

भारतीय विमानपत्तन प्राधिकरण
महाप्रबंधक प्रचालन का कार्यालय
पश्चिमी मुख्यालय - मुंबई

संदर्भ संख्या क्रमांक-52001/एएआइ/ 15

27-01-2025

अंतर कार्यालयीन टिप्पणी

RTI REGISTRATION NO. AAIMU/R/X/25/00002 dated 21.01.2025 Sh. Afsan Shaikh

This is with reference to email dated 27-01-2025 received from PIO on the above stated subject.
The information wrt Point No.1b,2 &3 is detailed hereunder for your kind information please.

Sr.No	Information sought	Reply					
1b	What are the ideal or prescribed office timings with weekly schedules for non-executive employees of the Airport Operations Department performing general duties? Request: Provide copies of official circulars, memos, or policies if any that specify these working days and office timings.	} Not as per RTI ACT					
2	Attendance Records: ●Provide Last month's rosters and attendance records for non-executive employee only of Airport Operations performing general duties across all regions, stations, RHQ, and CHQ. ● Request: Share the attendance sheets, registers, or any other official documents used to record attendance.	Such information is exempted u/s 8(1)(j) of RTI ACT 2005					
3	●Can Airport operations non-executive claim overtime allowance? ●Can a Concerned HOD approve overtime allowance citing shortage of manpower than sanctioned strength on a particular station? ●Provide the last month's or the last roster's claimed overtime amount details of each non-executive employee performing Shift duties in the Airport Operations Department across all stations of all the regions in the below format. <table border="1"><thead><tr><th>Sr No.</th><th>AIRPORT NAME</th><th>NAME OF THE EMPLOYEE</th><th>DESIGNATION</th><th>AMOUNT CLAIMED</th></tr></thead></table> ● Request: Include copies of shift rosters.	Sr No.	AIRPORT NAME	NAME OF THE EMPLOYEE	DESIGNATION	AMOUNT CLAIMED	} Not as per RTI ACT } Pertains to Dept of F&A. Copy has been sent to Dept of F&A vide email dated 27-01-25 (copy attached).
Sr No.	AIRPORT NAME	NAME OF THE EMPLOYEE	DESIGNATION	AMOUNT CLAIMED			

(Aman Saini)

General Manager (OPS-TM) WR

Public Information Officer- WR