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आज़ादी का  
अमृत महोत्सव

भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No. AAI/AS/3118/II/2023-24/351

Date: 07.10.2024

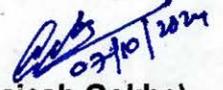
CIRCULAR No.03/2024

**SUBJECT: Systemic Improvement – Issue of the letter to the contractor for site readiness.**

During the CTE's extensive examination, it was noted that a formal letter regarding site readiness has not been issued to the contractor, leading to delays in the commencement of on-site work.

To address this issue, it is imperative that the Project In-charge issues a formal letter confirming site readiness, enabling the contractor to begin work without delay.

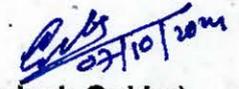
All AS Project-in-charge (AS / Electrical), involved in project execution, are required to ensure strict compliance with this directive.

  
(Rajesh Gokhe)

General Manager (Airport Systems)

**Distribution List**

1. EA to Chairman, AAI, CHQ,
2. Member (Ops), AAI, CHQ,
3. OSD to Member Finance, AAI, CHQ,
4. Chief Vigilance Officer, AAI, CHQ,
5. Executive Director (Tech),
- 6-10. RED, NR/ER/SR/WR/NER,
- 11-12. APD-Chennai & Kolkata Airport,
- 13-17. ED(Engg), NR/ER/SR/WR/NER.
18. GM IT, AAI, CHQ for further circulation and uploading on the website.

  
(Rajesh Gokhe)

General Manager (Airport Systems)