



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. AAI/ER/RTI/PIO/2026/1206

Date : 24-09-2026.

To,

Smt. Richa Kumari
Vill-Itimha, PO-Karma,
PS-Nasriganj, Dist.-Rohtas,
Pin – 821310.
(email id: richabed7320@gmail.com)

Subject : **Information under RTI Act. 2005.**

Madam,

आपके ऑनलाइन RTI आवेदन का संदर्भ दिया जाता है, जिसका पंजीकरण संख्या AAIKO/R/E/26/00140, दिनांक 04-09-2026 है।

Reference is made to your online RTI application with Registration No. AAIKO/R/E/26/00140, dated 04-09-2026.

इसके साथ संलग्न दस्तावेज़ में आपके आरटीआई आवेदन के संबंध में प्राप्त जानकारी दी गई है।

Enclosed herewith please find information which is received in respect of your RTI application.

भवदीय/ Yours Sincerely,

अनुलग्नक/Encl : यथोक्त/As stated above.

(बसंत कुमार भुयां /Basanta Kumar Bhuyan)

महाप्रबंधक (वित्त)/पीआईओ-क्षे.मु.-पू.क्षे./GM(Fin)/ PIO-RHQ-ER
एनएससीबीआई हवाई अड्डा, कोलकाता/NSCBI Airport, Kolkata

However, if you are not satisfied with the reply/information, you have the option to file an appeal within 30 days from the date of receipt of reply/ information to the First Appellate Authority. The details of First Appellate Authority is given below:

To

Shri Vikram Singh, RED(ER)/First Appellate Authority (FAA), Airports Authority of India, Regional Head Quarters, Eastern Region, N.S.C B.I. Airport, Kolkata-700 052.



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Ref: AAI/ER/HR/RTI/Reply/ 6514-6515

दिनांक: 18 सितंबर, 2026

सेवा में / To;

महाप्रबंधक (वित्त)/पी.आई. ओ. / The General Manager (Fin.)/PIO

भारतीय विमानपत्तन प्राधिकरण / Airports Authority of India,

क्षेत्रीय मुख्यालय (पूर्वी क्षेत्र) / Regional Headquarters (Eastern Region)

कोलकाता- 700 052. / Kolkata - 700 052.

Sub: Information sought under the Right to Information Act 2005 – reg.

Sir,

Reference is made to the letter vide no. AAI/ER/RTI/PIO/2026/184 dated 11.09.2024 regarding above cited subject.

In view of the above, the reply of information sought by Smt. Richa Kumari is appended below:

Sl No.	Information Sought	Information provided
1.	File RTI regarding know that my previous job in BSNL a Junior engg. and currently working in AAI in eastern region. I want to know that my accumulated earned leave (EL) in BSNL transfer to in AI department. please clarify regarding this matter	Extract of AAI leave Regulation ,2003 regarding carry forward of leave is enclosed.

This issues with the approval of the Competent Authority.

संलग्न : यथोपरि

(रवि अनुपम बा /Ravi Anupam Baa)

वरिष्ठ प्रबंधक (मा.सं.)/Sr. Manager (HR)

प्रतिलिपि:

- GM (HR-ER), AAI, Kolkata.

AAI (LEAVE) REGULATIONS, 2003

"In exercise of the powers conferred by sub-section (1) read with clause (b) of sub-section (2) and sub-section (4) of section 42 of the Airports Authority of India Act, 1994 (N0.55 Of 1994), the Airports Authority of India with the previous approval of the Central Govt. hereby makes the following Regulations."

1. SHORT TITLE AND COMMENCEMENT

- (1) These Regulations may be called **Airports Authority of India (Leave) Regulations, 2003.**
- (2) They shall come into force from the date of publication in the Official Gazette (Published in the Gazette of India Extraordinary – Part III-Section 4 on 13th June, 2003).

2. APPLICATION

These Regulations shall apply to all employees of the Authority except:

- (a) persons on deputation to the Authority;
- (b) persons in casual or daily rated or part-time employment; and
- (c) persons employed on contract except when the contract provides otherwise.

3. DEFINITIONS

- (a) **"Authorised Medical Officer"** means a Medical Officer appointed by the Authority either on full time or part time basis or a Registered Medical Practitioner possessing minimum qualification as MBBS/BDS/BAMS/BHMS;
- (b) **"Authority"** means the Airports Authority of India;
- (c) **"Competent Authority"** means in relation to the exercise of any power, the Chairperson or any Member or any other Officer of the Authority to whom powers may be delegated by the Chairperson in this behalf provided that in the case of Chairperson and whole time Members of the Authority appointed by the Central Government the Competent Authority shall be the Central Government;
- (d) **"Completed year of service"** means continuous service of specified duration in the Authority and includes period spent on duty as well as leave including extraordinary leave;
- (e) **"Employee"** means a person in the whole time service of the Authority;
- (f) **"Form"** means a form appended to these regulations;
- (g) **"Hospital"** means any hospital/dispensary/Medical Inspection(M.I) Room established by the Authority or empanelled or recognized by the

(2) **ENCASHMENT OF UNUTILIZED HALF-PAY-LEAVE:**

In the following circumstances, an employee will be entitled for encashment of unutilized half pay leave due and admissible at credit on the last day of his service.

Refer Circular No.A.60011/47/2004-IR&P dated 22.11.2001.

- (a) Leaving the service of AAI on attaining the age of superannuation
- (b) Death while in service
- (c) Cessation of service including resignation other than on grounds of disciplinary action, on attaining age of 50 (fifty) yrs. Provided the employee has put in a minimum of 20 (twenty) years of service in Govt. / PSE including a minimum service of 1 (one) year in AAI.

(d) **CALCULATION OF ENCASHMENT OF HALF PAY LEAVE**

$$\text{Cash Equivalent} = \frac{\text{Half of Basic Pay + DA}}{30} \times \text{No. of HPL to be encashed}$$

12. **CARRY FORWARD OF LEAVE**

When an employee moves from one Public Section Enterprise to another Public Sector Enterprise with the consent of both the employers, the employee shall be granted the facility to carry forward his earned leave and half pay leave.

13. **SPECIAL CASUAL LEAVE**

Special Casual leave may be granted to the employees in the following circumstances:

(1) **UNION ACTIVITIES:**

- (a) Special Casual Leave of maximum 20 days in a calendar year may be granted to the members of Central Executive Committee of the Recognized Union.
- (b) Special Casual Leave of maximum 10 days in a calendar year may be granted to the Office Bearers of the Recognized Union at the Regions and Airports where formal Union Office is set up and formal list of Union Office bearers has been communicated to the local Management on the recommendation of Regional Secretary and Branch Secretary as the case may be.
- (c) The other delegates who are not office bearers of the Branch of the Regional Office or Central Executive Committee Member may be granted maximum of 10 days special casual leave for attending All India Central Meeting of the Recognized Union. The above said leave may be allowed only on the recommendation of the General Secretary of the Recognized Union.