



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/22/00025/GM (E-E)/

Dated 06/06/2022

**RTI REPLY**

Sub: Online RTI Application dated 18/05/2022 of Ms.NEHA - Reg.

The information sought pertaining to Chennai Airport with respect to the RTI Request filed by Ms.NEHA vide online RTI Application Reg. No. DIRCA/R/T/22/00025 dated 18/05/2022 is as under:

S.N.	Query	Reply
1.	Provide latest circular for residential lease accommodation applicable for employee.	Copies of CHRM Circular
2.	Provide the scale/post/designation of employees entitled for leased residential accommodation and lease amount upto which they can avail lease residential accommodation from AAI post/designation wise.	No.02/2017 dated 02.01.2017 & CHRM Circular
3.	Provide the eligibility criteria for availing lease residential accommodation by the employee of AAI.	No.45/2019 dated 01.08.2019 are attached
4.	Provide the number of lease sanctioned for residential accommodation since 2014 with airport wise detail and separate them year wise.	NIL at Chennai Airport
5.	Provide the number of lease sanctioned for residential accommodation since 2014 with region wise detail and separate them year wise.	
6.	Provide the list of Airport where AAI residential colony is available and lease residential accommodation is sanctioned.	
7.	Provide the list of Airport where AAI residential colony is not available and lease residential accommodation is sanctioned.	Not Applicable
8.	Provide the average time taken region wise in sanctioning the lease residential accommodation after receiving application from employee.	
9.	Any austerity measure applied on sanctioning the residential leased accommodation. If any, provide circular mentioning particularly the condition for lease accommodation.	
10.	Please provide details of leased residential accommodation sanctioned during 2019, 2020, 2021 and 2022 with Airport name and number of leased residential accommodation sanctioned during that period.	Nil at Chennai Airport
11.	Provide the charges deducted from employees while availing leased residential accommodation and formula used for calculation of perquisite tax.	Not Applicable in view of Sl.No.10
12.	Provide the list of application pending with AAI submitted by employee for availing residential leased accommodation since 2019 with Airport wise details.	NIL at Chennai Airport
13.	Name of accountable officer for sanctioning leased residential accommodation Region wise and Airport-wise.	
14.	Provide the details of more efficient region in AAI in sanction leased residential accommodation with minimum time taken by them.	

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:

Dr. Sharad Kumar, FAA & Airport Director,  
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



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No.A.60011/91/2013-HRPC/05

January, 2017

02

The Regional Executive Director  
Airports Authority of India  
Northern/Western/Eastern/Southern/North East Region  
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. 02 / 2017

Subject : Leased Accommodation for Executives.

Reference CPC No. 24/2010 dated 03.08.2010 on the subject wherein the entitlement of company lease for all executives was revised.

2. The Competent Authority has decided to revise the lease entitlement in respect of Executives as under :

Grade	Scale	Max entitlement for Mumbai (60%) of Max. of pay scale	Max entitlement for other X class cities (50%) of Max. of pay scale	Max entitlement for Y class cities (35%) of Max. of pay scale	Max entitlement for Z class cities (20%) of Max. of pay scale
E9	62000-80000	48000	40000	28000	16000
E8	51300-73000	43800	36500	25550	14600
E7	43200-66000	39600	33000	23100	13200
E6	36600-62000	37200	31000	21700	12400
E5	32900-58000	34800	29000	20300	11600
E4	29100-54500	32700	27250	19075	10900
E3	24900-50500	30300	25250	17675	10100
E2	20600-46500	27900	23250	16275	9300
E1	16400-40500	24300	20250	14175	8100

दिनांक 04.01.17 को जारी किया गया

- 3.1 In view of DPE guidelines the lease amount shall not become a source of income for employees and hence, self-lease shall be stopped.
- 3.2 The deduction of the licence fee will be at the rate of 10% of the basic pay.
- 3.3 One month lease amount will be reimbursed as brokerage if the lease period is for three years.
- 3.4 Six months rental as security in case of Mumbai, three months rental as security for other 'X' class cities and two months rental as security for 'Y' & 'Z' class cities shall be paid to owner of the property. It shall be the responsibility of the employee to get the refund of the security deposit amount on vacation of the accommodation / termination of the lease failing which the same shall be recovered from the employee in the monthly instalments.
- 3.5 The proposed entitlement will be valid for two years and will be reviewed on implementation of new pay scales due from 01.01.2017.
- 3.6 Other terms & conditions of the lease facility will be as per circular 24/2010 dated 03.08.2010 except to the extent modified above.



( K Nagaraj )

General Manager (HR)

Distribution:

- DGM (ES) to Chairman
- DGMS (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)/ CNS Officers' Guild / IAAIOA/ AAI SC ST Association
- General Secretary, AAEU



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

A.60011/91/2013/HRPC/Pt/398

Date: 01.08.2019

The Regional Executive Director  
Airports Authority of India  
Northern/Western/Eastern/Southern/NE 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 NUMBER: 45 / 2019**

**SUBJECT: REVISION OF LEASE ENTITLEMENT FOR AAI EXECUTIVES**

Reference to CHRM Circular number 02/2017 dated 02.01.2017 regarding lease accommodation for Executives.

2. The Competent Authority has reviewed the above mentioned circular and decided to revise the monthly lease entitlement (in INR) for AAI Executives as mentioned below:

Level	Mumbai	X class cities	Y class cities	Z class cities
E-1	29,250	24,750	18,000	11,250
E-2	34,125	28,875	21,000	13,125
E-3	39,000	33,000	24,000	15,000
E-4	43,875	37,125	27,000	16,875
E-5	48,750	41,250	30,000	18,750
E-6	53,625	45,375	33,000	20,625
E-7	58,500	54,000	36,000	22,500
E-8	65,000	60,000	40,000	25,000
E-9	73,125	67,500	45,000	28,125

3. Further, keeping in mind the annual increase in the market rent, it is decided to increase the above mentioned monthly lease amount by 3% every financial year with effect from 1<sup>st</sup> April of every financial year starting from April 2020 onwards.

4. All the existing lease holders shall be eligible up to their existing lease amount as per their existing agreement or the amount as mentioned in para 2 above whichever is less. However, the current lease agreement cannot be short terminated for availing the higher lease amount for the same premises on revised rates.

5. For the Executives, who are posted in Mumbai, the following has been approved by the Competent Authority:

### 5.1 Security Charges

- a. 3 month rent shall be paid to the owner of property, as security, if the lease period is from 11 months to 23 months.
- b. 6 month rent shall be paid to the owner of property, as security, if the lease period is from 24 months and above.

It shall be the responsibility of the employee to get the refund of the security amount deposit on vacation of the accommodation/termination of lease failing which the same shall be recovered from the employee in 3 monthly or 6 monthly equal installments, as the case may be as per clause 5.1(a) and 5.1(b) above.

### 5.2 Brokerage Charges

- a. In case of initial occupancy of the premise, for a lease period of 11 months to 36 months, 30 day's lease amount will be reimbursed, as brokerage amount.
- b. In case of special requirement, 15 day's lease amount will be reimbursed, after every 11 months, as additional brokerage amount, if the lease is extended beyond 11 months for the same premises.

6. The provisions/conditions, as mentioned above, are applicable from the date of issuance of circular.

7. All other terms and conditions, except to the extent modified above, shall remain same.

  
(Sanjay Jain)  
Executive Director(HR)

### Distribution: -

- OSD to Chairman
- DGM (ES) to Member (Fin) /Member (HR)/Member (Ops)/Member (Plng.) /Member (ANS)/CVO
- All HoDs at CHQ / All GM (HR) /Operational Office / AAI Office Complex/GM(IT)
- General Secretary- AAOA(I)/ATC (Guild) (I)/ AAIEG/ IAAIOA/ AAI SC/ST Association.
- General Secretary- AAEU.
- Hindi Version will follow