

**AIRPORTS AUTHORITY OF INDIA
(DIRECTORATE OF ADMINISTRATION)**

D-AAI/ADMN/CONTROL ROOM /1/2014-15

DATED 13.07.2015

**ESTABLISHMENT OF ADMINISTRATIVE CONTROL ROOM AT RAJIV
GANDHI BHAWAN**

Control Room at Rajiv Gandhi Bhawan for the convenience of serving as well as retired employees is in operation as per following working schedule.

0730 hrs to 0930 hrs	On all working days
1730 hrs to 2100 hrs	On all working days
0730 hrs to 2100 hrs	On all Saturday

The duties and responsibility of Control Room

1. Provision of Credit letter to employees / retired employees requiring IPD treatment in emergency.
2. Provision of Air Tickets for officers who are required to undertake tour on short notice.
3. Provision of Hotel Accommodation to officers visiting CHQ on short notice.
4. In case of any of the above requirement, the individual / user will contact the Control Room through phone or in person and shall confirm his/ her requirement through email or a letter. The officer available on duty at Control Room shall contact and co-ordinate with dealing officers / official in Administration and inform about the requirement. The officer on duty in consultation / assistance with officials will get the work done from Administration Dte .
5. In addition to the above, the official on duty in Control Room will get the office premises at Block "A" & "C" open and close through deputed employees. The record of officers/ visitors visiting the office premises shall also be maintained by control room. The control room shall also take care of the energy conservance of the building.

The officials on duty in Control Room can be contacted as per following details:

Phone No. 011-24632950 Extn. 2750

Email id: admncntrlroom@aai.aero

The officials deputed for duty in control room from 0730 hrs to 0930 hrs shall leave the office at 1530 hrs instead of 1730 hrs and the official deputed for duty from 1730 hrs to 2100 hrs shall report for duty from 1300 hrs instead of 0930 hrs. The officers performing control room duty on Saturday will be allowed to take compensatory off in the coming week.

The Duty Roaster for the period from 13.07.2015 is enclosed for reference.

The issues with the approval of Competent Authority.



(R.K.DHINGRA)

Joint General Manager (Admn)

- ALL HODs AT CHQ / OPS OFFICES/ NEW OFFICE COMPLEX / HANGER SAP
- GENERAL SECRETARY, AAEU
- GENERAL SECRETARY , ATC (GUILD)/ AAOA (I)/ ACOA (I), PRESIDENT-AAIEG (I) AAI SC & ST E.W.A.
- ALL NOTICE BOARDS. CIRCULARS FILE
- GM -IT FOR UPLOAD THE SERVING / RETIRED EMPLOYEES

CC: DGM(PS) to Chairman

DGM(PS) to Member -PLG/ OPS/ANS/FIN/HR

DGM(PS) to CVO

MORNING SHIFT 0730 HRS TO 930 HRS (SAT 7.30 HRS TO 1400 HRS)

DATE	DAY				
13/07/2015	MONDAY	SMT SHIKSHA AGGARWAL (EH)	TOSHI PANT RECTI	NARESH KUMAR II	
14/07/2015	TUESDAY	RADHA SAXENA, SS [HR] SG ADMN.	RUBY BATRA PENSION	GOVIND SINGH	
15/07/2015	WEDNESDAY	SUNITA OHRI ES -1	YASHIKA SHARMA PENSION	ZILBENDER YADAV	
16/07/2015	THURSDAY	KULVINDER KAUR	NARESH KUMAR ES I	ARVIND SINGH CHAUHAN	
17/07/2015	FRIDAY	SMT MEERA BANERJEE	GD PANDEY ES II	VINOD KUMAR	
18/07/2015	SATURDAY	RAJ KUMAR ANTIL, S [HR] SG EA	RAGHUBIR SINGH R & I	KALIM KHAN	
20/07/2015	MONDAY	POONAM KISHORE SS [HR] SG ES I	NATHI PRASAD PAR CELL	RAVI KUMAR	
21/07/2015	TUESDAY	SEEMA ARORA-EH	TULSI DAS ANS	DINESH KUMAR	
22/07/2015	WEDNESDAY	SIMMI NARULA SS [HR] SG O/O ED HR	CHANDER PRAKASH ES I	BIR PAL	
23/07/2015	THURSDAY	MEENAKHI CHUGH SS [HR] EC	ANIL KUMAR ES I	DHANNO	
24/07/2015	FRIDAY	ADITI JE [HR] PEN	ASIM KUMAR ES III	SATBIR SINGH	
25/07/2015	SATURDAY	LN SHARMA SS [HR] SG	SOBAN SINGH EF	GN JOSHI	
27/07/2015	MONDAY	SUNITA DHINGRA SS [HR] SG EE	RAJEEB MALAKAR ES I	SHIV KUMAR	
28/07/2015	TUESDAY	MONICA BHALLA JE [PA]	SURENDER MIS	RAKESH KUMAR III	
29/07/2015	WEDNESDAY	POONAM SHARMA SS [STENO]	JAIPAL SINGH PAR CELL	RANDHIR SINGH	
30/07/2015	THURSDAY	SARABIT SS [STENO]	VIRENDER KUMAR R&I	MAHESH KUMAR	
31/07/2015	FRIDAY	JAYA S. SS [STENO]	RAM NARESH KUMAR ANS	OM PRAKASH	
1/8/15	SATURDAY	RAJESH SHARMA SS[HR] SG ES I	KRISHAN PRAKASH DPC	MADAN PAL	
3/8/15	MONDAY	SONI GOSSAIN SS [STENO] ADMIN	MANOJ DHAYANI R&I	ISHWAR	
4/8/15	TUESDAY	CHANDRAKANTA SS [STENO]	SN SAHA R&I	ISHWAR NATH	
5/8/2015	WEDNESDAY	RENUKA SUPVSR [HR] SG CONTRACT	RAKESH KUMAR ES I	KAILASH	
6/8/2015	THURSDAY	SUSHMA LAKRA	BALAM SINGH DPC	MANJU BALA	
7/8/2015	FRIDAY	SUNITA BHATTIA, SS [HR] SG	VINITA SINGH ES I	BIRI SINGH	
8/8/2015	SATURDAY	SMT. ANSAMMA ULHANAN, SS [HR] SG EM	MADHU SAXENA EC	RAJESH KUMAR	
10/8/2015	MONDAY	NIRMALA BHALLA[PP]	SHARMILA ANAND O/O ED HR	VIJAY KUMAR MEHR	
11/8/2015	TUESDAY	SMT. VEENA PANDEY, SS [HR] SG PAR ANS	YASH DHINGRA SCT	OM PRAKASH	
12/8/2015	WEDNESDAY	SMT. REEMA P. SS [HR] SG RECTT. CELL	BABITA JHA ADMIN	HANSRAJ	
13/8/2015	THURSDAY	RP BHATT SS [HR] SG PEN.	ASHOK TANWAR ES I	SONU	

EVENING SHIFT 1730 HRS TO 2100 HRS (SAT 1400 HRS TO 2100 HRS)

13/07/2015	MONDAY	BRAHM SINGH (HINDI)	MUKESH KUMAR TYAGI	ANOOPTI WARI
14/07/2015	TUESDAY	SURESH CHAND GUPTA ADMN	AJAY KASHYAP-ADMIN	MOOL CHAND [R&I]
15/07/2015	WEDNESDAY	DESH RAJ ADMN	SUMAN KANT THAKUR	RAGHUBIR
16/07/2015	THURSDAY	RAJINDER PRASAD ES I	MOHIT NAVYAR ADMN	MANGAT RAM
17/07/2015	FRIDAY	AJIT RTI	ANIL SAGWAN	BRJ KISORE
18/07/2015	SATURDAY	ABHAY KR. SHARMA ADMN	BHIM BAHADUR-PENSION	ANIL KUMAR
20/07/2015	MONDAY	NARESH KUMAR ES II	ANIL EKKA	KAPILSHWAR
21/07/2015	TUESDAY	RAJESH SHARMA ES I	LAL BABU	PS BHANDARI
22/07/2015	WEDNESDAY	CHANDER SHEKHAR ADMN	ISHWAR OL	BIRI SINGH
23/07/2015	THURSDAY	VED PRAKASH ADMN	MANVIR	RAJESH KUMAR
24/07/2015	FRIDAY	TILAK RAJ SOC SEC	NIRMALA MINZ	VIJAY KUMAR MEHAR
25/07/2015	SATURDAY	JAGAT SINGH ADMN	HIT PRAKASH KATARIA	OM PRAKASH [EA]
27/07/2015	MONDAY	SK MAHESHWARI PAR	GD PANDEY	HANSRAJ
28/07/2015	TUESDAY	VIKRANT JE OL	ROHIT CHAUHAN	SONU
29/07/2015	WEDNESDAY	VIVEK SHARMA JE HR PP	RASHMI SAHOO	NARESH KUMAR II
30/07/2015	THURSDAY	PAKAJ KUMAR JE PA	KIRAT RAM ADMN	GOVIND SINGH
31/07/2015	FRIDAY	RAMA NAND ADMN	GANESH	ZILENDER YADAV
1/8/15	SATURDAY	JAGAT SINGH AM(ADMIN)	SUBODH	ARVIND SINGH CHAUHAN
3/8/15	MONDAY	HARJINDER SINGH ES I	ASHOK JAROLIA	VINOD KUMAR
4/8/15	TUESDAY	RAJBIR PENSION	LAL BABU	KALIM KHAN
5/8/2015	WEDNESDAY	TARUN KHANNA	SUMMIT KUMAR ES I	RAVI KUMAR
6/8/2015	THURSDAY	SANJEEV KUMAR SHARMA	DINESH KUMAR PAR	DINESH KUMAR
7/8/2015	FRIDAY	RAGHUBIR SINGH ES III	BALAM SINGH DPC	ROHIT TANWAR-EC
8/8/2015	SATURDAY	UMED SINGH [R&I]	ANIL RAWAT-ED(HR)	RAHM PAL
10/8/2015	MONDAY	NEERAJ BATRA R&I	ANIRUDH SINGH DISC	SATISH KUMAR
11/8/2015	TUESDAY	NS BHANDARI ADMN	RAKESH KHATRI	BAL SINGH-ADMIN
12/8/2015	WEDNESDAY	RAJINDER KANOJIA DISC.	MUKESH ARORA-ADMIN	DHARAM BIR
13/8/2015	THURSDAY	ANIL KR. GUPTA PP	SUBHASHISH BHOL-BC	SAT NARRAIN