



NO.A.60011/1/2020-ES-I

Date : 10/08/2020

**CIRCULAR**

**Sub : Submission of forms of EDCPS -  
Retired Officers of AAI CHQ**

In order to streamline the process of submission of EDCPS forms by the retired officers/officials of AAI CHQ, a “ EDCPS Help Desk” has been set up at Board Room 3<sup>rd</sup> Floor, RG Bhawan A Block.

2. The said EDCPS Help Desk shall function on Monday, Wednesday & Friday at the above said venue from 1400hrs. to 1630 hrs.
3. All the Retired officers/officials of AAI CHQ are therefore requested to visit the above said EDCPS Help Desk for submission of their EDCPS forms / queries / filling up of the EDCPS forms, as per the given schedule / venue only.
4. Further the Retired officers of AAI CHQ who are not in a position to visit the EDCPS Help Desk, can also get their EDCPS forms submitted through the e-mail [HR-CHQ-EDCPS-ES1@aai.aero](mailto:HR-CHQ-EDCPS-ES1@aai.aero) .
5. This issues with the approval of the Competent Authority.

[M. NATARAJAN]  
GENERAL MANAGER [HR]

Distribution :-

- |   |   |                                      |
|---|---|--------------------------------------|
| 1. All the Retired officers/officials<br>Of AAI CHQ | - | through AAI Web Site                 |
| 2. GM [IT]  | - | for uploading on AAI Web Site        |
| 3. Notice Board                                     | - | at the entrance of A Block RG Bhawan |