



No.52042/आरटीआय/केस-390/2024(एम)/ 438

दिनांक: 07.11.2024

सेवामें,

Sh. Laxman Choudhary  
Shirdi, Pin:423107,  
Maharashtra.

**विषय : सूचना का अधिकार अधिनियम, 2005 के अंतर्गत सूचना की आपूर्ति.**

**Sub: Supply of Information Under RTI Act, 2005.**

महोदय,

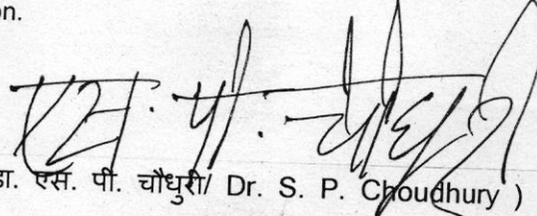
कृपया अपने सूचना का अधिकार अधिनियम, 2005 के तहत सूचना उपलब्ध कराने हेतु किए गए आवेदन संख्या AAIMU/R/E/24/00133 दिनांक 06.09.2024 का संदर्भ लें./ Kindly refer your RTI application Registration No. AAIMU/R/E/24/00133 dated 06.09.2024 seeking information under RTI Act, 2005.

2 सूचना के अभिरक्षक अर्थात् संयुक्त महाप्रबंधक (मा.सं.) प.क्षे. से दिनांक 06.11.2024 के अंतर कार्यालय टिप्पणी संख्या भाविप्रा/क्षे.मु./प.क्षे./एएनएस/CNS-RTI/2024/848 के अन्तर्गत बिन्दु क्र. 1, 2 और 5 की सूचना इस पत्र के साथ संलग्न है तथा बिन्दु क्र. 3 और 4 की सूचना के लिए आरटीआई आवेदन शिर्डी एयरपोर्ट को ईमेल दिनांक 12.09.2024 द्वारा स्थानांतरित कर दिया गया है। /The information received from the Deemed PIO /Custodian of Information i.e. Jt. General Manager (HR), WR vide ION No. भाविप्रा/क्षे.मु./प.क्षे./एएनएस/CNS-RTI/2024/848 dated 06.11.2024 attached herewith & for providing information on point nos. 3 & 4, the RTI application is transferred to Shirdi Airport vide email dated 12.09.2024.

3 आपके पास प्राप्त की गई सूचना के संबंध में सूचना का अधिकार अधिनियम, 2005 के अनुच्छेद 19(1) के अंतर्गत, इस सूचना के प्राप्त होने के 30 दिन के भीतर प्रथम अपीलीय प्राधिकारी के समक्ष निम्नलिखित पते पर प्रथम अपील करने का विकल्प सुलभ है:-क्षेत्रीय कार्यपालक निदेशक (प. क्षे.) और प्रथम अपीलीय प्राधिकारी, भारतीय विमानपत्तन प्राधिकरण, नवीन एकीकृत प्रचालन भवन, न्यू एयरपोर्ट कॉलोनी, विलेपार्ले (पू), मुंबई-400099./You have an option to prefer an appeal under Section 19(1) of RTI Act, 2005 against the information provided to you, within 30 days to the 1st Appellate Authority i.e. Regional Executive Director & First Appellate Authority, Western Region, Airports Authority of India, New Integrated Operational Offices, New Airport Colony, Vile Parle (E), Mumbai - 400 099.

4. आवेदक एएआई वेबसाइट लिंक aai.aero- Public Information-Right to Information- 7. RTI applications/Appeals & Responses--Western Region का संदर्भ ले सकता है। The applicant may refer AAI Website link aai.aero-Public Information-Right to Information-7. RTI applications/Appeals & Responses--Western Region.

धन्यवाद /Thanking You,

  
(डा. एस. पी. चौधरी/ Dr. S. P. Choudhury )  
जन सूचना अधिकारी, प. क्षे.

संलग्न/Encl. : 04 पन्ने / 04 pages.



सं.संख्या : भाविप्रा/क्षे.मु./प.क्षे./एएनएस/CNS-RTI/2024/ 848

दिनांक : 06/11/2024

अंतर कार्यालयीन टिप्पणी

विषय: सूचना का अधिकार अधिनियम, 2009 के अंतर्गत सूचना प्राप्त करने हेतु श्री लक्ष्मण चौधरी द्वारा सूचना का अधिकार अधिनियम 2009 आवेदन पत्र संख्या AAIMU/R/E/24/00133 दिनांक 06.09.2024 के आवेदन पत्र का अग्रेषण।

कृपया आपके ईमेल दिनांक 29.10.2024 और श्री लक्ष्मण चौधरी के आवेदन क्रमांक AAIMU/R/E/24/00133 दिनांक 06.09.2024 के अंतर्गत मांगी गई जानकारी निम्ननुसार है।

क्रमांक	प्रश्न	जवाब
1.	I Laxman Choudhary , am working at Shirdi Airport in the CNS department of Airports Authority of India. My emp. no is 10023934. Shirdi Airport is a non AAI Airport. Human resources department is not there at Shirdi airport. kindly please give me followings information under RTI Act 2005  why my salary for the month of November 2023 and August 2024 was not released ? kindly provide me copy of order to withhold my salary for the month of novemmber 2023 and august 2024.	Copy Enclosed.
2.	Undre RTI act 2005 Kindly provide me copy of rules/regulations regarding withholding salary of an employoee in airports authority of india	Copy Enclosed.
3.	kindly provide me information under RTI Act 2005 about atendance record of Sh. laxman Choudhary in the office for the month of november 2023 and august2024	Does not pertain to RHQ, Mumbai
4	kindly provide me copy of all the memorandums given to CNS offcie shirdi in last 6 months.	The information sought is not specific
5.	Under RTI Act 2005 copy of orde/ circular/ regarding withholding salary of an employee in Airports authority of india ?	Copy Enclosed.

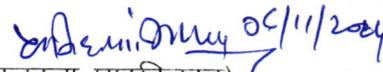
3. यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

  
6/11/2024  
वरिष्ठ प्रबन्धक (मा.सं.)

संयुक्त महाप्रबंधक (मा.सं.)

✓ सेवा में,

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

  
06/11/2024  
(प्राजक्ता घाटविलकर)  
सहायक प्रबंधक (मा.सं.)

**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.

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.

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.*