



संख्या: 52042/RTI/Appeal- 59/24(M) | 436

दिनांक: 06.11.2024

Sh. Laxman Choudhary  
Antody nagar,  
Bikaner 334001,  
Rajasthan.

विषय: प्रथम अपीलीय प्राधिकारी द्वारा जारी आदेश दिनांक 11.10.2024 की अनुपालना के संबंध में ।

SUB: In Compliance of First Appellate Authority's order dated 11.10.2024

महोदय,  
Sir,

यह आपके सूचना का अधिकार अधिनियम 2005 के अंतर्गत किए गए पार्थना पत्र AAIMU/R/T/24/00183 दिनांक 20.08.2024 तथा आपकी अपील दिनांक 22.09.2024 के संदर्भ में है ।

This is with reference to your RTI application no. AAIMU/R/T/24/00183 dated 20.08.2024 and further appeal dated 22.09.2024.

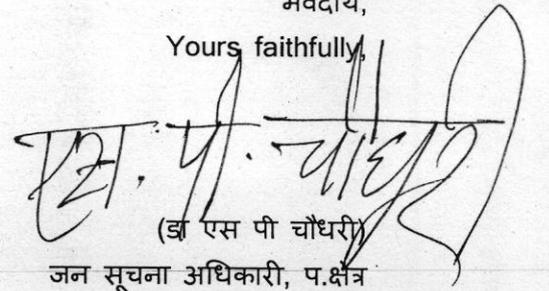
इस संबंध में प्रथम अपिलीय प्राधिकारी द्वारा जारी आदेश संख्या 52042/Mumbai/Appeal-59/2024/63 दिनांक 11.10.2024 की अनुपालना के संबंध में संयुक्त महाप्रबंधक (मा. सं.), प. क्षे. से प्राप्त सूचना संख्या भाविप्रा/क्षे.मु./प.क्षे./एएनएस/CNS-RTI/2024/844 दिनांक 30.10.2024 आपकी सूचना हेतु प्राप्त करे ।

In this connection enclosed please find the information no. भाविप्रा/क्षे.मु./प.क्षे./एएनएस/CNS-RTI/2024/844 dated 30.10.2024 received from Jt. GM(HR), WR in compliance of First Appellate Authority's order No. 52042/Mumbai/Appeal-59/2024/63 dated 11.10.2024.

धन्यवाद,

भवदीय,

Yours faithfully,

  
(डा एस पी चौधरी)  
जन सूचना अधिकारी, प.क्षेत्र

संलग्न : यथोपरि । (04 पन्ने)

Encl: As above (04 pages)



सं.संख्या : भाविप्रा/क्षे.मु./प.क्षे./एएनएस/CNS-RTI/2024/844

दिनांक : 30/10/2024

अंतर कार्यालयीन टिप्पणी

विषय: श्री लक्ष्मण चौधरी द्वारा सूचना के अधिकार के अंतर्गत प्रथम अपीलीय प्राधिकारी के  
समक्ष की गई प्रथम अपील संदर्भ में सूचना।

Reference to PIO ION dated 15.10.2024 has forwarded the First Appeal order 52042/Mumbai/Appeal-59/2024/63 dated 11/10/2024, as per para 3.2 the information available with HR department is given below.

क्रमांक	प्रश्न	जवाब
1.	Kindly please give me information under the Right to Information Act 2005  Myself Laxman Choudhary an employee of the Airport Authority of India. My designation is Junior Executive in the CNS department. My Employee number is 10023934 and I am currently posted at Shirdi Airport. My salary for November 2023 was not released. Kindly give me information under the RTI Act 2005 about why my salary for November 2023 was not released. Kindly provide me information about whether any circular or order or communication was released by the Human Resources department RHQ WR AAI to hold the salary of Shri Laxman Choudhary working in the Airport Authority of India Employee number 10023934. Provide me information under RTI Act 2005 about the email copy of CNS in charge Shirdi about holding the salary of Shri Laxman Choudhary employee number 10023934 working IN CNS department Airport Authority of India SHIRDI AIRPORT	Email copy of CNS In-Charge, Shirdi is enclosed.
2.	Kindly please provide me information under the Right to Information Act 2005 about why the salary of Shri Laxman choudhary who is an employee of the Airport Authority of India (EMP No. 10023934) for February 2024 and March 2024 was not released on the release date of the salary of the other AAI employees working at Shirdi airport	
3.	Kindly provide me information under RTI ACT 2005 about the AAI Human Resources department manual or circular or order for holding the salary of employees of the Airport Authority of India. Kindly provide me information about in what circumstances the salary of an employee can be put on hold and what is the procedure to hold the salary of an employee in the Airport Authority of India.	Copy of Rule is enclosed.

3. यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

संयुक्त महाप्रबंधक (मा.सं.)

सेवा में,

जन सूचना अधिकारी (PIO,WR), भाविप्रा, प.क्षेत्र, मुंबई.

(हिरालाल पराते)

सहायक महाप्रबंधक (मा.सं.)

produces a "FITNESS CERTIFICATE" from the Authorised Medical Officer or Hospital or Nursing Home.

**(9) WAIVING THE PRODUCTION OF MEDICAL CERTIFICATE**

The Authority Competent to grant leave may, at its discretion, waive the production Medical Certificate in case of an application for leave for a period not exceeding 3 (THREE) days at a time. Such leave shall not be treated as leave on Medical grounds and shall be debited against leave other than leave on Medical ground.

**(10) COMMENCEMENT AND TERMINATION OF LEAVE**

Leave ordinarily begins on the day on which the transfer of charge is effected and ends on the day preceding that on which the charge is resumed.

**(11) RETURN FROM LEAVE**

An employee on leave shall not return to duty before the expiry of the period of leave granted to him/her unless he/she is permitted by the Competent Authority to curtail his/her leave and resume duty before the expiry of leave sanctioned to him/her. He / She shall submit a Joining Report in the prescribed form (FORM NO.II).

**(12) RECALL TO DUTY BEFORE THE EXPIRY OF LEAVE**

An employee may be recalled from leave, by the Competent Authority, if the exigencies of the work so demand and shall be paid;

- a) Travelling Allowance for the Journey to be performed to resume duty, as admissible to him/her;
- b) Leave Salary which he/she would have drawn until he/she resumes duty.

**(13) ABSENCE FROM DUTY AFTER THE EXPIRY OF LEAVE (OVER STAY OF LEAVE) AND UNAUTHORIZED ABSENCE FROM DUTY:**

- (a) Unless the Authority Competent to grant leave, extends the leave, an employee who remains absent after his/her leave is over is entitled to no leave salary for the period of such absence and that period shall be debited against his/her leave account as though it was half pay leave to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave;
- (b) Wilful absence from duty after the expiry of leave renders an employee liable to disciplinary action;
- (c) The unauthorized absence of this kind apart from resulting in loss of Pay and Allowances for the period of such absence would also constitute a break in service entailing forfeiture of

past service, unless the break itself is condoned and treated as "Dies-Non". If the break is condoned and treated as "Dies-Non" by the Competent Authority, the service rendered prior to unauthorized absence be counted for all purposes but the period of break itself will not count for any purpose and treated as "Dies-Non" unless the employee represents in this regard.

- (d) The consequence of Unauthorized absence from duty, which is not condoned, would be as follows:
  - i) **PAY AND ALLOWANCES** – No Pay and Allowances are admissible during the period of unauthorized absence
  - ii) **INCREMENT** - The period of such Unauthorized absence would not count for increment ( *The period of unauthorised absence less than six months will not affect the change of increment*)
  - iii) **LEAVE** – The period of such Unauthorized absence would not count for earning leave
  - iv) **CONTRIBUTORY PROVIDENT FUND** – The period of Unauthorized absence would be ignored for the purpose of entitlement of Contributory Provident Fund benefits
  - v) **GRATUITY** - The interruption in service caused by such unauthorized absence would entail forfeiture of past service for the purpose of entitlement to Gratuity.
- (e) If such employee reports for duty before or after initiation of disciplinary proceedings, he/she may be taken back for duty because he/she has not been placed under suspension.

## 11. KINDS OF LEAVE DUE AND ADMISSIBILITY

### (1) EARNED LEAVE

#### (a) CALCULATION OF EARNED LEAVE

##### (i) Advance credit in two instalments-

The leave account of an employee shall be credited with **30 (THIRTY) days** Earned Leave in a calendar year. This shall be credited in advance in two instalments of **15 (FIFTEEN) days** each on the first day of January and the first day of July of every Calendar year.

##### (ii) Maximum Accumulation

The Earned Leave at the credit of an employee at the close of a half year shall be carried forward to next half year, subject to the condition that the Earned Leave so carried forward plus the credit for the half year shall not exceed **300 (THREE HUNDRED) days**.

*Refer Circular No.26 (a)/2012, No.60011/49/12-PP dated 14.08.2013.*

**Prajakta Arun Ghatvilkar**

**From:** CNS In Charge, Shirdi  
**Sent:** 27 November 2023 14:22  
**To:** Mukesh Menon; Prajakta Arun Ghatvilkar; Sanat Sanjeev Gavankar  
**Cc:** GM, CNS( WR); GM P & A. WR AAI; Atul Anant Sawant; Pankaj Swarnkar  
**Subject:** Request to withheld the salary of Nov 2023 iro Shri Laxman Choudhary , JE(CNS) Emp.No.10023934,

महोदय/महोदया,

Please refer to the trailing mail,

It is informed that Shri Laxman Choudhary , JE(CNS) Emp.No.10023934, relieved from CATC on **20/10/2023** and same has joined at Shirdi Airport on **30.10.2023 ( A/N)** as per CHQ vide letter No. A.22013/01/2023-HR(EC), dated 17.10.2023. Till 20th Nov 2023 he is undergone on job training.

Today on 27th Nov 2023 Shri Laxman Choudhary , JE(CNS) unauthorized absent from station without any prior intimation and approved leave.

It is requested that kindly withheld salary and other payment if any of the above official till the further intimation of this station.

सादर/REGARDS,

माधव राव सोनकुसले/ Madhav Rao Sonkusle

सहायक महाप्रबन्धक (सं.दि.नि.)/AGM (CNS)

प्रभारी सी.एन.एस./In-Charge, CNS

भारतीय विमानपत्तन प्राधिकरण/AIRPORTS AUTHORITY OF INDIA

शिर्डी विमानतल/SHIRDI AIRPORT

Phone: 02423246226, Mob:9425412056

**From:** CNS In Charge, Shirdi  
**Sent:** Monday, November 27, 2023 2:18 PM  
**To:** Mukesh Menon; Prajakta Arun Ghatvilkar; Sanat Sanjeev Gavankar  
**Cc:** GM, CNS( WR); GM P & A. WR AAI; Atul Anant Sawant; Pankaj Swarnkar  
**Subject:** Fw: Regarding CL for urgent work

महोदय/महोदया,

Please refer to the trailing mail,

It is informed that Shri Laxman Choudhary , JE(CNS) Emp.No.10023934, relieved from CATC on **20/10/2023** and same has joined at Shirdi Airport on **30.10.2023 ( A/N)** as per CHQ vide letter No. A.22013/01/2023-HR(EC), dated 17.10.2023. Till 20th Nov 2023 he is undergone on job training.

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