

AIRPORTS AUTHORITY OF INDIA
RAJIV GANDHI BHAWAN
SAFDARJUNG AIRPORT
NEW DELHI-110 003

CATEGORY, PAY SCALE (RS.) & NO. OF POSTS	QUALIFICATION	EXPERIENCE	AGE ON 31.03.07 (Max.)
DGM (Vig.) 17,500-22,300/- 03 Posts	Essential: Graduate in Finance, Law, Science, Arts, OR Engineering discipline etc. Desirable: (i) MBA in any discipline (ii) Adequate computer knowledge.	Total 10 years experience, out of which at least 5 years should be as SM or above. At least 1 year experience in Vigilance activities is essential.	50 years
Sr. Mgr. (Vig.) 14,500-18,700/- 09 Posts	-do -	Total 05 years experience, out of which at least 3 years should be as Manager or above. At least 1 year experience in Vigilance activities is essential.	45 years
Manager (Vig.) 13,000-18,250/- 14 Posts	-do -	Total 03 years experience, out of which at least one year should be as Asstt. Manager or above. At least 1 year experience in Vigilance activities is essential.	40 years

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STANDARD TERMS AND CONDITIONS OF DEPUTATION

1. Period of deputation

Three years from the date of proceeding on deputation. The deputation will commence from the date of which he/she has handed over charge of the post in parent department and ends on the date on which he/she resumes charge of the post in parent department.

1 A. Extension / termination of deputation

The period of deputation may be extended by a maximum period of two years by the borrowing organization with the consent of parent organization if the performance of deputationist is found to be satisfactory. The borrowing organization reserves the right to revert the deputationist to his parent organization prematurely if his/her conduct / performance is not found to be satisfactory.

2. Pay

The employee will have the option either to get his pay fixed in the deputation post under the operation of the normal Govt. Rules or to draw pay of the post held by him in his parent department + deputation (duty) allowance in accordance with an subject to the conditions laid-down in Ministry of Finance's O. M. No. F. 10 (24)E. III/60 dated 04.05.1961 read with their O. M. of even number dated 09.03.1964 as further amended / modified from time to time. At present, in the event an employee opts for his parent department's pay scales, he will draw deputation (duty) allowance of 10% of the basics subject to maximum of Rs. 500/- if his place of posting is outside or otherwise it will be 5% of the basic subject to maximum of Rs. 250/- per month. The option to be exercised for drawal of pay in parent department's scale plus deputation (duty) allowance as admissible / pay in the scale of post in borrowing organization will be final subject to other usual conditions in this regard.

3. Dearness Allowance

DA will be regulated according to the rules / orders of the parent department / borrowing organization according to the option exercised by the employee for pay.

4. **Local Allowance such as CCA/HRA etc.**

As per rules of borrowing organization.

5. **TA/DA etc. for journey on duty during the period of deputation**

AS per rules of borrowing organization.

6. **Joining time and joining time pay and transfer TA**

As per rules of borrowing organization, cost also to be borne by borrowing organization.

7. **Leave**

The deputationist will be governed by the Leave Rules applicable to him in lending organization, during the period of foreign service. The Leave salary contribution will be paid by the borrowing organization to lending organization @ 11% of pay on the basis of the pay of deputationist's post.

8. **Leave Travel Concession**

An employee will have the option of availing L.T.C. for self and family members as per parent organization's Rules or under Rules of borrowing organization. The cost thereof will be borne by the borrowing authority.

9. **Medical Attendance**

He/she will be entitled to medical facilities from the borrowing organization.

10. **Accommodation**

As per rules of borrowing organization.

11. **Pension / Provident Fund Scheme / Gratuity / Group Saving Linked Insurance Scheme and Personal Accident Scheme**

During the period of his/her deputation, he/she shall continue to be governed by Pension / Provident Fund Scheme in the parent organization. He can neither subscribe to any other contributory provident fund nor accept any pension or gratuity from the borrowing organization in respect of such service. Pension / Provident Fund and Gratuity contribution will be required to be made to lending organization by the borrowing organization every month regularly as per normal rules as per following rates:

i) Group Insurance (Ordinary / EDLI)

He will continue to be governed by parent organization's rules in respect of Group Insurance and pro-rata payment towards premium will be made by the borrowing organization as determined by lending organization.

ii) Gratuity

Gratuity contribution as given below will be paid by the borrowing organization in respect of the employee:

Gratuity Fund @ 15 days pay + DA + AD + Ad-hoc DA + IR for completed years of service (month for the purpose being 26/30 days.	-	4.81% per month on pay + DA + IR + Deputation Allowance.
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iii) Group Personal Accident Insurance Scheme

He/she will continue to be governed by parent organization's Rules in respect of Group Personal Accident Insurance Scheme, if any, and pro-rata payments towards premium will be made by the borrowing organization as determined by the lending organization.

iv) CPF and Family Pension

As per Rules of the lending organization. The monthly deduction/ contributions will be remitted to the lending organization by the borrowing organization regularly.

v) Group Insurance (HBA Scheme)

If the deputationist employee has taken HBA, the employee has to pay the monthly premium as per Rules of the lending organization as per premium decided by the LIC from time to time. The borrowing organization has to remit the deducted amount regularly to the lending organization.

12. Reimbursement of tuition fee / C. E. A

Reimbursement of tuition fee/ C. E. A., if any, in respect of his/her children will be admissible as per rules of lending organization and borrowing organization has to pay the employee regularly.

13. Death Relief Scheme

The deputationist will not be entitled to get the benefit of Death Relief Scheme in lending organization during the period of foreign service. But if any similar scheme is available in the borrowing organization, he can avail benefit of the said scheme during the deputation period only.

14. Recoveries against advances

Recoveries from the employee's pay in respect of advances, if any, drawn from parent organization will be effected by the borrowing organization and remitted to the lending organization regularly every month by means of crossed cheque / demand draft.

15. Bonus / Productivity Linked Incentive Scheme, ex-gratia

He will be governed by the bonus / productivity linked incentive scheme, ex-gratia scheme, if any, of borrowing organization and will not be entitled to any of the above mentioned schemes of lending organization during the period of deputation.

16. Conduct, Discipline & Appeal Rules

The deputationist employee will be governed with the Conduct, Discipline & Appeal Rules either by the parent / borrowing organization, as decided by the borrowing organization.

17. General

- i) He/she should not be transferred to another post or entrusted with any additional charge or promoted to an ex-cadre/ higher post or allowed any additional reimbursement / perk by the borrowing organization without obtaining prior approval of the competent authority of the lending organization.
- ii) Over payment, if any, made by the company will be recovered from the employee even after the expiry of the term of deputation and the amount has to be remitted to the borrowing organization by the lending organization.
- iii) If the above rates, lending organization's Rules / Orders undergo revision, the contribution etc. payable by the borrowing organization to the parent organization will stand revised.
- iv) Any terms and conditions / matters which are not covered shall be settled as per Rules of lending organization.
- v) If there is any doubt regarding interpretation of deputation terms and also any additional facilities / allowances to be extended to the employee, a decision of the lending organization shall be final and binding.