9.4 In the event of a person serving at a tenure station due to his/her promotion or reduction in establishment at that tenure station, he/she shall be deemed as having served his/her term at tenure station.
- 9.5 Posting to tenure station in other region shall be deemed to be treated as tenure posting only and not as completion of out of region unless he/she completes three more years in the case of two years tenure station and four more year in the case of one year tenure station.
- 9.6 In case of ATC/Communication discipline, preference for posting to a station (tenure/non-tenure) would be given to an officer rated/proficient in a facility/equipment available at the station. Posting of rated/proficient officer to a station where the concerned equipment/facility does not exist is to be avoided. However, due weightage to seniority and choice is to be given while carrying out this exercise.
- 9.7 Disposal of leave application after receipt of transfer order by an officer: In case an officer on receipt of transfer order applies for leave beyond stipulated date of relieve the Controlling offer shall relieve the transferred officer not later than the stipulated date of relieve and forward his leave application to the officer under whom the officer in question has been transferred. It will be left to that officer to sanction or refuse the leave thus applied for.
- 9.8 **Request for deferment/cancellation of transfer:** In case a request for cancellation/deferment of transfer has been made by the officer concerned, the same should be disposed off expeditiously but not later than 20 days of making such request. Request for deferment, if agreed shall not be for a period of more than 6 months or till the academic session whichever is later.
- 9.9 **Bringing outside influence to cancel/defer transfer :** Any outside influence brought by an employee to cancel/defer the transfer orders, the same will be construed as having been made on his/her behalf. Apart form action as provided in Conduct Rules, an endorsement to this effect shall be made in the PAR of the officer/employee by the Reporting Officer concerned or by ED(HR) who is in possession of all correspondence in this regard.
- 9.10 If officials are staying longer than the prescribed time as per para 8.3, following incentives should be considered:
- (A) At 1-year tenure station:
- i. For 1 year extra stay – one-month salary (BP + DA) as additional.
 - ii. For 2 year extra stay - one month salary (BP + DA) as additional.

iii. No extra benefit beyond that.

(B) At 2 years tenure station:

- i. For 1 years extra stay – half month (i.e 15 days) salary (BP + DA) as additional
- ii. For 2 years extra stay, one-month Salary (BP + DA) as additional.
- iii. No benefit beyond that.

This facility shall not be extended for the officials who are posted to 1year/2-year tenure stations in their home region (where their home station is located).

9.11 **Transfer benefits:** The guidelines on transfer benefits issued from time to time wherever applicable on transfer viz. HRA, retention of accommodation at previous duty station and availing of transit accommodation at the station of posting, etc shall be applicable.

10. EXEMPTIONS FROM TRANSFER

10.1 Children Education Ground (CEG) exemption from transfer may be given to an employee if his/her son/daughter is studying in the final year of high school. Senior Secondary, 10th/12th of the final 10+2 system of a recognized Board and higher studies with reference to first year admission process in Graduation. This concession would be available subject to maximum of 2 CEG exemption in the service of an official and further subject to the condition that the official applies at least three months in advance, supported by a certificate from the authority of the recognized institution and he certifies that he has not availed this concession earlier.

10.2 Exemption on administrative/operation requirement shall be for a maximum of one year (i.e.) next transfer session.

10.3 Employees of all categories with defined disability (Blindness, Low vision, hearing impairment, Locomotor disability, cerebral palsy, orthopedically handicapped) would be eligible to opt for transfer to or near their native places. All other conditions would remain same as per CIRM No 14/2014 dated 28th March 2014.

10.4 In addition, it has been decided to grant exemption to an employee of AAI who is a care-giver of the disable child from the routine exercise of transfer /rotational transfers. The word 'Disabled' shall include Blindness or low vision; Hearing impairment; Locomotor disability or cerebral palsy, Leprosy cured; Mental retardation, Mental illness; Multiple disabilities, Autism Spectrum disorder, Thalassemia and Haemophilia.

10.5 The Transfer Exemption of the employees having mentally retarded children/Blindness, Hearing impairment, Locomotor disability, Cerebral Palsy, Leprosy cured, multiple disabilities, Autism, Spectrum, Thalassemia and Haemophilia - in this the age limit of 25 years has been withdrawn and the employees will get benefit of exemption only if their children come under dependent policy.

- 10.6 Self /Spouse/Dependent children suffering from cancer (until Cured), have undergone open heart surgery (exemption for two years after surgery) and any terminal illness.
- 10.7 Exemption from Transfer to office bearers of recognized Union/Association:
Recognized Union: Eight office bearers of the Central Executive Council.
Association : President and General Secretary
- 10.8 As regards to posting of husband and wife working in AAI shall be considered for transfer to one station, subject to vacancies/utilization of such positions at new station even on supernumerary basis etc and same shall continue.
11. Notwithstanding any of the conditions of the Transfer Policy, transfers on operational and administrative reasons shall be effected with the approval of the Chairman based on specific recommendations from Member (HR)/Member concerned.

TENURE OF STATIONS/ CONSOLIDATED/REVISED LIST FOR THE TRANSFERS

REGION	CATEGORY OF STATIONS			
	GENERAL	3 YEAR	2 YEAR	1 YEAR
NORTHERN REGION 40	Agra, Aligarh, Charkhidadri, Chandigarh, Delhi, Gwalior, Hissar, Jaipur, Jhansi, Jodhpur, Kanpur, Kota, Lucknow, Ludhiana, Moga, Nuh, Pantnagar, Udaipur, Varanasi, Amritsar, Dehradun, Jammu,	Bikaner, Gorakhpur, Sikandarabad, Kishangarh, Kangra (Gaggal), Kullu (Bhuntar), Pathankot and Shimla, Jaisalmer	Bhatinda, Farukhabad, Fursatganj, Khajuraho, Pratapgarh and Rengus	Leh, Kargil Srinagar ****
	22	9	06	03
WESTERN REGION 31	Ahmedabad, Aurangabad, Baroda, Bhavnagar, Bhopal, Goa, Indore, Juhu, Mumbai, Nagpur, Pune, Rajkot and Surat	Jabalpur, Jamnagar, Kandla, Kolhapur, Porbandar, Sholapur, Bhuj and Diu	Akola, Amravati, Gondia, Jalgaon, Keshod, Latur, Mundra, Nanded and Sihora	Songarh
	13	08	09	01
SOUTHERN REGION 29	Bangalore, Calicut, Chennai, Coimbatore, Hyderabad, Kanchipuram, Kochi (CIAL), Madurai, Mangalore, Mysore, Puducherry, Thiruvananthapuram, Vishakhapatnam, Trichy***, Salem, Tirupati, Vijawada	Ooty, Belgaum*, Cudappah, Rajamundry, Tuticorin, Warrangal , Hubli	Beliary, Gulbarga, Khammam Vikarabad,	Agatti
	17	07	04	01
EASTERN REGION 22	Behala, Bhubaneswar, Bilaspur, Cooch-Behar, Darjeeling (Bagdogra)**, Jamshedpur, Kolkata, Muzaffarpur, Patna, Raipur, Ranchi, Tarakeswar	Behrampur, Gaya and Malda #	Belurghat, Deoghar, Katihar, Kishanganj, Portblair, Sikkim/Pakyong** Jharsuguda	0
	12	03	07	0
NORTH EASTERN REGION 18	Guwahati		Jorhat, Kohima (Chaitu), Itanagar, Silchar (Kumbhigram), Tezpur, Tura, Shillong (Barapani), Agartala and Dibrugarh	Daparizo, Imphal, Aizwal (Lengpui), North Lakhimpur (Lilabari), Passighat, Tezu, Ziro, Dimapur
	01	00	09	08
140	65	27	35	13

*Admn. Control of station has been shifted from WR to SR vide CHQ letter No AAI/ED(Engg)-II/SR/WR/2012/514 dated 26.09.2012

Handed over to State Govt. on Lease

**Admn. Control of stations have been shifted from NER to ER vide CHQ letter No A 60011/23/2009-PP dated 18.09.2013

***Trichy Airport has been included as General Station in Southern Region vide CHRM No. 3(a)/2015 vide letter No.A.60011/8/2013 dated 27.05.2015

**** Srinagar Airport tenure period for the year 2016 shall be counted as two tenures on completion of two years. One year of tenure for 2017 & 2018 and for the year 2019- two years.