



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA  
क्षेत्रीय मुख्यालय, दक्षिणी क्षेत्र, चेन्नई

REGIONAL HEADQUARTERS, SOUTHERN REGION, CHENNAI



चना अधिकार - समयबद्ध /RTI – TIME BOUND

सं./ Ref : भाविप्रा/द. क्षेत्र / सूचना अधिकार /2023 AAI/SR/RTI/2023/E-107 दिनांक / Date : 28.07.2023

सेवा में / To

श्री / Shri.Surya , ✓  
Tamilnadu

विषय / Sub : सूचना अधिकार अधिनियम, 2005 के अंतर्गत माँगी गई सूचना श्री. सूर्या वी के आवेदन के संबंध में /  
Information under RTI Act, 2005- Application of Shri. Surya-reg

संदर्भ /Ref : AAICH/R/E/23/00107 dated 17.07.2023

महोदय / महोदया / Sir/ Madam,

कृपया आपके ऑनलाइन के माध्यम से प्राप्त सूचना अधिकार के अनुरोध के संबंध में ।  
Reference may please be made to your online RTI Request as above.

इस संबंध में उक्त सूचना के संरक्षक द्वारा प्रदान की गई अपेक्षित सूचना कृपया इसके साथ संलग्न है। In this regard, the  
information furnished by the custodian of information is attached herewith.

यदि आप उक्त उत्तर/सूचना से संतुष्ट नहीं हैं, तो आपके द्वारा प्रथम अपीलीय प्राधिकारी के समक्ष 30 दिनों के अंदर अपील  
किया जा सकता है । In case, you are not satisfied with the reply/information, you may prefer an  
appeal within 30 days to the First Appellate Authority.

प्रथम अपीलीय प्राधिकारी के संबंध में विवरण निम्न है:-  
The details of FAA are given below.

एस.जी. पणिक्कर / S G Panicker,  
क्षेत्रीय कार्यपालक निदेशक / प्रथम अपीलीय प्राधिकारी  
Regional Executive Director/First Appellate Authority  
भारतीय विमानपत्तन प्राधिकरण / Airports Authority of India,  
क्षेत्रीय मुख्यालय , दक्षिणी क्षेत्र / Regional Headquarters, Southern Region,  
चेन्नई हवाई अड्डा / Chennai Airport  
चेन्नई / Chennai – 600 016  
दूरभाष / Phone No.: 044-22561234  
ई मेल / Email : [redsr@aai.aero](mailto:redsr@aai.aero)

भवदीय / Yours faithfully,

(वेंकटेश्वर एल / VENKATESHWAR/L) 023  
महाप्रबंधक (सं.दि.नि- द.क्षेत्र)  
General Manager (CNS-SR)  
जन सूचना अधिकारी – सूचना अधिकार  
PUBLIC INFORMATION OFFICER-RTI

संलग्न/Encl.: यथोपरि/As above



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

भारतीय विमानपत्तन प्राधिकरण / AIRPORTS AUTHORITY OF INDIA  
दक्षिणी क्षेत्र, चेन्नै - 27 / SOUTHERN REGION : CHENNAI - 27  
मानव संसाधन प्रबंधन विभाग/DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

AAI/SR/HR/RTI-ESTT

27.07.2023

**Subject: Information sought under RTI, ACT, 2005**

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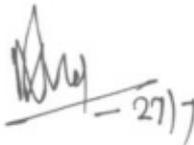
Reference is invited to the RTI application No.AAICH/R/E/23/00107 dated 17.07.2023 submitted by Shri. Surya V, 3/53 Main Street, Pattampudur, Virudhunagar, Tamilnadu.

In this regard, the reply is as under:

S. No.	Point	Reply
1.	<p>I understand that India is a large country with a significant number of graduates, diploma holders and technical students. Therefore, I would like to request information regarding the procedure for applying for an internship or in-plant training at AAI/Airport Chennai. Unfortunately I could not find any application form or details on the official website. Additionally, I am interested in obtaining permission for an industrial visit.</p> <p>Could you please provide me with a proper brochure, PDF or press release that offers guidance on the process for internship / in-plant training / industrial visits? I would greatly appreciate your assistance.</p> <p>Please, provide the authorized officer position and email id &amp; address. If any guide for Industrial visits or training available?</p>	<p>The copy of CHQ CHRM No. 33/2019 dated 10.06.2019 elaborating the Guidelines for Internship Training in AAI is enclosed.</p>

Through General Manager (HR)

To  
PIO, RHQ, SR.

  
- 27/7

  
(C. THAMBITHURAI)  
Joint General Manager (HR)



# भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

No. A.60011/26/2012/PPI/307

Date: 10<sup>th</sup> June, 2019

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  
RC&DU/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

## Corporate HRM Circular No. 33/2019

### Sub: Guidelines for Internship Training in AAI

Internship is one of the tools to promote educational or career development opportunities for students by providing them short-term practical exposure to a field or function. Internships are usually centered around a short-term project or sometimes aimed at gaining in-depth knowledge of a particular function or department.

In view of a large number of requests for internship training over the past few years and in order to further strengthen the process, the Revised Guidelines and Standard Operating Procedure are placed as under:

#### 1) Definition of an Intern

An intern can be a student above 18 years of age who is undergoing:

- Regular Diploma course in Engineering field
- Regular degree course including Engineering (duration of 3 years or more)
- Integrated courses of more than 4-year duration
- Regular Post-Graduation course
- Professional course like CA, ICWA, MBA, etc.

#### 2) Internship Duration

- Students shall normally be allowed for internship during May to July every year. For internship beyond this period, approval of concerned ED / RED shall be required.
- For internship duration extending beyond 8 weeks, approval of concerned ED/RED shall be obtained.

### 3) Upper Limit on intake of Interns

- a) There shall be an upper limit on the number of interns per institute. Not more than 4 interns per stream per institute shall be provided internship opportunity across AAI locations in an academic year (July-June).
- b) There shall be an upper limit on the number of interns per airport, decision for the same shall be taken at local level. However, at any given point of time, the number of interns should not exceed 10% of staff strength of airport/establishment.

### 4) Process of Application for Internship

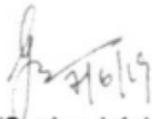
- a) Interested students shall forward their application for internship through the institute / university for internship training in AAI. Direct requests from the students shall not be entertained.
- b) The internship request shall be addressed to ED (HR) at CHQ, respective REDs in the Regional Headquarters and APDs at the respective airports.
- c) The concerned HR section shall forward the internship requests to concerned HoD for approval, after checking the upper limit as mentioned in clause 'C' earlier.
- d) Once approval has been granted by concerned HoD, internship order shall be issued by the concerned HR section to the student through institute / university.
- e) On completion of the internship duration, the concerned department will forward the attendance record of the intern to concerned HR section for issuance of certificate.

### 5) General Terms and Conditions (to be mentioned in internship order)

- a) The acceptance of nomination is purely the prerogative of AAI subject to feasibility and convenience.
- b) No financial liability will be borne by AAI towards the nominated students by way of stipend or otherwise (TA/DA, lodging / boarding, etc.).
- c) The nomination of the student should be sponsored by the respective University/Institute with intent and the areas of familiarization required.
- d) The nominated students will be allowed to attend the office for a period of maximum of 8 weeks during office hours from 09:30 am to 5:30 pm on working days.
- e) The students have to conduct themselves in a proper manner during working hours and have to abide by the instructions of the official to whom he/she is reporting.
- f) The students in no way disrupt, by their intervention or presence, the normal functioning of the offices where they are undergoing familiarization.



- g) On expiry of the assigned period, students may submit project report on the subject. However, students should ensure that no adverse remarks about AAI are reflected in such report.
- h) AAI at its discretion, without assigning any reason, may discontinue the internship.
- i) Internship will not confer any right on the nominated student for employment in the organization.
- j) Authority shall not be liable for any injury/damage caused upon self within the premises of AAI during the internship period.
- k) The student shall abide by all prescribed security standards and norms on photography, secrecy, etc. while on internship.
- l) The finalization of nomination will be subject to acceptance of the above conditions by the University/Institute as well as the student.
- m) The respective University/Institute should undertake that the nominated students shall abide by all the above provisions/conditions during their nomination to AAI. Any pecuniary loss or damage to the reputation of AAI caused by the nominee by way of their conduct, actions or indulgence shall be liable to be compensated either by the student or by the University/Institution.
- 6) The above guidelines will be effective from the date of issue of circular.
- 7) This issues with the approval of the Competent Authority.

  
(Sanjay Jain)  
Executive Director (HR)

Distribution:-

- ❖ OSD to Chairman
- ❖ DGM (ES) to Member (Fin)/ Member (HR) / Member (Ops)/ Member (ANS)/ Member (Planning)/ CVO
- ❖ All HoDs at CHQ / Operational Office / AAI Office Complex
- ❖ ED (Admin)
- ❖ GM (HR)- KN/GB/ND/RKJ/MN
- ❖ GM (IT) for uploading on AAI Website
- ❖ General Secretary- AAEU
- ❖ General Secretary- AAOA(I)/ ATC Guild (I)/ AAIEG/ IAAIOA/ AAI SC/ST Association.

*(Hindi version will follow. In case of any discrepancy between the meanings of any translated versions of this Circular, the meaning of the English version shall prevail)*