



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

सं. भा. वि. प्रा / द. क्षेत्र / सू. अ. अ / स्थापना
AAI/SR/RTI/ESTT

दिनांक / Dated :
16.02.2023

कार्यालय टिप्पणी / OFFICE NOTE

विषय / Subject: Seeking information under RTI Act, 2005 – Application of Shri Ambati Rammohan Reddy -reg.

Reference may please be made to RTI Application with registration no. AAICH/R/E/23/00015 dated 27.01.2023.

2. In this regard, the information available at RHQ/SR is provided below.

RTI Point no.	Information Sought	Reply
1.	If an employee (NE 9 to E 5) performs journey to another station through taxi services, at what rate taxi charges will be reimbursed.	CHRM No. 59 / 2019 dated 20.09.2019 is enclosed.


(C. THAMBITHURAI)
Actg. GM (HR), RHQ-SR

To: 1. GM (CNS)-SR/PIO-SR, AAI, RHQ/SR, Chennai-600027.

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भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

A.60011/21/2018/HRPC/ 490

Date: 20.09.2019

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 NO : 59 / 2019

SUBJECT: REVISION OF TA & DA POLICY

Consequent upon approval of AAI Board in its 190th Board meeting held on 5th September 2019, the competent authority has approved the revision of Travelling Allowance (TA) & Daily Allowance (DA) policy for AAI officials to the extent as mentioned below:

1. RATES OF HOTEL ACCOMMODATION IN CASE OF TOUR/TRAINING

	Amount (in INR)			Amount in %		
	X Class Cities	Y Class Cities	Z Class Cities	X Class Cities	Y Class Cities	Z Class Cities
Chairman	As per actuals	As per actuals	As per actuals	As per actuals	As per actuals	As per actuals
Board level	As per actuals	As per actuals	As per actuals	As per actuals	As per actuals	As per actuals
E-8 to E-9	*14,000	11,200	9,800	100%	80%	70%
E-6 to E-7	11,200	8,400	7,000	80%	60%	50%
E-3 to E-5	8,400	7,000	5,600	60%	50%	40%
E-1 to E-2	7,000	4,900	3,500	50%	35%	25%
All Non-Executives up to group C	4,200	2,800	2,100	30%	20%	15%
All Group D Non Executives	2,800	2,800	2,100	20%	20%	15%

*Note:

1. Room rent of Single room of Executive floor of Hotel Ashoka rate has been taken as reference at E-8 and E-9 level. The rates shall be revised, with the revision in the rack rates of Hotel Ashoka, as per the % mentioned in above table. For this purpose, Administration directorate of CHQ shall issue the circular for all regions with the revised rack rate of Hotel Ashoka, Delhi as on 1st April every financial year.
2. The above rates include room rent only and are exclusive of taxes. Taxes will be paid in addition to the room charges.

2. RATES OF DAILY ALLOWANCE (DA) ON TOUR/TRANSFER/TRAINING.

Condition	Level	DA Rates for X Class Cities	DA Rates for Y Class Cities	DA Rates for Z Class Cities
A. When employee is neither provided accommodation nor food.	Chairman and Board Level Executives	6000	5000	4000
	E-8 to E-9	5000	3500	3000
	E-6 to E-7	4000	3500	3000
	E-3 to E-5	3500	3000	2500
	E-1 to E-2	3000	2500	2200
	All Non-Executives up to Group C	2500	2200	2000
	All Group D Non Executives	2000	1500	1000
B. When employee is provided with both accommodation and food (25% of A)	Chairman and Board Level Executives	1500	1250	1000
	E-8 to E-9	1250	875	750
	E-6 to E-7	1000	875	750
	E-3 to E-5	875	750	625
	E-1 to E-2	750	625	550
	All Non-Executives up to Group C	625	550	500
	All Group D Non Executives	500	375	250
C. When employee is provided Accommodation only. (50% of A)	Chairman and Board Level Executives	3000	2500	2000
	E-8 to E-9	2000	1750	1500
	E-6 to E-7	2000	1750	1500
	E-3 to E-5	1750	1500	1250
	E-1 to E-2	1500	1250	1100
	All Non-Executives up to Group C	1250	1100	1000
	All Group D Non Executives	1000	750	500

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D. When employee is provided food only. (75% of A)	Chairman and Board Level Executives	4500	3750	3000
	E-8 to E-9	3750	2625	2250
	E-6 to E-7	3000	2625	2250
	E-3 to E-5	2625	2250	1875
	E-1 to E-2	2250	1875	1650
	All Non-Executives up to Group C	1875	1650	1500
	All Group D Non Executives	1500	1125	750

Note: Categorization of X, Y and Z class of cities shall be as per Government guidelines.

3. The admissibility of Daily Allowance at a place outside the place of posting of any employee for continuous halt up to 30 days or more during tour or temporary transfer or training shall be as follows:

- First 90 days: Full daily allowance
- Beyond 90 days: 3/4th daily allowance.

Incidental charges:

In case of tour/residential training is for duration of 5 days or more, an allowance of Rs. 1500/- per week shall be paid to the official for each completed week to meet the incidental expenditure on laundry, etc. In case of temporary transfer, the said charges will only be paid when an employee avails AAI accommodation or otherwise and does not resides in his/her home.

4. TRAVELLING ALLOWANCE

4.1. JOURNEY BY RAIL.

Designation	Travel Entitlement
Chairman, Board Level Officers and Executives from E-6 and above	AC First Class/ Executive Class/ AC Chair Car in all type of trains
E-1 to E-5	AC 2 Tier Class/ AC Chair Car in all type of trains
All Non-Executives	AC 3 Tier / AC Chair Car in all type of trains

Note:

- The employee may be reimbursed cancellation charges where the journey had to be cancelled for reasons other than personal or beyond his control.
- The employee may be reimbursed tatkal seva charges which have fixed fare, premium tatkal charges and dynamic/flexi-fare in Shatabdi / Rajdhani/ Duronto trains while on official tour/ training.

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- (iii) In case of non-availability of seats in entitled class, employees may travel in the class above their entitled class subject to ceiling as per their entitled class.

4.2. JOURNEY BY AIR

- 4.2.1. Entitlement of Executives for Journey by Air shall be as per CHRM Circular number 35/2017 dated 13.11.2017 which is as mentioned below :

Designation	Travel Entitlement
Chairman, Board Level Officers, Executive Directors,	Executive/ Business/ Club Class
All Executives E-1 to E-8.	Economy Class

Note: Above mentioned air travel entitlement is applicable to regular AMs (E-2) only. Also for E-1 level officials, the air fare is restricted to the maximum of double the train fare of 2nd AC of all trains (Non Dynamic fare)

- 4.2.2. Non-Executive at the level of NE-9 and above shall also be entitled for air travel subject to meeting both of the following conditions:

(i) The Non-executives at the level of NE-9 and above, who are in receipt of pay of Rs. 84,815/- and above, may at their discretion travel by air (Economy Class) on tour or transfer or training and the Non-executives who are in receipt of pay of Rs. 73,456/- and above but, below Rs. 84,815/, may travel by air (Economy Class) on tour only, if the distance involved is more than 500 Kms and the journey cannot be performed overnight by direct train or coach service. **And**

(ii) Entitlement to Travel by Air in line with that of existing provisions for Junior Executives (JE) issued vide CHRM No. 35/2017 dated 13.11.2017 wherein, it is mentioned that, 'The said benefit of Travel by Air shall also be extended to Junior Executive (E-1) subject to the condition that the Air Fare should be restricted to the maximum of double the train fare of 2nd AC of all trains (Non dynamic fares).'

- 4.2.3. Travel by any airlines shall be allowed with lowest economy class fare.

- 4.2.4. Entitlement of officials for Travel by Air on foreign tour shall be as follows:

Level	Entitlement
Chairman	Business Class or Club Class
Board Members and Executive Directors (EDs)	Business Class or Club Class
E-1 to E8	Full Fare Economy Class. However, Excursion tickets, also known as economy Class Should be availed, wherever possible.

- 4.2.5. In case of flight duration during foreign visit last more than 8 hours then all officials from E-1 to E-8 level shall be allowed to purchase premium economy seat, if available, as per their entitled class mentioned in para 4.2.4.

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4.2.6. Accommodation and DA rates for Tour Abroad.

Level	Accommodation and Daily Allowance Rates * (in US\$ per day)
Chairman and Board Level Officers	US\$ 550
Executive Directors and General Managers	US\$ 450
All other Executives and Non-Executives	US\$ 350

Note*:

Out of the consolidated rate as mentioned in above table, 50% will be towards hotel charges for which the receipt is to be produced and 50% towards DA and incidental expenses on self-certification only. In case the actual expenditure on hotel is less than 50% of the consolidated rate per day then the difference will have to be refunded to the AAI. Also in case the actual expenditure on hotel is more than 50% of the consolidated rate per day then the additional amount, over and above 50%, shall be adjusted out of the 50% DA amount and no additional amount over and above 50% consolidated rate for hotel shall be paid for additional excessive hotel charges.

4.2.7. Daily Allowance Rates applicable in case officials visiting Nepal and Bhutan

Level	DA per day (in INR)
Chairman and Board Level Officers	6000
Executive Directors and General Managers (GMs)	5000
All other Executives and Non-Executives	4000

4.2.8. E-8 and above level Officials on International tour/training are allowed reimbursement at the rates as mentioned below for International roaming on Mobile Expense or actual whichever is lower. The entitled amount is reimbursed on submission of bills.

- Up to 7 days – Rs. 3000/-
- Beyond 7 days – Rs. 5000/-

4.2.9. Transit Expense to the officials will be paid at the rate of US 200\$ for each foreign tour to cover expense that are being incurred in Transit. The same will be adjusted on self-certification basis.



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4.3. JOURNEY BY SEA OR BY RIVER STEAMER

- 4.3.1. Entitlement of officials for places **other than A&N Group of Islands and Lakshadweep Group of Islands** shall be as mentioned below:

Level	Entitlement
Chairman, Board Level Officers and Executives from E-6 and above	Highest Class
E-1 to E-5	Lower Class if there be two classes only on the steamer
All Non-Executives belonging to group 'B' or 'C'	If two classes only, the lower class. If three classes, the middle or second class. If there be four classes, the third class.
All other Non-Executives	Lowest class

- 4.3.2. Entitlement of officials for travel **between the mainland and the A&N Group Islands and Lakshadweep Group of Island** by ships operated by the Shipping Corporation of India Limited shall be as mentioned below:

Level	Entitlement
Chairman, Board Level Officers and Executives from E-6 and above	Deluxe Class
E-1 to E-5	First/ 'A' Cabin Class
All Non-Executives belonging to group 'B' or 'C'	Second/ 'B' Cabin Class
All other Non-Executives	Bunk class

4.4. JOURNEY BY ROAD IN CASE OF TOUR/ TRANSFER/ TRAINING

- 4.4.1. For Journey in case of Tour/ Transfer/ Training (involving a change in station)

Level	Entitlement
Group "A" & "B"	Actual AC Taxi fare (on production of bills). *Taxi categories are mentioned below: NE-9 to E-5 (Hatchback up to 1400 cc) E-6 to E-7 (Sedan up to 2000 cc) E-8 to E-9 (SUV up to 2400 cc) *No Luxury car like Audi, BMW, Mercedes, Volvo etc. are allowed for the above mentioned purpose. or reimbursement of road mileage (on self-certification) @ Rs. 24/- per km when the journey is performed by own vehicle.

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Non-Executives up to Group 'C'	For journey by own vehicle, the reimbursement of road mileage shall be @ Rs. 12/- per km (on self-certification) or cost of single seat in a Non-AC Taxi (on production of bills) whichever is lower.
Group 'D' Non- Executives	Actual fare by ordinary public bus/local train, etc.

Note:

In case journey is undertaken by the employee while on tour or transfer or training in their own vehicle, the same is subjected to specific approval of the mode of travel by the Competent Authority which is as mentioned below. This shall be further subject to maximum distance of 500 kms in case of car and 150 kms., in the case of scooter or motor cycle.

Level	Competent Authority
Officials posted at RHQ and Airports (Including Kolkata and Chennai)	Concerned REDs/APDs
Officials posted at CHQ	Concerned ED of the department
For All APDs upto GM level	Concerned REDs
For EDs/ REDs / APDs of ED level	Concerned Member

5. LOCAL JOURNEY (WITHIN CITY): IN CASE OF TOUR/TRANSFER/ TRAINING AND OTHER OFFICIAL DUTY.

5.1. Local journey means journey on duty on any day beyond 8 km from the duty point at headquarters. TA for local journey is admissible if the temporary place of duty is beyond 8 km from the normal place of duty

5.2. Local Journey will comprise of local travel within a city while on tour/residential training, travel within the place of posting for performing official duty and reporting to office on holidays for official work.

5.3. The Conveyance charges for undertaking local journey within a city shall be as follows:

Level	Entitlement
Board Level Officers	Reimbursement of AC Taxi Charges as per actual expenditure for travel within the city per day on production of bills/invoice.
E-8 to E-9	Reimbursement of AC Taxi Charges upto Rs.1500/- per day for travel within the city on production of bills/invoice.
E-4 to E-7	Reimbursement of AC Taxi Charges upto Rs.1000/- per day for travel within the city on production of bills/invoice.
E-1 to E-3	Reimbursement of AC Taxi Charges upto Rs. 800/- per day for travel within the city on production of bills/invoice
All Non-Executives belonging to group 'B' or 'C'	Reimbursement of AC Taxi Charges upto Rs. 500/- per day for travel within the city on production of bills/invoice or reimbursement of Auto charges upto Rs. 400/- per day on self-certifications.
All other Non-Executives	Reimbursement of Non-AC Taxi Charges upto Rs. 300/- per day for travel within the city on production of bills/invoice or

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	reimbursement of Auto charges up to Rs. 250/- per day on self-certifications.
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Note: In case of Local Journey is performed by own vehicle then the reimbursement would be applicable, on self-certification basis @ Rs. 24 in case of Executive and @Rs. 12 in case of Non-executives or @ rates mentioned in para 5.3 whichever is lower.

6. The employee and his/her family taking journey on transfer may travel from the old place of posting to the new place of posting or from any other station to the new place of posting or from the old place of posting to any other station but, the claim will be restricted to that admissible from the old to the new headquarters.
7. Travelling allowance for family who precede the AAI Official by not more than **three months** shall be admissible. The Competent Authority (REDs in case of region and ED (HR) in case of CHQ) may allow extension beyond the time limits in exceptional cases.
8. An employee, who is on transfer, shall be paid Daily Allowance for the first 30 days in the first month of his/her transfer upon his/her joining as per his/her entitlement at the new station in order to enable him to make tie-up arrangements irrespective of the number of days of continuous stay at the station. This is applicable to all employees irrespective of shifting of family and their marital status.
9. **TRANSFER GRANT**
 - 9.1. An employee, irrespective of shifting his family and marital status, on transfer, shall be entitled to draw lump-sum transfer grant equal to 100% Transfer Grant, i.e. One Month's Basic Pay plus Dearness Allowance.
 - 9.2. Transfer grant is admissible only if transfer involves change of station.
 - 9.3. If the employee, on his/her transfer to the new station, not complete half tenure (as specified in Transfer policy) of that station and leave that station at his /her own cost, then 50% of transfer grant given to him/her on his/her joining to that station shall be recovered.
10. **PACKING ALLOWANCE.**: Packaging allowance for AAI officials is admissible as per below mentioned rates

Level	Baggage handling and incidental charges (In INR)
E-8 to E-9	15,000/-
E-6 to E-7	12,000/-
E-4 to E-5	10,000/-
E-1 to E-3	7,000/-
All Non-Executives	5,000/-

*Note: It is clarify that Packaging allowance shall also be admissible in addition to Transportation of personnel effects in case of transfer of employee.



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11. TRANSPORTATION OF PERSONNEL EFFECT.

Entitlement of Officials with respect to transportation of personnel effect shall be as follows:

11.1. In case personal effects are shifted by Train/ Steamer

Level	In case personal effects shifted by Train/ Steamer
E-8 to E-9	Full four wheeler wagon, or 12000 kg by goods train, or one Double Container
E-4 to E-7	Full four wheeler wagon, or 8000 kg by goods train, or one Single Container
E-1 to E-3	Full four wheeler wagon, or 6000 kg by goods train, or one Single Container
All Non- Executives	3500 kg by goods train.

Note:

- In case personnel effect shifted by Train: rates of Goods train are eligible
- In case of personnel effect shifted by Steamer: rates define by Shipping corporation of India are eligible.

11.2. In case Personnel effects are shifted by Road (Actual Distance travel from Residence of current place of posting to residence at new place of posting) then officials are entitled as mentioned below:

11.2.1. For Executive

Distance	Admissible Amount
Up to 150Km	Rs. 50 per Km or Rs.15,000 whichever is higher
151Km to 300 Km	Rs. 50 per Km or Rs.20,000 whichever is higher
301Km to 500 Km	Rs. 50 Per Km or Rs.30,000 whichever is higher
501 km and above	Rs. 50 per Km or Rs. 40,000 whichever is higher

11.2.2. For Non -Executive:

Distance	Admissible Amount
Up to 150Km	Rs. 30 per Km or Rs.8,000 whichever is higher
151Km to 300 Km	Rs. 30 per Km or Rs.12,000 whichever is higher
301Km to 500 Km	Rs. 30 Per Km or Rs 18,000 whichever is higher
501km and above	Rs. 30 per Km or Rs 24,000 whichever is higher

12. TRANSPORT OF CONVEYANCE:

When the transport sent under its own propulsion then **an amount of Rs. 24/- per km for car and Rs.12/- per km for Scooter/Motor Cycle is permissible.** In case conveyance is transported by a truck between current residence at current place of posting to new residence at new place of posting than 60% of the amount as applicable for transportation of conveyance sent under own propulsion or actual whichever is lower is applicable on submission of bills.

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13. For Travelling Allowance on Retirement/Death the following are added in the existing provisions:

13.1. In case of Retirement.

13.1.1. The concession should be availed by the employee during leave preparatory to retirement or within 6 months from the date of his retirement which is extendable up to 1 year by the approval of Competent Authority.

13.1.2. Travelling allowance is not admissible to employees who quit service by resignation or who may be dismissed or removed from service. The concession is also not admissible to persons who are compulsorily retired as a measure of punishment.

13.2. In case of Death.

13.2.1. If at the time of death of the employee, family or any member of his family happens to be at a station other than his headquarters, such member(s) (subject to a maximum of 2 family members) may travel by air from their respective place of residence to the station where deceased employee is posted for the purpose of taking the body of the deceased employee and return to the home town or selected place of residence for the purpose of performing rituals irrespective of the entitlement of the deceased employee. Family member(s) are also eligible for the reimbursement of body carrying charges.

13.2.2. In case AAI employee dies while in service then the family of such employee may travel from the last place of posting of the employee to the Home Town, or to any other selected place of residence where the family wishes to settle down. In such cases, family of the deceased official is eligible for availing transfer grant and other incidentals on the same rate as eligible to the deceased employee. If the possession of a conveyance by the deceased employee while in service of the Authority was considered to be in the public interest, necessary facilities for its transportation to the selected place of residence should also be provided to the family of the deceased employee. The family of the deceased employee has the freedom to settle down in a station of their choice and all such allowances as mentioned above shall be admissible to them accordingly subject to the above being limited to what would have been admissible to the deceased employee had he proceeded to his declared home town. The journey should be completed within one year after the death.

14. In case of Job Interview /Document verification

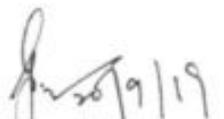
All the candidates (irrespective of categories) who are called for Document Verification/Interview for Executive level post under direct recruitment shall be granted to and fro AC II Tier Rail Fare (including Rajdhani Express) and AC III tier rail fare for candidates called for Non-Executive post under Direct recruitment. Reimbursement for both inward and outward journey to the candidate appearing for Document Verification/Interview shall be made on the basis of inward journey performed by the candidate and self-certified by him/her for outward journey. All Other conditions shall be as per CHRM Circular number 12(a)/2019 dated 22.02.2019.



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15. Travelling Allowance on First appointment in AAI.

- 15.1. The newly recruited JE (ATC/CNS) who are initially posted at airports for On the Job Training (OJT) due to non-availability of space at the training centers shall be considered to be "on tour" in the event of proceeding for ab-initio training from the station of OJT and will only be entitled for TA to the nominated training institute. Also such candidates shall be entitled for TA for their first posting i.e. from their place of residence to the place of posting for On the job Training(OJT).
16. The right of an employee to Travelling Allowance including daily allowance is forfeited or deemed to have been relinquished, if the claim is not preferred within the prescribed days as mentioned below:
- 16.1. For Tour/Training: **Within 2 months** of completion of tour/training.
16.2. For Transfer: **Within 6 months** of joining of new place of posting.
- The above mentioned timelines may be relaxed after the approval of competent authority.
17. The revised rate of TA& DA, as mentioned above, in respect of Tour/Training shall be applicable from the date of issuance of circular.
18. The revised rates of TA / DA in respect of Transfers shall be applicable for transfer orders effective from forthcoming transfer season (2020).
19. All Other terms and conditions, except to the extent modified above, shall remain same.
20. This issue with the approval of Competent Authority


(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/STAssociation.
- General Secretary- AAEU.
- Hindi Version will follow.