

Forward to GM(Fin.) on 09/02/26

RTI REQUEST DETAILS (आरटीआई अनुरोध विवरण)

Registration Number (पंजीकरण संख्या) :	AAIGU/R/E/26/00008	Date of Receipt (प्राप्ति की तारीख) :	07/02/2026
Type of Receipt (रसीद का प्रकार) :	Online Receipt	Language of Request (अनुरोध की भाषा) :	English
Name (नाम) :	R VEERASWAMY	Gender (लिंग) :	Male
Address (पता) :	46, V.P.R.ROAD, CHOKKIKULAM, MADURI, MADURAI, Pin:625002		
State (राज्य) :	Tamilnadu	Country (देश) :	India
Phone Number (फोन नंबर) :	+91-452498556	Mobile Number (मोबाईल नंबर) :	+91-7845020009
Email-ID (ईमेल-आईडी) :	rveeraswamy@gmail.com		
Status (स्थिति)(Rural/Urban) :	Urban	Education Status :	Above 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) :	Debashish Ghosh -CPIO
Information Sought (जानकारी मांगी):	THIS RTI APPLICANT WAS AIRPORT DIRECTOR, CALICUT AIRPORT DURING AUG, 2005 TO AUG, 2007. IN AUG, 2007, THIS RTI APPLICANT WAS TRANSFERRED TO GUWAHATI AIRPORT. THIS RTI APPLICANT WAS ALSO PAID RS.259000 AS TRANSFER ADVANCE ON 24.08.2007. AFTER JOINING GUWAHATI AIRPORT, AFTER SOME, THIS RTI APPLICANT SUBMITTED ADJUSTMENT ACCOUNT AND ALSO PAID THE EXCESS DRAWN TREANSFER ADVANCE. INFORMATION REQUIRED UNDER RTI ACT, 2005 DETAILS OF ADJUSTMENT IN RESPECT OF THIS TRANSFER ADVANCE OF RS.259000 SUCH AS SALARY ADVANCE, TRANSFER GRANT, AIRFARE, PACKING ALLOWANCE, TRANSPORT OF HOUSEHOLD ITEMS.ETC AND ALSO DETAILS OF REFUND OF EXESS TRANSFER ADVANCE. THIS INFORMATION IS REQUIRED IN CONNECTION WITH A CASE REGISTEED AGAINST THIS RTI APPLICANT IN HONBLE CBI II COURT, ERNAKULAM.		

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भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

संदर्भ संख्या : AAI/NER/RAU/RTI/
Ref. No. :

दिनांक : 12.03.2026
Date. :

To,
R. Veeraswamy
46, V.P.R. Road, Chokkikulam,
Madurai,
PIN: 625002.

Sub: RTI request of R. Veeraswamy AAIGU/R/E/26/00008.

Sir,

In reference to the RTI request No. AAIGU/R/E/26/00008 dated 07.02.2026 regarding above mentioned subject, please find the RTI Reply as follows:

Query	Reply
यह RTI एप्लिकेंट अगस्त 2002 से अगस्त 2007 तक कालीकट एयरपोर्ट का एयरपोर्ट डायरेक्टर था। अगस्त 2007 में, इस RTI एप्लिकेंट का गुवाहाटी एयरपोर्ट पर ट्रांसफर हो गया। इस RTI एप्लिकेंट को 24.08.2007 को ट्रांसफर एडवांस के तौर पर Rs. 259000 भी दिए गए। गुवाहाटी एयरपोर्ट जॉइन करने के कुछ समय बाद, इस RTI एप्लिकेंट ने एडजस्टमेंट अकाउंट जमा किया और ज्यादा निकाले गए ट्रांसफर एडवांस का पेमेंट भी किया। RTI एक्ट, 2005 के तहत जरूरी जानकारी: इस Rs. 259000 के ट्रांसफर एडवांस के संबंध में एडजस्टमेंट की जानकारी जैसे सैलरी एडवांस, ट्रांसफर ग्रांट, हवाई किराया, पैकिंग अलाउंस, घर के सामान का ट्रांसपोर्ट, बगैरह और ज्यादा ट्रांसफर एडवांस के रिफंड की जानकारी भी। This RTI Applicant was Airport Director, Calicut Airport during Aug' 2002 to Aug' 2007. In Aug, 2007, This RTI Applicant was transferred to Guwahati Airport. This RTI Applicant was also paid Rs. 259000 as Transfer Advance on 24.08.2007. After Joining Guwahati Airport, after some, this RTI Applicant submitted adjustment account and also paid the excess drawn Transfer Advance. Information required under RTI Act, 2005 details of adjustment in respect of this Transfer Advance of Rs. 259000 such as Salary Advance, Transfer Grant, Airfare, Packing Allowance, Transport of Household Items, etc and also details of refund of excess Transfer Advance.	मांगी गई जानकारी साल 2007 की है। इस ऑर्गनाइजेशन की रिकॉर्ड रिटेंशन पॉलिसी के अनुसार, जिसका जिक्र खास तौर पर 06 मार्च, 2013 के लेटर नंबर A60011/12/2013/hrpc (कॉर्पोरेट HRM सर्कुलर नंबर 3/2013, एनेक्सर 1) में किया गया है, ऐसे रिकॉर्ड्स के लिए तय रिटेंशन पीरियड खत्म हो गया है। इसलिए, 24.08.2007 के समय के रिकॉर्ड्स को तय वीडिंग-आउट शेड्यूल के हिसाब से हटा दिया गया है/नष्ट कर दिया गया है। क्योंकि अब रिकॉर्ड्स मेंटेन नहीं किए जाते हैं, इसलिए मांगी गई जानकारी नहीं दी जा सकती। The information requested pertains to the year 2007. As per the Record Retention Policy of this organization, specifically cited in Letter No. A60011/12/2013/HRPC dated March 06, 2013 (Corporate HRM Circular No. 3/2013, Annexure 1), the prescribed retention period for such records has expired. Consequently, the records for the period of 24.08.2007 have been weeded out/destroyed in accordance with the established weeding-out schedule. As the records are no longer maintained, the requested information cannot be provided.



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

संदर्भ संख्या :

Ref. No. :

दिनांक :

Date. :

यदि आप प्रदान की गई जानकारी से संतुष्ट नहीं हैं, तो आप वैधानिक समय अवधि के भीतर प्रथम अपीलीय प्राधिकारी / क्षेत्रीय कार्यकारी निदेशक, भारतीय विमानपत्तन प्राधिकरण, आराचक्रगु, गुवाहाटी - 781015 के समक्ष अपील दायर करने के लिए स्वतंत्र हैं।

In case you are not satisfied with the information provided, then you are at the liberty to file an appeal before the First Appellate Authority / Regional Executive Director, Airports Authority of India, RHQ, NER Guwahati – 781015 within the statutory time period.

(एम. के. एस. बरदलौ / M.K.S Bordoloi)

महाप्रबंधक (विन) / सीपीआईओ / General Manager (Finance) / CPIO

उत्तर पूर्वी क्षेत्र, गुवाहाटी / North Eastern Region, Guwahati

Copy to:

1. RTI Cell, AAI, RHQ, NER – for information please.



No.A.80011/12/2013-HRPC

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

March 6, 2013

The Regional Executive Director
Airports Authority of India
NR/SR/WR/ER/NER
Delhi/Chennai/Mumbai/Kolkata/Guwahati

The Airport Director
Airports Authority of India
Kolkata/Chennai

The Principal
CATC, Allahabad

The Executive Director (RCDU/PIU)
Airports Authority of India
New Delhi

The General Manager (CRSD/T&M)
Airports Authority of India
New Delhi

The Director, IAA
New Delhi

Corporate HRM Circular No.3/2013

Subject: Record Retention Schedule

In order to formulate a policy on record retention schedule and weeding out records, a committee comprising of representatives of various disciplines was constituted. The committee, after extensive consultations with the National Archives of India (NAI) has submitted its report containing the record retention schedule in respect of different disciplines in AAI. The report of the committee has been examined and the record retention schedule recommended by the committee has been approved.

2. The guidelines in respect of substantive functions of various disciplines except ATM/CNS are at Annexure-I. The retention schedule of ATM/CNS related records may be governed by relevant ICAO guidelines and DGCA/AAI Regulations. The record retention schedule pertaining to facilitative functions which are common to all disciplines will be governed by the guidelines issued by the Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India, which may be downloaded from www.darpg.nic.in (also available at <http://nationalarchives.nic.in>).

3. As a follow up, a committee may, under intimation to the undersigned by 31.3.2013, be constituted in each department for weeding out records annually. The committee will review the list of records to be weeded out as per the policy and take approval of HoD concerned before weeding out such records.

4. Those guidelines are to be implemented and adhered to strictly.

(K. R. JHA)
MEMBER(HR)

Distribution

- (i) Chairman/Member(Ops)/Member(Pig)/Member(ANS)/Member(Fin)/CVO/ o/o Member(HR)
- (ii) All HODs/ Director(Security)/ EDs at CHQ/ Operational Offices
- (iii) GM(FF) - for uploading this order on the website.
- (iv) President/General Secretary - All Officers' Associations - AAOAD/ACOA/ATC Guild(I)/AAI Engg Guild(I)/IAAIOA/AAI SC&ST Employees Welfare Association.

Encl-As above

RETENTION OF RECORDS- FINANCE & ACCOUNTS

The retention records in Finance & Accounts Directorate of AAI shall be governed by the following guidelines and such other Statutory Regulation in force from time to time.

Sl.No.	Name of Documents	Period of Retention
(A)	Employee Related Payments	
	1) Medical Vouchers	C-3
	2) Pay Bills	C-3
	3) ETC Vouchers	C-5
	4) TA/DA Vouchers	C-5
	5) QTA Vouchers	C-3
	6) Ex-gratia Vouchers	C-3
	7) Payment Vouchers	C-10
	8) Pay Bill Register	C-3
	9) Advances –	
	To Staff	C-3 (after settlement of advances)
	To Others	C-3 (after settlement of advances)
(B)	Third Party/Contract related Matters	
	1) A/A & E/S Approval Register	C-5
	2) Works Bills Register	C-10
	3) Bank Guarantee/FDR / Surety Bond Register	C-10
(C)	CPF/Pension/Gratuity Matters	
	1) Yearwise CPF Members' Account	C-1 (after final settlement or subject to period specified by RPFC or any other agency from time to time.)
	2) CPF Trust Account/Pension/Gratuity	C-10 or subject to period specified by RPFC or any other agency from time to time.)
(D)	Budget Book	C-10
(E)	Annual Report/Trial Balance/General Ledger/Sub Ledgers/Cash/Bank Book & other related records	C-10
(F)	Investment Register/Loan Register and other related records	C-15 (after maturity and receipt of the investment /after repayment of Loan)
(G)	Party wise bill register and invoices for Debtors and Creditors	C-3 (after the close of transaction with AAI.)
(H)	File, Papers & Documents contracts agreements relating to Finance Directorate	C-5 (after the contract/agreement/issue is closed or terminated.)
(I)	Records pertaining to JV Monitoring Cell	C-5 (after the expiry of JV Agreement)
(J)	Records relating to Income tax/TDS/TCS and Service Tax etc	C-10 (after finalisation of the assessment including appeals etc.)
(K)	Records relating to credit facility (traffic revenue)	C-3 (after the issue is closed.)
(L)	RTI/Replies to Parliament Question/Standing Committee etc	C-3 (after the Financial Years in which reply was submitted.)

* Notes:

- i. In Case any particular contract/case/file is under Arbitration, Litigation, Enquiry or audit by any Authority, all documents and records shall be required to be retained till the final clearance from Arbitration, Litigation, Enquiry or Audit as the case may be or till the prescribed retention period, whichever is later.

RTI APPEAL DETAILS			
RTI Appeal Registration No. :	AAIGU/A/E/26/00006	RTI Appeal Received Date :	16/03/2026
RTI Request Registration No. :	AAIGU/R/E/26/00008	RTI Request Registration Date :	07/02/2026
Name :	R VEERASWAMY	Gender :	Male
Address :	46, V.P.R.ROAD, CHOKKIKULAMMADURIMADURAI		
Pin Code :	625002		
State :	Tamilnadu	Country :	India
Phone :	+91-452498556	Mobile No :	+91-7845020009
Email :	rveeraswamy@gmail.com		
Status :	Urban	Educational Status :	Above Graduate
Citizenship :	Indian	Is Appellant below poverty line ? :	No
CPIO of Public Authority Approached :	46533	CPIO's Order/Decision Date :	Details not provided
CPIO's Order/Decision No. :	Details not provided		
Ground For Appeal :	Refused access to Information Requested		
Text of RTI First Appeal :	E		

ACTION HISTORY OF RTI REQUEST No.AAIGU/R/E/26/00008**Applicant Name**

R VEERASWAMY

Text of Application

THIS RTI APPLICANT WAS AIRPORT DIRECTOR, CALICUT AIRPORT DURING AUG, 2005 TO AUG, 2007. IN AUG, 2007, THIS RTI APPLICANT WAS TRANSFERRED TO GUWAHATI AIRPORT. THIS RTI APPLICANT WAS ALSO PAID RS.259000 AS TRANSFER ADVANCE ON 24.08.2007. AFTER JOINING GUWAHATI AIRPORT, AFTER SOME, THIS RTI APPLICANT SUBMITTED ADJUSTMENT ACCOUNT AND ALSO PAID THE EXCESS DRAWN TRANSFER ADVANCE. INFORMATION REQUIRED UNDER RTI ACT, 2005 DETAILS OF ADJUSTMENT IN RESPECT OF THIS TRANSFER ADVANCE OF RS.259000 SUCH AS SALARY ADVANCE, TRANSFER GRANT, AIRFARE, PACKING ALLOWANCE, TRANSPORT OF HOUSEHOLD ITEMS, ETC AND ALSO DETAILS OF REFUND OF EXCESS TRANSFER ADVANCE. THIS INFORMATION IS REQUIRED IN CONNECTION WITH A CASE REGISTEED AGAINST THIS RTI APPLICANT IN HONBLE CBI II COURT, ERNAKULAM.

Reply of Application

Reply Attached

SN.	Action Taken	Date of Action	Action Taken By	Remarks
1	RTI REQUEST RECEIVED	07/02/2026	Nodal Officer	
2	REQUEST FORWARDED TO CPIO	09/02/2026	Nodal Officer	Forwarded to CPIO(s) : (1) Debashish Ghosh -CPIO
3	REQUEST TRANSFERRED TO OTHER CPIO	09/02/2026	Debashish Ghosh -CPIO- (CPIO)	Transferred to CPIO(s) : (1) M.K.S. Bordoloi
4	REQUEST DISPOSED OF	16/03/2026	M.K.S. Bordoloi- (CPIO)	

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भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

संदर्भ संख्या :
Ref. No. :

दिनांक :
Date. :

ORDER

PASSED BY :
The Regional Executive Director
First Appellate Authority, RTI,
Airports Authority of India.

In the matter of
Shri R Veeraswamy
46, V.P.R Road
Chokkikulam
Maduri, Madurai
Pin – 625002, Tamilnadu

Order No.124/RED/FAA/RTI-12/I/

30.03.2026

PREAMBLE :->

- This Order is made under Section 19 of RTI Act, 2005.
- An Appeal against this Order, if so wished by the appellant, lies with the Central Information Commission, Room No.305, 2nd Floor, 'B' Wing, August Kranti Bhawan, Bhikaji Cama Place, New Delhi – 110 066.
- The Appeal may be filed within 90 days from the date on which the Order is made or is actually received.

FACTS :->

The Applicant has submitted an on line RTI application vide regd No **AAIGU/R/E/26/00008 dt. 07/02/2026** under RTI Act 2005 to PIO, Airports Authority of India, North Eastern Region, Guwahati containing the following query:

This RTI applicant was Airport Director, Calicut Airport during Aug, 2005 to Aug 2007. In Aug 2007 This RTI applicant was transferred to Guwahati Airport. This RTI applicant was also paid Rs. 259000 as transfer advance on 24.08.2007. After joining Guwahati Airport, after some, this RTI applicant submitted adjustment account and also paid the excess drawn transfer advance.

Information Required under RTI Act 2005 details of adjustment in respect of this transfer advance of Rs. 259000 such as salary advance, transfer grant, airfare, packing allowance, transport of household items, etc and also details of refund of excess transfer advance. This information is required in connection with a Case registered against this RTI applicant in Honble CBI II court, Ernakulam.

Pages 1 of 2

The GM(Fin)/PIO, RHQ, NER has replied to the above query through RTI portal vide letter No. AAI/NER/RAU/RTI dated 12/03/2026 as under.

Sl. No. 01 > This information requested pertains to the year 2007. As per the Record Retention Policy of this organization, specifically cited in Letter No. A60011/12/2013/HRPC dated March 06, 2013 (Corporate HRM Circular No 3/2013, Annexure I), the prescribed retention period for such records has expired. Consequently, the records for the period of 24.08.2007 have been weeded out/destroyed in accordance with the established weeding-out schedule. As the records are no longer maintained, the requested information cannot be provided.

The present appeal was preferred by the appellant vide RTI Appeal Reg. No. **AAIGU/A/E/26/00006** dtd. **16/03/2026** on the grounds that –

“Refused access to Information Requested”.

FINDINGS :->

After perusing the material placed on record in respect of the information sought by the appellant in his RTI Appeal No. **AAIGU/A/E/26/00006** dtd. **16/03/2026**, it is observed that the GM(Fin)/PIO, RHQ- NER has replied the information to the applicant vide letter no. AAI/NER/RAU/RTI dated 12/03/2026 is correct.

In view of above, instant First Appeal of **Shri R. Veeraswamy** vide Appeal No. **AAIGU/A/E/26/00006** dtd. **16/03/2026** stands **disposed off**.

However, the Appellant **Shri R. Veeraswamy**, if wishes so, may like to file an Appeal against this Order before the Hon'ble Central Information Commission, Room No. 305, 2nd Floor, '6' Wing, August Kranti Bhavan, Bhikaji Cama Place, New Delhi – 110 066 within the statutory time period.



(Gian Batra)

Regional Executive Director (Off)
First Appellate Authority, AAI, NER.

Copy to: -

- i) Shri R. Veeraswamy, V.P.R. Road, Chokkikulam, Maduri, Madurai, Pin – 625002, Tamilnadu.
- ii) Jt.GM(HR)/CPIO, RHQ-NER.
- iii) General Manager (Fin)/PIO, RHQ-NER.