



No. AAI/Admn/Med/2020

17th July, 2020

Administrative Circular

**Sub. : Life Certificate, Medical Option Form and Quarterly Undertaking
by AAI Beneficiary/ex-employee of CHQ**

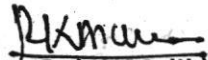
Further to this office Administrative Circular dated 7th July, 2020 and in view of spread of COVID-19, it is reiterated that retired officers/employees of CHQ/availing above facilities from CHQ, may submit their Life Certificate, Medical Option Form (scanned after filled in and signed with date) and Undertaking 'ON-LINE' as per following e-mail :-

(a) For Life Certificate and Medical Option Form – email to kailashcs@aai.aero with a copy to tejram@aai.aero and medical-admin@aai.aero.

(b) For Quarterly Undertaking – email to kcarora@aai.aero or indujain@aai.aero with a copy to medical-admin@aai.aero.

2. Please note that ONLY personnel retired from CHQ/availing medical facilities from CHQ are to send forms on above emails.

3. Those who have already submitted the data/details need not send it again.


(Capt. Raj K. Malik)
EXECUTIVE DIRECTOR (ADMN/HR)

All Retired Officers (through web-site)

GM (IT) – to upload on AAI website.

Copy to :-

OSD to Chairman

Member (HR)/(Ops.)/(Plg.)/(ANS)/(Fin.)/CVO

ED (HR)-I/ED(Fin.)

REDs/APD Kolkata/Chennai – May like to take similar action in this regard. Also nominate suitable officer and circulate their e-mails to retired personnel in their Region/Airport