



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
क्षेत्रीय मुख्यालय, दक्षिणी क्षेत्र, चेन्नई
REGIONAL HEADQUARTERS, SOUTHERN REGION, CHENNAI



आरटीआई - समयबद्ध / RTI - TIME BOUND

सं./ Ref: भाविप्रा/द. क्षेत्र/सूचना अधिकार/2026 AAI/SR/RTI/2026/E-17

दिनांक / Date : 26.02.2026

सेवा में / To

श्री / Shri. R Veeraswamy
Madurai

विषय / Sub : सूचना अधिकार अधिनियम, 2005 के अंतर्गत माँगी गई सूचना श्री. आर वीरास्वामी के आवेदन के संबंध में/
Information under RTI Act, 2005- Application of Shri. R Veeraswamy - reg

संदर्भ /Ref : AAICH/R/E/26/00017 dated 16.02.2026

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.

एम. राजा किशोर / M.Raja Kishore
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

भवदीय / Yours faithfully,

(बी. मुरलीधरन / B. MURALIDARAN)
महाप्रबंधक (मानव संसाधन)- क्षेत्र.मु. द.क्षेत्र
General Manager (HR)-RHQ-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 - 16 / SOUTHERN REGION : CHENNAI - 16
मानव संसाधन प्रबंधन विभाग/DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

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

दिनांक / Dated :
24.02.2026

कार्यालय टिप्पणी / OFFICE NOTE

**विषय / Subject: Seeking information under RTI Act, 2005
i.r o. Shri -R.Veeraswamy, Tamilnadu-reg.**

Reference may please be made to RTI Application with registration no. AAICH/R/E/26/00017 dated 16.02.2026 submitted by Shri.R,Veeraswamy, Tamilnadu

2. In this regard, the information is provided below.

RTI Point no.	Information Sought	Reply
1.	A copy of AAI/CHQ Letter No.1.6001/12/2013-HRPC Dated 06.03.2013-Regarding Record Retention Scheme.	CHQ Letter No.6001/12/2013-HRPC Dated 06.03.2013 is enclosed.

(BRIJESH PARKASH GUPTA)
Manager (HR)
For General Manager (HR)
Southern Region, Chennai- 16.

1117-RTI
26/02/2026

Sr.Manager(HR)

KRGA
24.02.26

Through: Jt. GM (HR)

SPR 24/2/26

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



No. A.60011/12/2013-HRPC

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

March 6, 2013

The Regional Executive Director
Airports Authority of India
NR/SR/WR/ER/NER
Delhi/Chennai/Mumbai/Kolkata/Guwahati

The Executive Director (RCDU/FIU)
Airports Authority of India
New Delhi

The Airport Director
Airports Authority of India
Kolkata/Chennai

The General Manager (CRSD/F&M)
Airports Authority of India
New Delhi

The Principal
CATC, Allahabad

The Director, IAA
New Delhi

Corporate HRM Circular No. 3/2013

Subject: -Record Retention Schedule.

In order to formulate a policy on record retention schedule and weeding out records, a committee comprising of representatives of various disciplines was constituted. The committee, after extensive consultations with the National Archives of India (NAI) has submitted its report containing the record retention schedule in respect of different disciplines in AAI. The report of the committee has been examined and the record retention schedule recommended by the committee has been approved.

2. The guidelines in respect of substantive functions of various disciplines except ATM/CNS are at Annexure-I. The retention schedule of ATM/CNS related records may be governed by relevant ICAO guidelines and DGCA/AAI Regulations. The record retention schedule pertaining to facilitative functions which are common to all disciplines will be governed by the guidelines issued by the Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India, which may be downloaded from www.darpg.nic.in (also available at <http://nationalarchives.nic.in>).

3. As a follow up, a committee may, under intimation to the undersigned by 31.3.2013, be constituted in each department for weeding out records annually. The committee will review the list of records to be weeded out as per the policy and take approval of HoD concerned before weeding out such records.

4. These guidelines are to be implemented and adhered to strictly.

(K. K. JHA)
MEMBER(HR)

Distribution

- Chairman/Member(Ops)/Member(Plg)/Member(ANS)/Member(Fin)/ CVO/ o/o Member(HR)
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 - President/General Secretary - All Officers' Associations - AAOA(I)/ AGOA(I)/ ATC Guild(I)/ AAI Engg Guild(I)/ IAAIOA/ AAI SC&ST Employees Welfare Association.
- Encl: As above