

RTI REQUEST DETAILS (आरटीआई अनुरोध विवरण)

Registration Number (पंजीकरण संख्या) :	AAIGU/R/E/26/00016	Date of Receipt (प्राप्ति की तारीख) :	04/04/2026
Type of Receipt (रसीद का प्रकार) :	Online Receipt	Language of Request (अनुरोध की भाषा) :	English
Name (नाम) :	VIKRANT PRATAP SINGH	Gender (लिंग) :	Male
Address (पता) :	Jugendra Bhawan, Mohalla-hatonda ,jalesar(Etah), ETAH, Pin:207302		
State (राज्य) :	Uttar Pradesh	Country (देश) :	India
Phone Number (फोन नंबर) :	+91-7836965953	Mobile Number (मोबाईल नंबर) :	+91-7836965953
Email-ID (ईमेल-आईडी) :	specialvikrant@gmail.com		
Status (स्थिति)(Rural/Urban) :	Rural	Education Status :	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):	With reference to the PRP distribution of Fy 2023 2024. The PRP amount to employee number 10023290 disbursed was different to the amount shown in the sheet as disclosed by AAL Why the amount credited was different to the shown by AAI kindly give the calculation criteria for PRP disbursement for FY 2023 2024.		
Print Save Close			



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

दिनांक : 08.04.2026
Date. :

To,
Vikrant Pratap Singh
Jugendra Bhawan,
Mohalla-hatonda, Jalesar(Etah),
ETAH, PIN: 207302
Uttar Pradesh.

Sub: RTI request of Vikrant Pratap Singh AAIGU/R/E/26/00016.

Sir,

In reference to the RTI request No. AAIGU/R/E/26/00016 dated 04.04.2026 regarding above mentioned subject, please find the RTI Reply as follows:

Query	Reply
वित्त वर्ष 2023-2024 के PRP वितरण के संबंध में: कर्मचारी संख्या 10023290 को वितरित की गई PRP राशि, AAL द्वारा जारी की गई शीट में दर्शाई गई राशि से भिन्न थी। कृपया स्पष्ट करें कि क्रेडिट की गई राशि, AAI द्वारा दर्शाई गई राशि से अलग क्यों थी; साथ ही, कृपया वित्त वर्ष 2023-2024 के लिए PRP वितरण हेतु गणना का मापदंड (calculation criteria) भी प्रदान करें। With reference to the PRP distribution of FY 2023 2024. The PRP amount to employee number 10023290 disbursed was different to the amount shown in the sheet as disclosed by AAL Why the amount credited was different to the shown by AAI kindly give the calculation criteria for PRP disbursement for FY 2023 2024.	कर्मचारी संख्या 10023290 को PRP की राशि CHQ, नई दिल्ली के दिनांक 16.10.2025 के मेल और संलग्न सूची के क्रमांक 9457 के अनुसार वितरित की गई। The PRP amount to the employee No. 10023290 disbursed as per CHQ, New-Delhi mail dated 16.10.2025 and attached list Sl. No. 9457.

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, आरएचक्यू, एनईआर 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. बरदलै

(एम. के. एस. बरदलै / M.K.S Bordoloi)

महाप्रबंधक (वित्त) / सीपीआईओ / General Manager (Finance) / CPIO
उत्तर पूर्वी क्षेत्र, गुवाहाटी / North Eastern Region, Guwahati

Copy to:

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

Process of disbursement of Performance Related Pay (PRP) for the FY 2023-24-Reg.

Mayashree Gogoi

Thu 12-03-2026 01:23

To: Salary Section, NER <salary.ner@AAI.AERO>;

3 attachments

PRP (2023-24) AMOUNT LIST.xlsx; CHRM 09-2025.pdf; CHRM 11-2025.pdf;

Sir,

From: GM HR NER <gmhrner@AAI.AERO>

Sent: 16 October 2025 19:39

To: Debasish Ghosh <ghoshd@AAI.AERO>; Bipul Ch. Das <bcdas@AAI.AERO>; DGM Finance, NER1

<dgmfin.ner1@AAI.AERO>; Sanjib Kumar Kakati <skakati@AAI.AERO>; Salary Section, NER <salary.ner@AAI.AERO>

Cc: Lokhi Medhi(Singha) <lokhisingha@AAI.AERO>; Mayashree Gogoi <mayashree@AAI.AERO>; Anupam Borgohain <anupam76@AAI.AERO>

Subject: FW: Process of disbursement of Performance Related Pay (PRP) for the FY 2023-24-Reg.

आवश्यक कार्यावाही हेतु।

सादर / Regards,

ज्ञान बत्तरा / Gian Batra

प्रबंधक(मा.सं.) / GM(HR)

क्षे.मु., उ.पू.क्षेत्र., / RHQ, NER

From: Anurag Nandan

Sent: 16 October, 2025 7:31 PM

To: GM FIN-NR <gmfnr@AAI.AERO>; GM F & A. WR AAI <gmfinwr@AAI.AERO>; GM(F&A), RHQ SR

<gmfnr@AAI.AERO>; GM FER <gmfer@AAI.AERO>; GM FIN. NER AAI <gmfinner@AAI.AERO>; General Manager

(Finance), Kolkata <gmfin_kol@AAI.AERO>; Basanta Kumar Bhuyan <bkbhuyan@AAI.AERO>; GM HR NR

<gmhrnr@AAI.AERO>; GM (HR) ER <gmhrer@AAI.AERO>; GM (HR) NSCBIA, Kolkata <gmhrkolkata@AAI.AERO>; GM

(HR),SR <gmhrsr@AAI.AERO>; GM HR NER <gmhrner@AAI.AERO>; GM HR, WR <gmhrwr@AAI.AERO>; GM(F&A),

Chennai Airport <gmfachnapt@AAI.AERO>

Cc: ED Finance 1 <edfin1@AAI.AERO>; Executive Director(HR), AAI <edhr@AAI.AERO>; Veena Gupta

<veenagupta@AAI.AERO>; GM(Fin.)-Exp, CHQ <gmfexp_chq@AAI.AERO>; Dibakar Goswami <dibakar@AAI.AERO>;

Gulzari Verma <glverma@AAI.AERO>; Tej Ram <tejram@AAI.AERO>; Sumit Kumar <sumitk@AAI.AERO>; Prabhakar R

<prabhakarr@AAI.AERO>; Puneet Sharma <pnsharma@AAI.AERO>; Puneet Verma <puneetverma@AAI.AERO>; SAP HR

Support <saphrsupport@AAI.AERO>; Geetha Sahu <geethasahu@AAI.AERO>; sapfi help <sapfihelp@AAI.AERO>; Kishor

Jha <kishorkj@AAI.AERO>; Vikas Sahni <vikas_sahani@AAI.AERO>; Servesesh Mishra <servesesh@AAI.AERO>

Subject: RE: Process of disbursement of Performance Related Pay (PRP) for the FY 2023-24-Reg.

Sir/ Madam,

Reference is made to the attached CHRM Circular No.09/2025 related to PRP payment and CHRM Circular no. 11/2025 related to mode of undertaking, both dated 16.10.2025. (copies attached)

A complete & updated list of 9464 executives, eligible to draw PRP for the FY 2023-24, along with their PRP amount due, is attached.

As per the directions of the Competent Authority,

- The PRP and PLP payment i.r.o serving executives/ non-executives, excluding those **executives** getting separated on or before 31.03.2026, subject to receipt of undertakings, may be released by the respective regions/ airports at their level tomorrow (17.10.2025) onwards.
- Before release of PLP/PRP payments, it may be ensured that non-executives promoted to executive level (E2 or above) during the F.Y. 2023-24, do not get the benefit of PLP & PRP together for any particular month/ period of the FY 2023-24.
- It may be ensured that tax (TDS), as per individual's applicable tax slab, is deducted, while releasing the payment.

Following dynamics, ensued during the computation of PRP (FY 2023-24) by the system, may be noted:-

- In order to normalise the data and bring parity in computation of PRP with regard to weightage of promotion, confirmation, etc. the benefit of higher grade of promotion/ eligibility to draw PRP has been kept as the same month (of promotion/ confirmation) if the date is 15th or less (1st to 15th day of the month). In rest of the cases, where the day of the month of Promotion/ confirmation is beyond 15th day of the month (16th day to end of month), the benefit of weightage is shifted to succeeding month.
- Further it may be noted that as per para 10 (b) of the attached CHRM circular "Such cases include situations where an employee was promoted from a Non-executive to an Executive cadre during the year, and has had a tenure of over 9 months in the Executive role. These cases have been adjusted to reflect their status as Executives" has been followed while computing the PRP for FY 2023-24. On a similar analogy, executives, who were promoted from a lower grade to a higher grade, and had a tenure of over 9 months in the higher grade during the FY 23-24, their grade benefit have also been adjusted to higher grade.

It may be ensured that PRP payment to superannuated / separated executives or executives superannuating by 31.03.2026, subject to furnishing of undertaking, is disbursed as per the calculation made on their notional pay, by the respective region/ airport, after deducting additional increments so granted as part of merger process of two organizations i.e. NAA and AAI, as per the directions in above referred CHRM Circular.

For any further query w.r.t. to the above disbursement process, Mrs. Veena Gupta AGM (F)-Extn 164 or Mr. Anurag Nandan, M(F), Extn 2113, @CHQ may be approached.

यवाद एवं आभार

Thanks & Regards

अनुराग नंदन/ Anurag Nandan

अधिकारी (वित्त) / Manager (Finance)

कैश अनुभाग/ Cash Section

राष्ट्रीय विमानपत्तन प्राधिकरण / AIRPORTS AUTHORITY OF INDIA

Reference trailing mail, it is requested to read the **date of offcycle** as **17.10.2025** instead of 16.10.2025.

Inconvenience is regretted.

धन्यवाद एवं आभार

Thanks & Regards

अनुराग नंदन/ Anurag Nandan

प्रबंधक (वित्त) / Manager (Finance)

रोकड़ अनुभाग/ Cash Section

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निगमित मुख्यालय, नई दिल्ली -110003/ Corporate Headquarters, New Delhi-110003

Phone number / दूरभाष : 011-24632950- Extn/ विस्तार: 2113

Please consider the environment - print this mail only when absolutely essential

From: Anurag Nandan

Sent: 16 October 2025 12:17

To: GM FIN-NR <gmfnr@AAI.AERO>; GM F & A. WR AAI <gmfinwr@AAI.AERO>; GM(F&A), RHQ SR <gmfnr@AAI.AERO>; GM FER <gmfer@AAI.AERO>; GM FIN. NER AAI <gmfinner@AAI.AERO>; General Manager (Finance), Kolkata <gmfin_kol@AAI.AERO>; Basanta Kumar Bhuyan <bkbhuyan@AAI.AERO>; GM HR NR <gmhrnr@AAI.AERO>; GM (HR) ER <gmhrer@AAI.AERO>; GM (HR) NSCBIA, Kolkata <gmhrkolkata@AAI.AERO>; GM (HR),SR <gmhrsr@AAI.AERO>; GM HR NER <gmhrner@AAI.AERO>; GM HR, WR <gmhrwr@AAI.AERO>; GM(F&A), Chennai Airport <gmfachnapt@AAI.AERO>

Cc: ED Finance 1 <edfin1@AAI.AERO>; Executive Director(HR), AAI <edhr@AAI.AERO>; Veena Gupta <veenagupta@AAI.AERO>; GM(Fin.)-Exp, CHQ <gmfexp_chq@AAI.AERO>; Dibakar Goswami <dibakar@AAI.AERO>; Gulzari Verma <glverma@AAI.AERO>; Tej Ram <tejram@AAI.AERO>; Sumit Kumar <sumitk@AAI.AERO>; Prabhakar R <prabhakarr@AAI.AERO>; Puneet Sharma <pnsharma@AAI.AERO>; Puneet Verma <puneetverma@AAI.AERO>; SAP HR Support <saphrsupport@AAI.AERO>; Geetha Sahu <geethasahu@AAI.AERO>; sapfi help <sapfihelp@AAI.AERO>; Kishor Jha <kishorkj@aai.aero>

Subject: Process of disbursement of Performance Related Pay (PRP) for the FY 2023-24-Reg.

Importance: High

Sir/Madam,

Greetings of the day!!

Reference is made to the attached CHRM Circular No.09/2025 dated 16.10.2025, regarding disbursement of Performance Related Pay (PRP) to executives for the year FY 2023-24. (Copy Attached)

A complete list of 9464 executives, eligible to draw PRP for the FY 2023-24, along with their PRP amount due, is attached.

As decided by the CA,

- The PRP amount i.r.o serving executives, on PAN INDIA basis, whose undertakings are received through ESS portal till the end of the day today (i.e. 16.10.2025), will be uploaded centrally by Cash Section-CHQ, in SAP as offcycle payment dated 16.10.2025, and will be executed tomorrow, i.e. 17.10.2025. A separate communication will follow, post uploading and execution of the offcycle. Respective payroll processors may then, initiate the process for release of payment at their end.
- Subsequent to this, respective unit SAP HR/FI users will be required to upload, process offcycle and release the PRP amount of remaining executives as per attached PRP amount list, at their end, on the basis of receipt their undertakings from, time to time. While executing the subsequent off-cycles, it may be ensured that executive gets the payment from

निगमित मुख्यालय, नई दिल्ली -110003/ Corporate Headquarters, New Delhi-110003

Phone number / दूरभाष : 011-24632950- Extn/ विस्तार: 2113

Please consider the environment – print this mail only when absolutely essential

From: Anurag Nandan

Sent: 16 October 2025 17:41

To: GM FIN-NR <gmfnr@AAI.AERO>; GM F & A. WR AAI <gmfinwr@AAI.AERO>; GM(F&A), RHQ SR <gmfinsr@AAI.AERO>; GM FER <gmfer@AAI.AERO>; GM FIN. NER AAI <gmfinner@AAI.AERO>; General Manager (Finance), Kolkata <gmfin_kol@AAI.AERO>; Basanta Kumar Bhuyan <bkbhuyan@AAI.AERO>; GM HR NR <gmhrnr@AAI.AERO>; GM (HR) ER <gmhrer@AAI.AERO>; GM (HR) NSCBIA, Kolkata <gmhrkolkata@AAI.AERO>; GM (HR),SR <gmhrsr@AAI.AERO>; GM HR NER <gmhrner@AAI.AERO>; GM HR, WR <gmhrwr@AAI.AERO>; GM(F&A), Chennai Airport <gmfachnapt@AAI.AERO>

Cc: ED Finance 1 <edfin1@AAI.AERO>; Executive Director(HR), AAI <edhr@AAI.AERO>; Veena Gupta <veenagupta@AAI.AERO>; GM(Fin.)-Exp, CHQ <gmfexp_chq@AAI.AERO>; Dibakar Goswami <dibakar@AAI.AERO>; Gulzari Verma <glverma@AAI.AERO>; Tej Ram <tejram@AAI.AERO>; Sumit Kumar <sumitk@AAI.AERO>; Prabhakar R <prabhakarr@AAI.AERO>; Puneet Sharma <pns Sharma@AAI.AERO>; Puneet Verma <puneetverma@AAI.AERO>; SAP HR Support <saphrsupport@AAI.AERO>; Geetha Sahu <geethasahu@AAI.AERO>; sapfi help <sapfihelp@AAI.AERO>; Kishor Jha <kishorkj@aaai.aero>; Vikas Sahni <vikas_sahani@AAI.AERO>; Servesh Mishra <servesh@AAI.AERO>

Subject: RE: Process of disbursement of Performance Related Pay (PRP) for the FY 2023-24-Reg.

Sir/ Madam,

Both the trailing mails wrt to PRP / PLP disbursement process are recalled, owing to technical issues.

Revised instructions and PRP amount list, in this regard shall be shared shortly.

Entries till such time no entry related to PRP / PLP may not be posted in SAP system.

धन्यवाद एवं आभार

Thanks & Regards

अनुराग नंदन/ Anurag Nandan

प्रबंधक (वित्त) / Manager (Finance)

रोकड़ अनुभाग/ Cash Section

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Phone number / दूरभाष : 011-24632950- Extn/ विस्तार: 2113

Please consider the environment – print this mail only when absolutely essential

From: Anurag Nandan

Sent: 16 October 2025 12:24

To: GM FIN-NR <gmfnr@AAI.AERO>; GM F & A. WR AAI <gmfinwr@AAI.AERO>; GM(F&A), RHQ SR <gmfinsr@AAI.AERO>; GM FER <gmfer@AAI.AERO>; GM FIN. NER AAI <gmfinner@AAI.AERO>; General Manager (Finance), Kolkata <gmfin_kol@AAI.AERO>; Basanta Kumar Bhuyan <bkbhuyan@AAI.AERO>; GM HR NR <gmhrnr@AAI.AERO>; GM (HR) ER <gmhrer@AAI.AERO>; GM (HR) NSCBIA, Kolkata <gmhrkolkata@AAI.AERO>; GM (HR),SR <gmhrsr@AAI.AERO>; GM HR NER <gmhrner@AAI.AERO>; GM HR, WR <gmhrwr@AAI.AERO>; GM(F&A), Chennai Airport <gmfachnapt@AAI.AERO>

Cc: ED Finance 1 <edfin1@AAI.AERO>; Executive Director(HR), AAI <edhr@AAI.AERO>; Veena Gupta <veenagupta@AAI.AERO>; GM(Fin.)-Exp, CHQ <gmfexp_chq@AAI.AERO>; Dibakar Goswami <dibakar@AAI.AERO>; Gulzari Verma <glverma@AAI.AERO>; Tej Ram <tejram@AAI.AERO>; Sumit Kumar <sumitk@AAI.AERO>; Prabhakar R <prabhakarr@AAI.AERO>; Puneet Sharma <pns Sharma@AAI.AERO>; Puneet Verma <puneetverma@AAI.AERO>; SAP HR Support <saphrsupport@AAI.AERO>; Geetha Sahu <geethasahu@AAI.AERO>; sapfi help <sapfihelp@AAI.AERO>; Kishor Jha <kishorkj@aaai.aero>; Vikas Sahni <vikas_sahani@AAI.AERO>; Servesh Mishra <servesh@AAI.AERO>

Subject: RE: Process of disbursement of Performance Related Pay (PRP) for the FY 2023-24-Reg.

Sir/ Madam,

their respective current payroll area only and has not already been paid by his/her previous/ other payroll processor.

- Before release of PLP/ & PRP payments, it may be ensured that non-executives promoted to executive level (E2 and above) during the F.Y. 2023-24, do not get the benefit of PLP & PRP together for any particular month/ period of the FY 2023-24.
- The payment of PLP may also be released on or after 17.10.2025.
- It may be ensured that tax (TDS), as per individual's applicable tax slab, is deducted, while releasing the payment.

Following dynamics, ensued during the computation of PRP (FY 2023-24) by the system, may be noted:-

- In order to normalise the data and bring parity in computation of PRP with regard to weightage of promotion, confirmation, etc. the benefit of higher grade of promotion/ eligibility to draw PRP has been kept as the same month (of promotion/ confirmation) if the date is 15th or less (1st to 15th day of the month). In rest of the cases, where the day of the month of Promotion/ confirmation is beyond 15th day of the month (16th day to end of month), the benefit of weightage is shifted to succeeding month.
- Further it may be noted that as per para 10 (b) of the attached CHRM circular "*Such cases include situations where an employee was promoted from a Non-executive to an Executive cadre during the year, and has had a tenure of over 9 months in the Executive role. These cases have been adjusted to reflect their status as Executives*" has been followed while computing the PRP for FY 2023-24. On a similar analogy, executives, who were promoted from a lower grade to a higher grade, and had a tenure of over 9 months in the higher grade during the FY 23-24, their grade benefit have also been adjusted to higher grade.

It may be ensured that PRP payment to superannuated / separated executives or executives superannuating by 31.03.2026, subject to furnishing of undertaking through offline mode (superannuated/ separated executives) or through ESS portal (incase of executives superannuating by 31.03.2026) is disbursed as per the calculation made on their notional pay, by the respective region/ airport, after deducting additional increments so granted as part of merger process of two organizations i.e. NAA and IAAI, as per the provisions in above referred CHRM Circular.

For any further query w.r.t. to the above disbursement process, Mrs. Veena Gupta AGM (F)-Extn 2164 or Mr. Anurag Nandan, M(F), Extn 2113, @CHQ may be approached.

धन्यवाद एवं आभार

Thanks & Regards

अनुराग नंदन/ Anurag Nandan

प्रबंधक (वित्त) / Manager (Finance)

रोकड़ अनुभाग/ Cash Section

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Phone number / दूरभाष : 011-24632950- Extn/ विस्तार: 2113

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N.	Emp No.	Name	Payable PRP
452	10023232	Milind Anand	65669.37
453	10023260	HAPPY	43530.83
454	10023268	PRASHANK UPADHYAY	47759.54
455	10023270	AKSHAY SINHA	48754.53
456	10023271	Shivendra Kumar Pandey	43530.83
457	10023290	Vikrant Pratap Singh	18112.69
458	10023321	ANSHUMAN TIWARI	17388.18
459	10023322	Mandivarapu Thikshan Madh	23184.24
460	10023323	HARBHAJAN SINGH	533638.94
461	10023491	BAGATHI NIKHIL	23184.24
462	10023497	DR. SRINIVAS HANUMANKAR	1245292.93
463	10023508	Pawan Sharma	23184.24
464	10024267	PANKAJ MALHOTRA	454494.50

RTI APPEAL DETAILS			
RTI Appeal Registration No. :	AAIGU/A/E/26/00009	RTI Appeal Received Date :	12/04/2026
RTI Request Registration No. :	AAIGU/R/E/26/00016	RTI Request Registration Date :	04/04/2026
Name :	VIKRANT PRATAP SINGH	Gender :	Male
Address :	Jugendra Bhawan Mohalla-hatonda ,jalesar(Etah)ETAH		
Pin Code :	207302		
State :	Uttar Pradesh	Country :	India
Phone :	+91-7836965953	Mobile No :	+91-7836965953
Email :	specialvikrant@gmail.com		
Status :	Rural	Educational Status :	
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 :	Any Other ground		
Text of RTI First Appeal :	In the rti the information regarding the specific calculations of the PRP of 10023290 was asked as in the second list the amount for PRP was reduced for 10023290 employee code while other batchmates of employee code 10023290 were given the PRP amount as per the first list. Why this indifference occurred as others got the same amount as per the first list while 10023290 got the amount according to second list of PRP 2023 2024, Kindly provide the details with calculations?		

ACTION HISTORY OF RTI REQUEST No.AAIGU/R/E/26/00016**Applicant Name** VIKRANT PRATAP SINGH**Text of Application** With reference to the PRP distribution of Fy 2023 2024. The PRP amount to employee number 10023290 disbursed was different to the amount shown in the sheet as disclosed by AAL Why the amount credited was different to the shown by AAL kindly give the calculation criteria for PRP disbursement for FY 2023 2024.**Reply of Application** Reply Attached

SN.	Action Taken	Date of Action	Action Taken By	Remarks
1	RTI REQUEST RECEIVED	04/04/2026	Nodal Officer	
2	REQUEST FORWARDED TO CPIO	06/04/2026	Nodal Officer	Forwarded to CPIO(s) : (1) Debashish Ghosh -CPIO
3	REQUEST TRANSFERRED TO OTHER CPIO	06/04/2026	Debashish Ghosh -CPIO- (CPIO)	Transferred to CPIO(s) : (1) M.K.S. Bordoloi
4	REQUEST DISPOSED OF	08/04/2026	M.K.S. Bordoloi- (CPIO)	

[Print](#)

Process of disbursement of Performance Related Pay (PRP) for the FY 2023-24-Reg.

Mayashree Gogoi

Salary Section, NER

Salary Section, NER <salary.ner@AAI.AERO>

PRP (2023-24) AMOUNT LIST.xlsx; CHRM 09-2025.pdf; CHRM 11-2025.pdf

Sir,

PFA

From: GM HR NER <gmhrner@AAI.AERO>

Sent: 16 October 2025 19:39

To: Debasish Ghosh <ghoshd@AAI.AERO>; Bipul Ch. Das <bcdas@AAI.AERO>; DGM Finance, NER1 <dgmfin.ner1@AAI.AERO>; Sanjib Kumar Kakati <skakati@AAI.AERO>; Salary Section, NER <salary.ner@AAI.AERO>

Cc: Lokhi Medhi(Singha) <lokhisingha@AAI.AERO>; Mayashree Gogoi <mayashree@AAI.AERO>; Anupam Borgohain <anupam76@AAI.AERO>

Subject: FW: Process of disbursement of Performance Related Pay (PRP) for the FY 2023-24-Reg.

आवश्यक कार्यावाही हेतु ।

सादर / Regards,

ज्ञान बत्तारा / Gian Batra

महा प्रबंधक(मा.सं.) / GM(HR)

क्षे.मु., उ.पू.क्षेत्र., / RHQ, NER

From: Anurag Nandan

Sent: 16 October, 2025 7:31 PM

To: GM FIN-NR <gmfinr@AAI.AERO>; GM F & A. WR AAI <gmfinwr@AAI.AERO>; GM(F&A), RHQ SR <gmfinr@AAI.AERO>; GM FER <gmfer@AAI.AERO>; GM FIN. NER AAI <gmfinner@AAI.AERO>; General Manager (Finance), Kolkata <gmfin_kol@AAI.AERO>; Basanta Kumar Bhuyan <bkbhuyan@AAI.AERO>; GM HR NR <gmhrnr@AAI.AERO>; GM (HR) ER <gmhrer@AAI.AERO>; GM (HR) NSCBIA, Kolkata <gmhrkolkata@AAI.AERO>; GM (HR), SR <gmhrsr@AAI.AERO>; GM HR NER <gmhrner@AAI.AERO>; GM HR, WR <gmhrwr@AAI.AERO>; GM(F&A), Chennai Airport <gmfachnapt@AAI.AERO>

Cc: ED Finance 1 <edfin1@AAI.AERO>; Executive Director(HR), AAI <edhr@AAI.AERO>; Veena Gupta <veenagupta@AAI.AERO>; GM(Fin.)-Exp, CHQ <gmfexp_chq@AAI.AERO>; Dibakar Goswami <dibakar@AAI.AERO>; Gulzari Verma <glverma@AAI.AERO>; Tej Ram <tejram@AAI.AERO>; Sumit Kumar <sumitk@AAI.AERO>; Prabhakar R <prabhakarr@AAI.AERO>; Puneet Sharma <pnsharma@AAI.AERO>; Puneet Verma <puneetverma@AAI.AERO>; SAP HR Support <saphrsupport@AAI.AERO>; Geetha Sahu <geethasahu@AAI.AERO>; sapfi help <sapfihelp@AAI.AERO>; Kishor Jha <kishorkj@AAI.AERO>; Vikas Sahni <vikas_sahani@AAI.AERO>; Servesh Mishra <servesh@AAI.AERO>

Subject: RE: Process of disbursement of Performance Related Pay (PRP) for the FY 2023-24-Reg.

Sir/ Madam,

Reference is made to the attached CHRM Circular No.09/2025 related to PRP payment and CHRM Circular no. 11/2025 related to mode of undertaking, both dated 16.10.2025. (copies attached)

A complete & updated list of 9464 executives, eligible to draw PRP for the FY 2023-24, along with their PRP amount due, is attached.

As per the directions of the Competent Authority,

- The PRP and PLP payment i.r.o **serving executives/ non-executives**, excluding those **executives** getting separated on or before 31.03.2026, subject to receipt of undertakings, may be released by the respective regions/ airports at their level tomorrow (17.10.2025) onwards.
- Before release of PLP/PRP payments, it may be ensured that **non-executives promoted to executive level (E2 or above)** during the F.Y. 2023-24, do not get the benefit of PLP & PRP together for any particular month/ period of the FY 2023-24.
- It may be ensured that tax (TDS), as per individual's applicable tax slab, is deducted, while releasing the payment.

Following dynamics, ensued during the computation of PRP (FY 2023-24) by the system, may be noted:-

- In order to normalise the data and bring parity in computation of PRP with regard to weightage of promotion, confirmation, etc. the benefit of higher grade of promotion/ eligibility to draw PRP has been kept as the same month (of promotion/ confirmation) if the date is 15th or less (1st to 15th day of the month). In rest of the cases, where the day of the month of Promotion/ confirmation is beyond 15th day of the month (16th day to end of month), the benefit of weightage is shifted to succeeding month.
- Further it may be noted that as per **para 10 (b)** of the attached CHRM circular "*Such cases include situations where an employee was promoted from a Non-executive to an Executive cadre during the year, and has had a tenure of over 9 months in the Executive role. These cases have been adjusted to reflect their status as Executives*" has been followed while computing the PRP for FY 2023-24. On a similar analogy, executives, who were promoted from a lower grade to a higher grade, and had a tenure of over 9 months in the higher grade during the FY 23-24, their grade benefit have also been adjusted to higher grade.

It may be ensured that PRP payment to superannuated / separated executives or executives superannuating by 31.03.2026, subject to furnishing of undertaking, is disbursed as per the calculation made on their notional pay, by the respective region/ airport, after deducting additional increments so granted as part of merger process of two organizations i.e. NAA and IAAI, as per the directions in above referred CHRM Circular.

For any further query w.r.t. to the above disbursement process, Mrs. Veena Gupta AGM (F)-Extn 2164 or Mr. Anurag Nandan, M(F), Extn 2113, @CHQ may be approached.

धन्यवाद एवं आभार

Thanks & Regards

अनुराग नंदन/ Anurag Nandan

प्रबंधक (वित्त) / Manager (Finance)

रोकड़ अनुभाग/ Cash Section

भारतीय विमानपत्तन प्राधिकरण / AIRPORTS AUTHORITY OF INDIA

निगमित मुख्यालय, नई दिल्ली -110003/ Corporate Headquarters, New Delhi-110003

Phone number / दूरभाष : 011-24632950- Extn/ विस्तार: 2113

Please consider the environment – print this mail only when absolutely essential

From: Anurag Nandan

Sent: 16 October 2025 17:41

To: GM FIN-NR <gmfnr@AAI.AERO>; GM F & A. WR AAI <gmfinwr@AAI.AERO>; GM(F&A), RHQ SR <gmfinsr@AAI.AERO>; GM FER <gmfer@AAI.AERO>; GM FIN. NER AAI <gmfinner@AAI.AERO>; General Manager (Finance), Kolkata <gmfin_kol@AAI.AERO>; Basanta Kumar Bhuyan <bkbhuyan@AAI.AERO>; GM HR NR <gmhrnr@AAI.AERO>; GM (HR) ER <gmhrer@AAI.AERO>; GM (HR) NSCBIA, Kolkata <gmhrkolkata@AAI.AERO>; GM (HR),SR <gmhrsr@AAI.AERO>; GM HR NER <gmhrner@AAI.AERO>; GM HR, WR <gmhrwr@AAI.AERO>; GM(F&A), Chennai Airport <gmfachnapt@AAI.AERO>

Cc: ED Finance 1 <edfin1@AAI.AERO>; Executive Director(HR), AAI <edhr@AAI.AERO>; Veena Gupta <veenagupta@AAI.AERO>; GM(Fin.)-Exp, CHQ <gmfexp_chq@AAI.AERO>; Dibakar Goswami <dibakar@AAI.AERO>; Gulzari Verma <glverma@AAI.AERO>; Tej Ram <tejram@AAI.AERO>; Sumit Kumar <sumitk@AAI.AERO>; Prabhakar R <prabhakarr@AAI.AERO>; Puneet Sharma <pnsharma@AAI.AERO>; Puneet Verma <puneetverma@AAI.AERO>; SAP HR Support <saphrsupport@AAI.AERO>; Geetha Sahu <geethasahu@AAI.AERO>; sapfi help <sapfihelp@AAI.AERO>; Kishor Jha <kishorkj@aaiaero>; Vikas Sahni <vikas_sahani@AAI.AERO>; Servesesh Mishra <servesesh@AAI.AERO>

Subject: RE: Process of disbursement of Performance Related Pay (PRP) for the FY 2023-24-Reg.

Sir/ Madam,

Both the trailing mails wrt to PRP / PLP disbursement process are recalled, owing to technical issues.

Revised instructions and PRP amount list, in this regard shall be shared shortly.

Entries till such time no entry related to PRP / PLP may not be posted in SAP system.

धन्यवाद एवं आभार

Thanks & Regards

अनुराग नंदन/ Anurag Nandan

प्रबंधक (वित्त) / Manager (Finance)

रोकड़ अनुभाग/ Cash Section

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निगमित मुख्यालय, नई दिल्ली -110003/ Corporate Headquarters, New Delhi-110003

Phone number / दूरभाष : 011-24632950- Extn/ विस्तार: 2113

Please consider the environment – print this mail only when absolutely essential

From: Anurag Nandan

Sent: 16 October 2025 12:24

To: GM FIN-NR <gmfnr@AAI.AERO>; GM F & A. WR AAI <gmfinwr@AAI.AERO>; GM(F&A), RHQ SR <gmfinsr@AAI.AERO>; GM FER <gmfer@AAI.AERO>; GM FIN. NER AAI <gmfinner@AAI.AERO>; General Manager (Finance), Kolkata <gmfin_kol@AAI.AERO>; Basanta Kumar Bhuyan <bkbhuyan@AAI.AERO>; GM HR NR <gmhrnr@AAI.AERO>; GM (HR) ER <gmhrer@AAI.AERO>; GM (HR) NSCBIA, Kolkata <gmhrkolkata@AAI.AERO>; GM (HR),SR <gmhrsr@AAI.AERO>; GM HR NER <gmhrner@AAI.AERO>; GM HR, WR <gmhrwr@AAI.AERO>; GM(F&A), Chennai Airport <gmfachnapt@AAI.AERO>

Cc: ED Finance 1 <edfin1@AAI.AERO>; Executive Director(HR), AAI <edhr@AAI.AERO>; Veena Gupta <veenagupta@AAI.AERO>; GM(Fin.)-Exp, CHQ <gmfexp_chq@AAI.AERO>; Dibakar Goswami <dibakar@AAI.AERO>; Gulzari Verma <glverma@AAI.AERO>; Tej Ram <tejram@AAI.AERO>; Sumit Kumar <sumitk@AAI.AERO>; Prabhakar R <prabhakarr@AAI.AERO>; Puneet Sharma <pnsharma@AAI.AERO>; Puneet Verma <puneetverma@AAI.AERO>; SAP HR Support <saphrsupport@AAI.AERO>; Geetha Sahu <geethasahu@AAI.AERO>; sapfi help <sapfihelp@AAI.AERO>; Kishor Jha <kishorkj@aaiaero>; Vikas Sahni <vikas_sahani@AAI.AERO>; Servesesh Mishra <servesesh@AAI.AERO>

Subject: RE: Process of disbursement of Performance Related Pay (PRP) for the FY 2023-24-Reg.

Sir/ Madam,

Reference trailing mail, it is requested to read the **date of offcycle** as **17.10.2025** instead of 16.10.2025.

Inconvenience is regretted.

धन्यवाद एवं आभार

Thanks & Regards

अनुराग नंदन/ Anurag Nandan

प्रबंधक (वित्त) / Manager (Finance)

रोकड़ अनुभाग/ Cash Section

भारतीय विमानपत्तन प्राधिकरण / AIRPORTS AUTHORITY OF INDIA

निगमित मुख्यालय, नई दिल्ली -110003/ Corporate Headquarters, New Delhi-110003

Phone number / दूरभाष : 011-24632950- Extn/ विस्तार: 2113

Please consider the environment – print this mail only when absolutely essential

From: Anurag Nandan

Sent: 16 October 2025 12:17

To: GM FIN-NR <gmnfr@AAI.AERO>; GM F & A. WR AAI <gmnfrwr@AAI.AERO>; GM(F&A), RHQ SR <gmnfrsr@AAI.AERO>; GM FER <gmnfer@AAI.AERO>; GM FIN. NER AAI <gmnfinner@AAI.AERO>; General Manager (Finance), Kolkata <gmnfin_kol@AAI.AERO>; Basanta Kumar Bhuyan <bkbhuyan@AAI.AERO>; GM HR NR <gmnhrnr@AAI.AERO>; GM (HR) ER <gmnhre@AAI.AERO>; GM (HR) NSCBIA, Kolkata <gmnhrkolkata@AAI.AERO>; GM (HR), SR <gmnhrsr@AAI.AERO>; GM HR NER <gmnhrner@AAI.AERO>; GM HR, WR <gmnhrwr@AAI.AERO>; GM(F&A), Chennai Airport <gmnfachnapt@AAI.AERO>

Cc: ED Finance 1 <edfin1@AAI.AERO>; Executive Director(HR), AAI <edhr@AAI.AERO>; Veena Gupta <veenagupta@AAI.AERO>; GM(Fin.)-Exp, CHQ <gmnfexp_chq@AAI.AERO>; Dibakar Goswami <dibakar@AAI.AERO>; Gulzari Verma <glverma@AAI.AERO>; Tej Ram <tejram@AAI.AERO>; Sumit Kumar <sumitk@AAI.AERO>; Prabhakar R <prabhakarr@AAI.AERO>; Puneet Sharma <pnsharma@AAI.AERO>; Puneet Verma <puneetverma@AAI.AERO>; SAP HR Support <saphrsupport@AAI.AERO>; Geetha Sahu <geethasahu@AAI.AERO>; sapfi help <sapfihelp@AAI.AERO>; Kishor Jha <kishorkj@aaiaero>

Subject: Process of disbursement of Performance Related Pay (PRP) for the FY 2023-24-Reg.

Importance: High

Sir/Madam,

Greetings of the day!!

Reference is made to the attached CHRM Circular No.09/2025 dated 16.10.2025, regarding disbursement of Performance Related Pay (PRP) to executives for the year FY 2023-24. (Copy Attached)

A complete list of remaining executives, eligible to draw PRP for the FY 2023-24, along with their PRP amount due, is attached.

As decided by the CA,

- The PRP amount i.r.o serving executives, on PAN INDIA basis, whose undertakings are received through ESS portal till the end of the day today (i.e. 16.10.2025), will be uploaded centrally by Cash Section-CHQ, in SAP as offcycle payment dated 16.10.2025, and will be executed tomorrow, i.e. 17.10.2025. A separate communication will follow, post uploading and execution of the offcycle. Respective payroll processors may then, initiate the process for release of payment at their end.
- Subsequent to this, respective unit SAP HR/FI users will be required to upload, process offcycle and release the PRP amount of remaining executives as per attached PRP amount list, at their end, on the basis of receipt their undertakings from, time to time. While executing the subsequent off-cycles, it may be ensured that executive gets the payment from

their respective current payroll area only and has not already been paid by his/her previous/ other payroll processor.

- Before release of PLP/ & PRP payments, it may be ensured that non-executives promoted to executive level (E2 and above) during the F.Y. 2023-24, do not get the benefit of PLP & PRP together for any particular month/ period of the FY 2023-24.
- The payment of PLP may also be released on or after 17.10.2025.
- It may be ensured that tax (TDS), as per individual's applicable tax slab, is deducted, while releasing the payment.

Following dynamics, ensued during the computation of PRP (FY 2023-24) by the system, may be noted:-

- In order to normalise the data and bring parity in computation of PRP with regard to weightage of promotion, confirmation, etc. the benefit of higher grade of promotion/ eligibility to draw PRP has been kept as the same month (of promotion/ confirmation) if the date is 15th or less (1st to 15th day of the month). In rest of the cases, where the day of the month of Promotion/ confirmation is beyond 15th day of the month (16th day to end of month), the benefit of weightage is shifted to succeeding month.
- Further it may be noted that as per para 10 (b) of the attached CHRM circular "*Such cases include situations where an employee was promoted from a Non-executive to an Executive cadre during the year, and has had a tenure of over 9 months in the Executive role. These cases have been adjusted to reflect their status as Executives*" has been followed while computing the PRP for FY 2023-24. On a similar analogy, executives, who were promoted from a lower grade to a higher grade, and had a tenure of over 9 months in the higher grade during the FY 23-24, their grade benefit have also been adjusted to higher grade.

It may be ensured that PRP payment to superannuated / separated executives or executives superannuating by 31.03.2026, subject to furnishing of undertaking through offline mode (superannuated/ separated executives) or through ESS portal (incase of executives superannuating by 31.03.2026) is disbursed as per the calculation made on their notional pay, by the respective region/ airport, after deducting additional increments so granted as part of merger process of two organizations i.e. NAA and IAAI, as per the directions in above referred CHRM Circular.

For any further query w.r.t. to the above disbursement process, Mrs. Veena Gupta AGM (F)-Extn 2164 or Mr. Anurag Nandan, M(F), Extn 2113, @CHQ may be approached.

धन्यवाद एवं आभार

Thanks & Regards

अनुराग नंदन/ Anurag Nandan

प्रबंधक (वित्त) / Manager (Finance)

रोकड़ अनुभाग/ Cash Section

भारतीय विमानपत्तन प्राधिकरण / AIRPORTS AUTHORITY OF INDIA

निगमित मुख्यालय, नई दिल्ली -110003/ Corporate Headquarters, New Delhi-110003

Phone number / दूरभाष : 011-24632950- Extn/ विस्तार: 2113

Please consider the environment – print this mail only when absolutely essential

S.N.	Emp No.	Name	Payable PRP
9452	10023232	Milind Anand	65669.37
9453	10023260	HAPPY	43530.83
9454	10023268	PRASHANK UPADHYAY	47759.54
9455	10023270	AKSHAY SINHA	48754.53
9456	10023271	Shivendra Kumar Pandey	43530.83
9457	10023290	Vikrant Pratap Singh	18112.69
9458	10023321	ANSHUMAN TIWARI	17388.18
9459	10023322	Mandivarapu Thikshan Madh	23184.24
9460	10023323	HARBHAJAN SINGH	533638.94
9461	10023491	BAGATHI NIKHIL	23184.24
9462	10023497	DR. SRINIVAS HANUMANKAR	1245292.93
9463	10023508	Pawan Sharma	23184.24
9464	10024267	PANKAJ MALHOTRA	454494.50



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 Vikrant Pratap Singh
Jugendra Bhawan,
Mohalla-Hatonda
Jaleswar(Etah)
ETAH, Pin-207302
Uttar Pradesh

Order No.127/RED/FAA/RTI-12/I/ 1308

07.05.2026

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/26/00016 dt. 04/04/2026 under RTI Act 2005 to PIO, Airports Authority of India, North Eastern Region, Guwahati containing the following query:

With reference to the PRP distribution of Fy 2023 2024. The PRP amount to employee number 10023290 disbursed was different to the amount shown in the sheet as disclosed by AAI. Why the amount credited was different to the shown by AAI. kindly give the calculation criteria for PRP disbursement for FY 2023 2024.

The GM(Fin)/PIO, RHQ, NER has replied to the above query through RTI portal vide letter No. AAI/NER/RAU/RTI dated 08/04/2026 as under.

Sl. No. 01 > The PRP amount to the employee No. 10023290 disbursed as per CHQ, New Delhi mail dated 16.10.2025 and attached list SI No. 9457.

Pages 1 of 2

The present appeal was preferred by the appellant vide RTI Appeal Reg. No. AAIGU/A/E/26/00009 dtd. 12/04/2026 on the grounds that –

"In the rti the information regarding the specific calculations of the PRP of 10023290 was asked as in the second list the amount for PRP was reduced for 10023290 employee code while other batchmates of employee code 10023290 were given the PRP amount as per the first list. Why this indifference occurred as others got the same amount as per the first list while 10023290 got the amount according to second list of PRP 2023 2024, Kindly provide the details with calculations?"

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/26/00009 dtd. 12/04/2026, it is informed that the payment of PRP amounting to Rs. 18,112.69 has been paid to Shri Vikrant Pratap Singh, Ex-JE (Tech) through off-cycle payment on 06.11.2025 on receipt of undertaking.

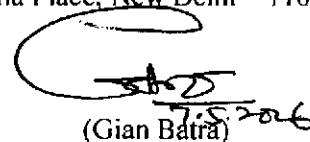
This payment was made to the executive on the basis of revised details provided by Cash Section, CHQ. The previous details were recalled by CHQ due to technical issues.

RHQ-NER process the disbursement of such payments. The details are being provided by CHQ.

In view of above, concerned section of CHQ is requested to provide the calculations to the appellant.

In view of above, instant First Appeal of **Shri Vikrant Pratap Singh** vide Appeal No. AAIGU/A/E/26/00009 dtd. 12/04/2026 stands **disposed off**.

However, the Appellant **Shri Vikrant Pratap Singh**, 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 Vikrant Pratap Singh**, Jugendra Bhawan Mohalla-Hatonda, Jaleswar (Etah) ETAH, Pin – 207302, Uttar Pradesh
- ii) Jt.GM(HR)/CPIO, RHQ-NER } To request concerned section, CHQ to provide calculations to the appellant with intimation to his office.
- ii) General Manager (Fin)/PIO, RHQ-NER.