

RTI REQUEST DETAILS (आरटीआई अनुरोध विवरण)

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| Registration Number (पंजीकरण संख्या) : | AAOIN/R/E/26/00279 | Date of Receipt (प्राप्ति की तारीख) : | 24/02/2026 |
| Type of Receipt (रसीद का प्रकार) : | Online Receipt | Language of Request (अनुरोध की भाषा) : | English |
| Name (नाम) : | B. Srikanta | Gender (लिंग) : | Male |
| Address (पता) : | | | |
| State (राज्य) : | | Country (देश) : | |
| Phone Number (फोन नंबर) : | | Mobile Number (मोबाईल नंबर) : | |
| Email-ID (ईमेल-आईडी) : | | | |
| Status (स्थिति)(Rural/Urban) : | Rural | Education Status : | Graduate |
| Is Requester Below Poverty Line ? (क्या आवेदक गरीबी रेखा से नीचे का है?) : | No | Citizenship Status (नागरिकता) : | Indian |
| Amount Paid (राशि का भुगतान) : | 10) (original recipient) | Mode of Payment (भुगतान का प्रकार) : | Payment Gateway |
| Does it concern the life or Liberty of a Person? (क्या यह किसी व्यक्ति के जीवन अथवा स्वतंत्रता से संबंधित है?) : | No(Normal) | Request Pertains to (अनुरोध निम्नलिखित संबंधित है) : | Dr. Naresh Sain |
| Information Sought (जानकारी मांगी): | RTI query is attached in supporting document. | | |
| <input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Close"/> | | | |

Kindly provide the following information under the RTI Act, 2005 regarding transfer process of Security Discipline for Transfer Session 2026–27:

1. Transfer Seniority

1. Certified copy of Transfer Seniority List (Tenure & Normal Stations separately) for DGM (Security) and SM (Security) prepared for 2025–26 for conducting Transfer Session 2026–27, as mandated under AAI Transfer Policy.
2. If not prepared/uploaded by 31st October as required under policy, provide certified copy of file noting indicating reasons and approval of Competent Authority.

2. Invitation of Transfer Options

3. Certified copy of communication activating ESS Transfer Option for Security Directorate as per Corporate HRM Circular No. 01/2023.
4. Certified copy of letter inviting Annual Transfer 2026 options for Security Discipline Option Form 2026 along with record showing whether transfer seniority list was uploaded before inviting options.

3. Criteria Adopted

5. If transfer seniority was not followed strictly, provide certified copy of criteria adopted and recorded justification in file.

4. Posting & Tenure at CHQ

6. Certified copy of posting orders and stay details of Dr. Naresh Sain, DGM (Security), indicating:
 - (a) Date of relieving from Surat Airport and date of joining at CHQ Delhi.
 - (b) Whether his posting to CHQ Delhi was on “own cost request” basis or administrative transfer basis (certified copy of relevant order).
 - (c) Whether the period of stay at CHQ Delhi after transfer from Surat Airport on own cost basis is counted as regular CHQ tenure under AAI Transfer Policy
 - (d) Certified copy of rule/policy provision under which such own cost posting is counted or not counted towards CHQ tenure.
 - (e) As per the approved list of Identified Sensitive Posts in AAI , “Officials involved in transfer/postings of cadre officials” are categorized as sensitive posts.

Kindly provide:

- i. Certified copy of order/approval authorizing Dr. Naresh Sain to handle transfer/posting matters at CHQ.
- ii. The prescribed maximum tenure/rotation norms applicable to such sensitive assignment.
- iii. Certified copy of record showing whether his continuation in handling transfer matters complies with sensitive post rotation guidelines.

5. Manpower Position & Grade-wise Deployment

7. Certified copy of sanctioned strength and actual working strength (grade-wise) of Security Discipline officers at:

- (a) Varanasi Airport
- (b) Vijayawada Airport

8. Certified copy of the approved Manpower Sanction Order indicating the sanctioned level of post (e.g., AM/JE/SM/DGM etc.) for the above airports.
9. Kindly provide list of Airports (with documentary reference) where:

- (i) The sanctioned post in Security Discipline is at the level of Assistant Manager / Junior Executive, but
- (ii) An officer of higher grade (e.g., Senior Manager or above) is presently posted against such sanctioned lower-grade post.

10. Certified copy of approval note / file noting justifying posting of higher-grade officer against a lower sanctioned post, including:

- (a) Administrative reasons recorded,
- (b) Approval of Competent Authority,
- (c) Whether such posting is temporary or regular arrangement.

11. Certified copy of station-wise list of officers of Security Discipline (DGM / SM / Manager / AM / JE level) who have completed more than **03 years of continuous stay at the same station/CHQ/RHQ** as on 31.03.2026, indicating:

- (a) Name of officer
- (b) Designation
- (c) Station of posting
- (d) Date of joining at present station
- (e) Total continuous stay duration (in years/months)

12. Certified copy of record indicating:

- (a) Whether such officers were considered for transfer during Transfer Session 2026–27 as per minimum stay norms under AAI Transfer Policy.
- (b) If retained beyond 03 years at the same station, certified copy of recorded administrative justification and approval of Competent Authority.

6. Transfer Recommendation Committee (TRC)

13. Certified copy of document(s)/office order/circular indicating the **constitution, role, and responsibilities assigned to the HR representative/member** in the Transfer Recommendation Committee (TRC).

14. Certified copy of any policy provision, SOP, or circular defining:

- (a) Whether HR member is required to verify transfer seniority before recommendations.
- (b) Whether HR member is required to certify policy compliance prior to submission to Competent Authority.
- (c) Whether dissent/observations of HR member, if any, are required to be recorded in minutes.

**Government of India
Airports Authority of India
R G Bhawan, New Delhi**

Dated: 23/03/2026

To

Shri B. Srikanta

Registration Number : AAOIN/R/E/26/00279

Dear Sir/Madam

I am to refer to your Request for Information under RTI Act 2005, received vide letter dated 24/02/2026 and to say that *Please find reply to your above RTI attached vide letter no. AAI/A-Sec/Misc-05/RTI/2026/54 dated 23.03.2026.*

In case, you want to go for an appeal in connection with the information provided, you may appeal to the Appellate Authority indicated below within ***thirty days*** from the date of receipt of this letter.

Capt Dilip Kumar

FAA & Offg. ED (Security)

Address: R G Bhawan, New Delhi

Phone No.: 24640586

Yours faithfully

(Dr. Naresh Sain)

CPIO & DGM (Security)

Phone No.: 24632950

Email : nareshsain@aai.aero



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. AAI/A-Sec/Misc-05/RTI/2026/ 54

Dated: 23.03.2026

Shri B. Srikanta

Sub: Information under the RTI Act, 2005

Sir,

Reference to your online RTI request Registration No. AAOIN/R/E/26/00279 dated 24.02.2026 on the above cited subject.

2. The reply/information is as under:

| Sl. No. | Information Sought | Reply/Status |
|---------|---|---|
| 1. | 1. Certified copy of Transfer Seniority List (Tenure & Normal Stations separately) for DGM (Security) and SM (Security) prepared for 2025-26 for conducting Transfer Session 2026-27, as mandated under AAI Transfer Policy. 2. If not prepared/uploaded by 31st October as required under policy, provide certified copy of file noting indicating reasons and approval of Competent Authority. | No Transfer Seniority List for the year 2025-26 is available as per records. The information sought is in clarification/question answer form and does not come under the definition of 2(f) of RTI Act, 2005. |
| 2. | 3. Certified copy of communication activating ESS Transfer Option for Security Directorate as per Corporate HRM Circular No. 01/2023. 4. Certified copy of letter inviting Annual Transfer 2026 options for Security Discipline Option Form 2026 along with record showing whether transfer seniority list was uploaded before inviting options. | Copy of email dated 10.03.2026 is enclosed. The information sought is available on AAI website. |
| 3. | 5. If transfer seniority was not followed strictly, provide certified copy of criteria adopted and recorded justification in file. | The information sought is in clarification/question answer form and does not come under the definition of 2(f) of RTI Act, 2005. |
| 4. | 6. Certified copy of posting orders and stay details of Dr. Naresh Sain, DGM (Security), indicating: a. Date of relieving from Surat Airport | The requested information pertains to a third party, has no relation to any public activity or interest and its disclosure would cause an unwarranted invasion of privacy and is exempted under Section 8(1)(j) of the RTI Act, 2005. |

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| | <p>and date of joining at CHQ Delhi.</p> <p>b. Whether his posting to CHQ Delhi was on "own cost request" basis or administrative transfer basis (certified copy of relevant order).</p> <p>c. Whether the period of stay at CHQ Delhi after transfer from Surat Airport on own cost basis is counted as regular CHQ tenure under AAI Transfer Policy</p> <p>d. Certified copy of rule/policy provision under which such own cost posting is counted or not counted towards CHQ tenure.</p> <p>e. As per the approved list of Identified Sensitive Posts in AAI, "Officials involved in transfer/postings of cadre officials" are categorized as sensitive posts.</p> <p>Kindly provide:</p> <p>i. Certified copy of order/approval authorizing Dr. Naresh Sain to handle transfer/posting matters at CHQ.</p> <p>ii. The prescribed maximum tenure/rotation norms applicable to such sensitive assignment.</p> <p>iii. Certified copy of record showing whether his continuation in handling transfer matters complies with sensitive post rotation guidelines.</p> | <p>The information sought is related to internal distributions of official works and does not comes under the definition of Section 2(f) of the RTI Act, 2005</p> |
| <p>5.</p> | <p>7. Certified copy of sanctioned strength and actual working strength (grade-wise) of Security Discipline officers at:</p> <p>a. Varanasi Airport b. Vijayawada Airport</p> <p>8. Certified copy of the approved Manpower Sanction Order indicating the sanctioned level of post (e.g., AM/JE/SM/DGM etc.) for the above airports.</p> | <p>Under Section 8(1)(a) of the RTI Act, 2005 the information sought is exempted due to Security reasons.</p> |

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| <p>9. Kindly provide list of Airports (with documentary reference) where:</p> <ul style="list-style-type: none">i. The sanctioned post in Security Discipline is at the level of Assistant Manager / Junior Executive, butii. An officer of higher grade (e.g., Senior Manager or above) is presently posted against such sanctioned lower-grade post. <p>10. Certified copy of approval note / file noting justifying posting of higher-grade officer against a lower sanctioned post, including:</p> <ul style="list-style-type: none">a. Administrative reasons recorded,b. Approval of Competent Authority,c. Whether such posting is temporary or regular arrangement. <p>11. Certified copy of station-wise list of officers of Security Discipline (DGM / SM / Manager / AM / JE level) who have completed more than 03 years of continuous stay at the same station/CHQ/RHQ as on 31.03.2026, indicating:</p> <ul style="list-style-type: none">a. Name of officerb. Designationc. Station of postingd. Date of joining at present statione. Total continuous stay duration (in years/months) <p>12. Certified copy of record indicating:</p> <ul style="list-style-type: none">a. Whether such officers were considered for transfer during Transfer Session 2026-27 as per minimum stay norms under AAI Transfer Policy.b. If retained beyond 03 years at the same station, certified copy of recorded administrative justification and approval of Competent Authority. | |
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| 6. | <p>13. Certified copy of document(s)/office order/circular indicating the constitution, role, and responsibilities assigned to the HR representative/member in the Transfer Recommendation Committee (TRC).</p> <p>14. Certified copy of any policy provision, SOP, or circular defining:</p> <p>a. Whether HR member is required to verify transfer seniority before recommendations.</p> <p>b. Whether HR member is required to certify policy compliance prior to submission to Competent Authority.</p> <p>c. Whether dissent/observations of HR member, if any, are required to be recorded in minutes</p> | Directorate of HR may respond |
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3. In case, you are not satisfied with the information provided, then you are at liberty to file an appeal within 30 days from the date of receipt of information to Capt. Dilip Kumar, First Appellate Authority/ED (Security) Offg., Security Directorate, AAI, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi – 110003 under Section 19 (1) of RTI Act, 2005.

Yours sincerely,



23/03/2026

(Dr. Naresh Sain)
CPIO/DGM (Security)

Encl: as above

Copy to: Sh. Sushil Kumar Gupta, CPIO/GM(HR) – With a request to provide reply of point No. 06 of the RTI directly to the applicant.

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Activation of ESS Portal for transfer option Form in respect of Directorate of Airport Security- reg.

X DELETE ← REPLY ← REPLY ALL → FORWARD ...



Dr. Naresh Sain
Tue 3/10/2026 16:16

Mark as unread

To: SAP HR Support;
Cc: Mudit Chaturvedi; ED (Security);

@ 1 attachment

Document_2
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Greetings !!

Reference may be made to CHRM Circular no. 01/2023 dated 26th Dec 2023 on the above cited subject (copy attached).

2. It is requested to activate the necessary facility on ESS Portal for inviting transfer option forms from Executives of Directorate of Airport Security at the earliest.
3. This request is sent with the directions of ED (Security).

भवदीय/Yours faithfully,

डॉ. नरेश सैन/ Dr. Naresh Sain
उप महाप्रबंधक (सुरक्षा)/ DGM (Security)
सुरक्षा निदेशालय/Security Directorate
भा.वि.प्रा. निगमित मुख्यालय/AAI-CHQ
राजीव गांधी भवन/Rajiv Gandhi Bhawan
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