



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No: A.60011/14/2019/HRPC/349

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

The Airport Director
Airports Authority of India
Kolkata/Chennai Airport

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

Date: 1st November, 2023

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

The Director,
Indian Aviation Academy,
New Delhi

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

Corporate HRM Circular No. 39 (a) / 2019

Sub: Transaction in Movable/ Immovable Property- reg.

As a step towards system improvement, it has been decided that henceforth, all the issues related to acquisition/ disposal of movable/ immovable property i.e. intimations/ sanctions/ permissions are required to be processed through the personal file of respective employee so as to ensure that these vital documents remain available in official records at one place.

2. This issues with the approval of the competent authority.

R. Prabhu
(R. Prabhu)

Executive Director (HR)

Distribution: -

- ❖ OSD to Chairman
- ❖ DGM (ES) to Member (HR and Fin.)/ Member (ANS)/ Member (Ops. and PIng.)/ CVO
- ❖ ED (Admin.)
- ❖ 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



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No.A.60011/14/2019/HRPC/36/

Date: 09 July, 2019

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
RC&DU/FIU, New Delhi

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Airports Authority of India
Kolkata/Chennai Airport

The Director,
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New Delhi

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

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

Corporate HRM Circular No.39 / 2019

Sub: Intimation of Transaction in respect of Movable Property- reg.

The instructions regarding 'Intimation of Transaction in Movable Property' have been reviewed and in supersession of instructions mentioned in point 4 and 5 on the matter issued vide circular dated 04.02.2009, it has been decided that:

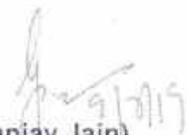
2. Intimation of Transaction in Movable Property other than shares, securities, debentures, mutual funds, etc.: Every employee shall report/intimate to the competent authority every transaction, within one month of the transaction done in movable property owned or held by him/her in his/her own name or in the name of a member of his/her family, if the value of such property ***exceeds two times the basic pay*** of the official concerned at the time it is procured/ purchased/ acquired/ disposed of in the form in Annexure-I.

3. Intimation of Transaction in shares, securities, debentures, mutual funds, etc.: Further, every employee shall report/intimate to the competent authority every transaction done in sale, purchase or both in shares, securities, debentures or mutual funds, etc. if the total transactions in shares, securities, debentures, mutual fund scheme, etc. ***exceeds six months' basic pay*** of the official concerned during the calendar year (to be submitted by 31st January of subsequent calendar year) in the form in Annexure-II.

4. It is also clarified that since shares, securities, debentures, mutual funds, etc. are treated as movable property, if an individual transaction exceeds the amount prescribed in para 2 above, the intimation to the prescribed authority would still be necessary. The intimation prescribed in para 3 above will be in addition to this, where cumulative transaction(s) i.e. sale, purchase or both in shares, securities, debentures or mutual funds, etc. in a year exceed the limits indicated in para 3 above.

5. This will come into effect from the date of issue of circular.

6. This issues with the approval of the Competent Authority.


(Sanjay Jain)
Executive Director (HR)

Distribution:-

- ❖ OSD to Chairman
- ❖ DGM (ES) to Member (Fin)/ Member (HR) / Member (Ops)/ Member (ANS)/ Member (Planning)/ CVO
- ❖ All HoDs at CHQ / Operational Office / AAI Office Complex
- ❖ ED (Admin.)
- ❖ GM (HR)- KN/GB/ND/RKJ/MN
- ❖ GM (IT) for uploading on AAI Website
- ❖ General Secretary- AAEU
- ❖ General Secretary- AAOA(I)/ ATC Guild (I)/ AAIEG/ IAAIOA/ AAI SC/ST Association.

(Hindi version will follow. In case of any discrepancy between the meanings of any translated versions of this Circular, the meaning of the English version shall prevail)

AIRPORTS AUTHORITY OF INDIA

Form for intimating any transaction in movable property value exceeding two months' basic pay of the concerned employee

1. Name : _____
2. Designation : _____
3. Employee No. : _____
4. Date of Joining AAI : _____
5. Basic Pay : _____
6. Details of the Assest(s) : _____
7. Date of Purchase/Sale : _____
8. Purchase/Sale Value : _____
9. Source(s) of Funds:
 - a) Personal savings
 - b) Other sources giving details

Declaration:

I hereby declare that the particulars given above are true.

Place : _____

Signature: _____

Date : _____

ANNEXURE-II

AIRPORTS AUTHORITY OF INDIA

**Form for intimating transaction in shares, securities, debentures,
mutual funds, etc.**

1. Name : _____
2. Designation : _____
3. Employee No. : _____
4. Date of Joining AAI : _____
5. Basic Pay : _____
6. Details of each transaction made in shares, securities, debentures,
mutual funds, etc. during the calendar year: _____
7. Particulars of the party/firm with whom transaction(s) is made:
 - a. Is party related to the applicant? _____
 - b. Did the applicant have any dealing with the party in his/her official
capacity at any time or is the applicant likely to have any dealing
with him in the near future. _____
8. Source(s) of Funds:
 - a. Personal savings
 - b. Other sources giving details

Declaration:

I hereby declare that the particulars given above are true.

Place : _____

Signature: _____

Date : _____