



No AAI/RHQ/WR/HR/E-V/2025 / 94

Date: 17.03.2025

INTER OFFICE NOTE

18

Sub: Information under RTI Act, 2005 – Ms. Tripti Tripathi - Case 81

Reference E-mail dated 25.02.2025 received from Public Information Officer, Western Region forwarding RTI applications No. AAIMU/R/T/25/00021 dated 19.02.2025 of Ms. Tripti Tripathi and seeking information under Right to Information Act-2005.

In this regard, reply of of HR Department. is given hereunder:

Sl.No.	सवाल (Information sought)	जबाब (Reply)
	Request for Information Under RTI Act, 2005 regarding Working Hours of Operations Cadres in AAI. The information regarding the working hours of different posts in the Operations cadre at all airports under Regional Headquarters (Western Region), Airports Authority of India (AAI)	-----
1	What are the prescribed working hours per week for the following positions in the Operations cadre ? a) Senior Assistant (Operations) b) Supervisor (Operations) c) Superintendent (Operations) d) Junior Executive (Operations) e) Assistant Manager (Operations)	The information sought by applicant is not available in the recorded form. However a copy of Circular dated 06.01.2016 is enclosed.
2	Please provide a copy of the relevant circulars/documents that define the official working hours for the above mentioned positions	
	I request you to kindly provide the information as per official records. If the information is not available with your office, please transfer my request to the relevant authority as per Section 6(3) of the RTI Act, 2005.	

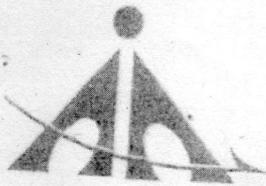
Jt. General Manager (HR)

General Manager (HR)

To,

PIO, WR

(Hiralal Parate)  
Asstt. General Manager (HR)



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

A-60011/36/2015-HRPC

06<sup>th</sup> January, 2016

The Regional Executive Director  
Airports Authority of India  
Northern/Western/Eastern/Southern/North East Region  
New Delhi/Mumbai/Kolkata/Chennai/Guwahati

The Executive Director,  
Airports Authority of India  
RCDU/FIU,  
New Delhi

The Airport Director  
Airports Authority of India  
Kolkata/Chennai Airport

The Director,  
Indian Aviation Academy  
New Delhi

The Principal,  
Civil Aviation Training College (CATC)  
Bamrauli,  
Allahabad

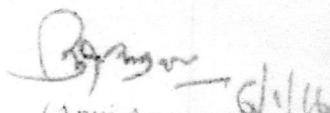
The General Manager  
Airports Authority of India  
CRSD/E&M Workshop  
New Delhi

CHRM CIRCULAR No. 01/2016

Subject: Review of Working hours of AAI

In accordance with the decision taken in the 167<sup>th</sup> Board Meeting in line with DOPT and MOCA guidelines, the working hours in Airports Authority of India for Non Operational duties has been changed from 0930 Hrs to 1800 Hrs. (with lunch break from 1330 Hrs to 1400 Hrs.).

2. The above timings will be effective with immediate effect. All concerned officials are hereby directed to strictly adhere to the above working timings.

  
(Anuj Aggarwal)  
Member (HR)

Distribution:

- OSD to Chairman
- DGM (ES) to Member(Planning)/Member(Fin)/Member(HR)/Member(ANS)/ Member(Ops)  
CVO
- All HODs at CHQ/Operational Office/AAI Office Complex
- GM(IT) for uploading on AAI website
- General Secretary -AAOA(I)/ATC (G)/ACOA(I)/AAI Engg. Guild(I)/ IAAIOA
- General Secretary, AAFU

राजीव गांधी भवन  
Rajiv Gandhi Bhawan

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