

Airports Authority of India
Chairman's Secretariat

No. AAI/CHMN/Misc./2020

19th June, 2020

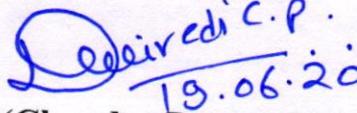
Note

Due to the spread of COVID-19 Pandemic, it is decided to minimize the circulation of paper in any form like files, receipts, ION etc.

In this regard following guidelines are issued for management of Files/Dak in Chairman's Secretariat:

1. All new files must be created & forwarded in E-office only.
2. All existing physical files (except files under exemption category) must be converted into E-file and sent through E-office only.
3. All dak shall be sent through E-office/E-mail only.
4. Letter/Note or other communication, which is meant for information of OSD to Chairman or EA to Chairman, may be sent through E-mail ID of Chairman's Secretariat i.e. **chairmansectt@aai.aero** only. No physical dak will be accepted henceforth.
5. All ordinary outside dak is received at R&I, shall be sent to Chairman's Secretariat only through E-office. Hard copy is not required to be sent to Chairman's Secretariat unless and until it is specifically requested. However, it may be collected by the concerned/user Deptt. from R&I, if felt necessary.
6. Only sealed Secret/Confidential envelope, addressed to Chairman, may be forwarded in original (physical form).

This issues with the approval of the Chairman.


19.06.20
(Chandra Pratap Dwivedi)
OSD to Chairman

To,

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

Distribution: -

- All HoDs at CHQ / Operational Office / AAI Office Complex.
- GM (IT) for uploading on AAI Website.