



भारतीय विमानपत्तन प्राधिकरण  
**AIRPORTS AUTHORITY OF INDIA**  
चेन्नई हवाई अड्डा :: चेन्नई- 600016  
CHENNAI AIRPORT:: CHENNAI-600016



**सूचना का अधिकार अधिनियम प्रकोष्ठ**  
**R.T.I. CELL**

No. AAM/RTI/DIRCA/R/T/21/00037/GM (E-E)/

Dated 01/12/2021

**RTI REPLY**

Sub: Online RTI Application dated 23/11/2021 of **Sh. RAVI BHUSHAN PRASAD** - Reg.

The information sought pertaining to Chennai Airport with respect to the online RTI Application filed by **Sh. RAVI BHUSHAN PRASAD** vide Reg. No. DIRCA/R/T/21/00037, dated 23/11/2021 is as under:

S.N	Query	Reply
1.	I want to know the number of pending individual cases at airport level or regional headquarters level or central headquarters level pending for leave considerations for the lockdown period from 24.03.2020 to 25.05.2020	NIL for Chennai Airport
2.	I want to know the list of individuals and designation across all airports whose salary has been deducted for lockdown period from 24.03.2020 to 25.05.2020	NIL for Chennai Airport
3.	I want to know the guideline to mark the attendance at midnight of the day as next day change after midnight 0000hrs for shift duty personnel	Reply of CPIO (IT), CHQ dated 30/08/2019 is enclosed as Annexure.
4.	Please provide the guideline for Biometric attendance system implemented for shift duties persons	
5.	Please provide the details of airports where biometric attendance system has been implemented for shift duties staff	At Chennai it has been implemented as per CHQ instruction.
6.	I want to know the leave regulations for shift duties personnel for OPS directorate who perform shift duties in 6/6/12 hrs shifts and 12/12 hrs shifts	Information is available in AAI website @
7.	I want to know the prefix and suffix can be attached by shift duties persons of OPS directorate while availing EL and CL	<a href="https://www.aai.aero/en/rti">https://www.aai.aero/en/rti</a> under Section 4(1) (b)

2. In case, applicant is not satisfied with the information provided, he may file an appeal before the First Appellate Authority (FAA) as per Section 19(1) of the RTI Act, 2005 within 30 days from the receipt of this reply, whose name and address is given below:

The Airport Director / First Appellate Authority,  
AAI, Operational Offices, Meenambakkam, Chennai Airport,  
Chennai – 600 016 (Phone: 044 – 22561122) Email: [apdchennai@aai.aero](mailto:apdchennai@aai.aero)

Encl: As above

(S.G. Panicker)  
GM(Engg-Elect)/CPIO  
AAI, Chennai Airport  
1/12/21



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AIRPORTS AUTHORITY OF INDIA

AAI/CHQ/ITD/RTI/2019 /59.

Date: 27.08.2019

30.08.2019

**Subject:- Information under RTI Act, 2005**

Sir,

Reference may please be made to your office letter No. AAOIN/R/2019/51204 dated 29/07/2019 on the above subject, following is submitted for information and necessary action at your end.

S. No.	Question	Answer
2.	Please provide the guideline to mark attendance at midnight of the day as next date change after midnight 12.00PM for who is performing shift duty for 24 hours as the following shift.	Biometric attendance system was designed and developed by NIC initially for staff performing general duties. On enquiry from NIC, it was given to understand that same is not developed for shift duties so far and efforts are on the way to do the same but still it is not functioning for different categories of shift duty staff.
3.	Please provide the details of airports where BAS attendance system implemented for shift duties staff.	Due to limitations of BAS, BAS attendance system could not be implemented at any airport for shift duties staff.

(A K Sharma)  
CPIO (IT)

Copy to :

1. Sh. Parveen Kumar, DGM (Admin)
2. GM(IT) - for information
3. Policy Cell – Sbri K. Nagraj, GM (HR)