



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-212 दिनांक / Date : 15.11.2023

सेवा में / To

श्री / Shri. Mohammed Fabin
Maharashtra

विषय / Sub : सूचना अधिकार अधिनियम, 2005 के अंतर्गत मांगी गई सूचना श्री मोहम्मद फ़िबिन के आवेदन के संबंध में /
Information under RTI Act, 2005- Application of Shri. Mohammed Fabin - reg

संदर्भ /Ref : AAICH/R/E/23/00212 dated 06.11.2023

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 अपील प्रधिकारी के समक्ष 30 दिनों के अंदर
अपील किया जा सकता है। In case you are satisfied with the reply/information, you may prefer an
appeal within 30 days to the First Appellate Authority.

प्रथम अपील प्रधिकारी के संबंध में विवरण निम्न है। The details of FAA are given below.

एस.जी. पणिक्कर / S G Panicker,
क्षेत्रीय कार्यपालक निदेशक / प्रथम अपील प्रधिकारी
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@aii.aero

भवदीय / Yours faithfully,

(वेकटेश्वर एल / VENKATESHWAR D)
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

AAI/SR/M/RTI/EH/R&P

Date: 15.11.2023

OFFICE NOTE

SUB: Information sought under RTI Act, 2005 -reg.

Reference is made to the RTI application No.AAICH/R/E/23/00212 dated 06.11.2023 in respect of Shri.MOHAMMED FIBIN, MUMBAI seeking the information with respect to Jr. Assistant (Fire Service) under RTI Act, 2005.

The requisite information is furnished below:

Sl. No.	Information sought	Reply
Please provide the following information under Right to Information Act, 2005		
1	What is the long term transfer policy adopted by Airport Authority of India for long term transfer of the Fire Service Personnel?	Information available in AAI Transfer Policy. (Annexure - A)
2	Is long term transfer policy is applicable for all stations in all of the regions under Airports Authority of India?	
3	Is there any seniority list maintaining for Airport Authority of India Fire Service for long term transfer in region wise. If the list is maintaining, kindly provide the same?	Since the information sought by the applicant contains the personal information of employees, the information is exempted under Section 8(1)(j) of RTI Act, 2005.
4	Kindly provide the list of names of the officers in the post of Superintendent or Senior Superintendent who are in service more than 15 years in the same station in Airport Authority of India Southern region Fire service with station name.	

987-R23
15/11/2023


(C.THAMBITHURAI)
Jt. General Manager (HR)
AAI, RHQ-SR

(Through GM/HR)/SR

To
The General Manager (CNS-SR), PIO, AAI-SR, Chennai



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

No: A.60011/76/2008/PP/Pt-II/224

Date: 18-07-2022

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, Prayagraj

The General Manager,
Airports Authority of India
CRSD/E&M Workshop,
New Delhi

Corporate HRM Circular No. 06(b)/2021

Subject: Amendments in AAI Transfer Policy

Reference to CHRM circulars No. 06(a)/2021 dated 03.01.2022, 06/2021 dated 01.03.2021 & 1(a)/2018 dated 27.2.2018 (copies enclosed).

2. The competent authority has decided to revise AAI transfer policy as follows:

Existing Policy	Approved / Revised Policy
The exemption on transfer to an employee of AAI who is the care-giver of a dependant family member who is a person with specified disability shall continue to be applicable in case of a disabled child only as per existing AAI Transfer Policy. However, specific requests for transfer exemption in case of care-giver for other dependant family members with specified disability (except disabled child) may be considered on case to case basis subject to approval of Concerned Member.	An employee who is a care-giver of dependent daughter/son/parents/spouse /brother / sister with specified disability, as certified by the certifying authority as a Person with Benchmark Disability as defined under section 2(r) of the Rights of Persons with Disabilities Act, 2016 may be exempted from the routine exercise of transfer/rotational transfer subject to the administrative constraints."

3. All such cases are to be dealt accordingly by the concerned Establishment sections.

4. This issues with the approval of the competent authority.

R. Prabhu
(R. Prabhu)

Executive Director (HR)

राजीव गांधी भवन
Rajiv Gandhi Bhawan

सफरजुंग हवाई अड्डा नई दिल्ली- 110003
Safdarjung Airport, New Delhi-110003

दूरध्वनि : 011-24832950
Phone : 011-24832950

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Encl: As above

Distribution: -

- ❖ OSD to Chairman
- ❖ DGM (ES) to Member(HR)/ Member(Ops)/ Member(Ptg)/ Member(ANS)/ Member (Fin)/ CVO
- ❖ All HoDs at CHQ / Operational Office / AAI Office Complex
- ❖ ED (HR-II) / All GM (HR) at CHQ
- ❖ GM (IT) for uploading on AAI Website
- ❖ GS, AAEU/ GS, IAKU/ GS, AAIEG/ GS, ATCG(I)/ GS, IAAIOA/ GS, AAI SC/ST EWA/ GS, AAI SC/ST/OBC (NE) EWA
- ❖ Hindi version will follow



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No: A.60011/76/2008/PP/Pt-II/02

Date: 03.01.2022

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/PIU, 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, Prayagraj

The General Manager,
Airports Authority of India
CRSD/EAM Workshop,
New Delhi

Corporate HRM Circular No. 6(a)/2021

Subject: Amendments in AAI Transfer Policy

Reference to CHRM circular No. 06/2021 dated 01.03.2021 (copy enclosed) and CHRM circular No. 1(a)/2018 dated 27.2.2018 (copy enclosed), the competent authority has decided that the exemption on transfer to an employee of AAI who is the care-giver of a dependant family member who is a person with specified disability shall continue to be applicable in case of a disabled child only as per existing AAI Transfer Policy. However, specific requests for transfer exemption in case of care-giver for other dependant family members with specified disability (except disabled child) may be considered on case to case basis subject to approval of Concerned Member.

2. All such cases are to be dealt accordingly by the concerned Establishment sections.
3. This issues with the approval of the competent authority.


(R. Prabhu)
Executive Director (HR)

Encl: As above

राज गंधी भवन
Rajv Gandhi Bhawan

सज्जदपुर एअर पोर्ट बिल्डिंग-110003
Sajdarjung Airport, New Delhi-110003

दूरभाष : 24632950
Phone : 24632950

Distribution: -

- ❖ OSD to Chairman
- ❖ DGM/Jt.GM(ES) to Member(Ops)/ Member(HR)/ Member(Plg)/ Member(Fin)/ Member (ANS)/ CVO
- ❖ All HoDs at CHQ / Operational Office / AAI Office Complex
- ❖ ED (HR-II) / All GM (HR) at CHQ
- ❖ GM (IT) for uploading on AAI Website
- ❖ GS, AAEU/ GS, IAKU/ GS, AAIEG/ GS, ATCG(I)/ GS, IAAIOA/ GS, AAI SC/ST EWA/ GS, AAI SC/ST/OBC (NE) EWA
- ❖ Hindi version will follow



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No: A.60011/76/2008/PP/Pt-II/56

Date: 1st March, 2021

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, Prayagraj

The General Manager,
Airports Authority of India
CRSD/E&M Workshop,
New Delhi

Corporate HRM Circular No. 06/2021

Subject: Amendments in AAI Transfer Policy

Reference to CHRM circular No. 1(a)/2018 dated 27.2.2018, (copy enclosed), the competent authority has decided to include the following diseases in addition to the diseases mentioned in clause 10.4 of the AAI Revised Transfer Policy wherein it was decided to grant exemption to an employee of AAI who is a care-giver of the disabled child.

- a. Dwarfism
- b. Muscular Dystrophy
- c. Acid attack victims
- d. Speech and language disabilities
- e. Specific learning disabilities.
- f. Neurological conditions such as multiple sclerosis and parkinson's disease, sickle cell disease.
- g. Multiple disabilities (more than one of the above specified disabilities) including deaf blindness and any other category of disabilities as may be notified by the central govt.

(contd.)

R. Prasad

2. Further it has also been decided to give transfer exemption to an employee who is a single parent. A single parent shall be eligible for maximum of two additional transfer exemptions (apart from existing exemptions) till the child / younger most child attains the age of 18 years. Such exemption shall be granted only in the case of death or separation from spouse. The official shall be required to produce following documents for claiming the exemption on such ground:

- (i) Court order in case of separation from spouse wherein the custody of the child has been granted to the official.
- (ii) Death certificate in case of death of spouse.

3. The exemption on the ground of single parent shall not be granted in case of re-marriage.

4. The above Amendments in AAI Transfer Policy shall be applicable from Transfer Season 2021.

5. This issues with the approval of the competent authority.

R. Prabhu
(R. Prabhu)

Executive Director (HR)

Encl: As above

Distribution: -

- ◆ OSD to Chairman
- ◆ DGM (ES) to Member(HR)/ Member(Ops)/ Member(Pig)/ Member(ANS)/ Member (Fin)/ CVO
- ◆ All HoDs at CHQ / Operational Office / AAI Office Complex
- ◆ ED (HR-II) / All GM (HR) at CHQ
- ◆ GM (IT) for uploading on AAI Website
- ◆ GS, AAEU/ GS, IAKU/ GS, AAIEG/ GS, ATCG(I)/ GS, IAAIOA/ GS, AAI SC/ST EWA/ GS, AAI SC/ST/OBC (NE) EWA
- ◆ Hindi version will follow



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

A.60011/76/2008-PP(Pt-II)/68

27th February, 2018

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
RCIM/HIU,
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: 1 (a) /2018

Subject: Revision of AAI Transfer Policy

Further to CHRM circular 01/2018 dated 23.01.2018, the competent authority has decided to modify the Transfer Policy to the extent as mentioned below:

"Employees of all categories with defined disability (Blindness, Low vision, hearing impairment, Locomotor disability, cerebral palsy, orthopedically handicapped) would be eligible to opt for transfer to or near their native places. All other conditions would remain same as per CHRM No 14/2014 dated 28th March 2014."

The above mentioned changes are incorporated in the attached Transfer Policy in para 10.3 for reference and compliance.

2. The attached revised Transfer Policy shall supersede all other circular/order issued prior to the issuance of same.

This issues with the approval of Competent Authority.

(Satyaj Jain)
Executive Director (HR)

Encl: As stated

Distribution:

- DGM (ES) to Chairman
- DGM (ES) to Member (Planning / Fin / HR / ANS / Ops) / CVO
- All BODs at CHQ/Operational Office/AAI Office Complex
- GM(IT) for uploading on AAI website - To replace the Transfer Policy dt 23.01.2018 with the current attachment.
- General Secretary - AAOA (I)/ ATC (Guild) / IAAIOA / AAI Engg. Guild(I)/ AAI SC/ ST Association
- General Secretary - AAEL

AAI TRANSFER POLICY

The Transfer Policy of AAI issued vide letter No. A.60011/103/99/P&C dated 25/11/1999 and subsequent to various amendments, the following transfer guidelines shall govern for transfer of non-executives and executives of AAI effective from forthcoming transfer season (i.e.) 2018:

2. Generally, transfers are meant to utilize the individual/skill/potential in areas in which he/she has been trained / skilled. The Transfer Policy apply to all posts in all disciplines of AAI.

3. DEFINITIONS:

- (i) **Normal Transfer Season:** For both inter regions and intra regions,
 - The transfer seniority in respect of all cadres and grades should be uploaded on AAI website by 31st October along with inviting options for choice of stations from the employees.
 - Options for choice of stations from the employees should reach by 15th December to the concerned discipline
 - Annual transfer proposals having recommendations of the 'Transfer Recommendation Committee' should be put up before the Competent Authority for consideration by 28th February.
 - Annual transfer orders should be issued by end of March every year.
 - Annual transfer shall be combined with Annual DPC.
- (ii) **Inter Regional Transfer:** Transfers from one region to another region.
- (iii) **Intra Regional Transfer:** Transfers from one station to another station within the region.
- (iv) **Home-Town:** The permanent home town as accepted by the AAI and entered in service book of the employee. Persons who are within 3 years of reaching age of superannuation shall be posted as far as possible in or nearer to their home town/choice station. The cut-off date for determining 3 years will be taken as 31st March. However, officer/employee posted at tenure station would be transferred to home region only after completion of tenure posting. In all other cases the officer/employee should have at least worked out of home region for two years before effecting transfer to home region. However, in promotional case, if the remaining service is not more than one year from the crucial date of DPC to the next date of DPC i.e. 30th June, the official can be exempted from Transfer.
- (v) **Length of stay at the station/in the region:** Transfer will be in accordance with the seniority in stay at the region/station as applicable. Length of stay means period continuously spent at the station in the region under AAI in a

post which has the liability of service anywhere in India. To illustrate, person A may be in Delhi (Northern) Region for the last six years – four years as Sr. Superintendent (HR) and two years as Asstt. Manager (HR), his/her length of stay in Delhi (Northern) Region is six years. Similarly, shall be the case in respect of his stay at the same station. However, in the case of Group D posts, length of stay shall be computed only from the date of promotion to Group C posts.

- (vi) **Transfer at own request:** No joining time is admissible. Regular leave may be availed of to cover the period from the date of relinquishing charge of the old post to the date of assumption of charge of the new post. If, however, holiday(s) intervene(s) between the relieving date at the old station and joining date at the new station, the intervening holidays may be availed as "holidays" and the employee need not take any leave for such period. The pay for the period so availed will be payable.
- (vii) **For the purposes of transfer, CATC is to be considered as a separate region** For transfer of executives to CATC, Allahabad, FSTC, Calcutta and other training institutions priority will be accorded on the basis of suitability-cum-willingness, while thereafter transfer will be as per regular policy. The posting shall be for a period of 4 years but the same shall be extended on completion of tenure period. If an Officer becomes due for tenure posting during this period, he/she shall go for such postings after the completion of his/her tenure.
- (viii) **Tenure Station:** Stations as shown at Annexure – I.

4. GENERAL GUIDELINES

- 4.1 Except in cases where operational/administrative reasons warrant, transfers shall normally be avoided. Transfers when made shall be in accordance with the seniority in stay at the station in the region.
- 4.2 Transfer of all Executives shall be done at CHQ only.
- 4.3 Transfer of Group C staff under the administrative control of RHQ shall be done by RID concerned.
- 4.4 Group D staff may not normally be transferred except on reduction of establishment/administrative reasons. Request for transfer when made shall be done at RHQ level by RID concerned subject to the availability of vacancies and the merit of the case.
- 4.5 Executives at the level of DGM and above are also liable to be transferred as per the policy. However, suitability of these executives for particular assignment shall be given due consideration.
- 4.6 Except in cases of transfer to tenure station, officers and staff shall not normally be transferred from one station to another station in the region before he/she completes

a minimum period of three years at that station and from one region to another region before he/she complete five years in that region.

- 4.7 In respect of Inter/Intra Regional transfer, the person so transferred must have at least completed one year at the station of his posting from which he is transferred. Year for this purpose means transfer season. This, however, will not apply in case of transfer on promotion or reduction of staff.
- 4.8 Intra- regional transfers shall be made on the basis of length of continuous stay at the station and inter regional transfers on the basis of length of continuous stay in the region.
- 4.9 Volunteers may be called while effecting inter regional/ intra-regional transfers to tenure station. The volunteers will also indicate the period for which they would like to serve at tenure station. Volunteers may be given preference. Details of general and tenure stations, both one year and two year, are given in ANNEXURE - I.
- 4.10 Other factors being equal, age shall be the deciding criteria for transfer and not the seniority in the services. Older shall be transferred first.
- 4.11 In respect of officers/staff returning from deputation, their stay at the previous station/region before going on deputation shall be taken into account while affecting their transfers.
- 4.12 The person shall not normally be transferred to home region before he completes at least five years out of home region including out of home region tenure posting and on his own request. However, the period could be three years for inter airport transfers between stations.
- 4.13 In annual transfers, simply changing nomenclature of the Unit e.g. CHQ/RHQ/NR/ SAP/RCDU/NLAMAR, etc. in the case of Delhi/NR and other similar regions would be counted as one option only.
- 4.14 Officials involved in project shall not be transferred till the completion of the project or maximum of three years to utilize the officials potential in that project.
- 4.15 Para 'D' of Circular dated 25/10/2004 - amended to "All individuals if desire to be posted to a station of choice, including volunteers to tenure stations should apply themselves indicating their choice station/home region posting directly to CHQ and an intimation to the respective RHQ, so that timely decision can be taken.
- 4.16 Executives or Non-Executives who are posted in one station for more than 15 years, are also liable to be transferred to other station as per requirement.
- 4.17 The Executives upto Manager level shall be transferred normally within the region. In case of any operational requirement, they may be transferred to other regions.
- 4.18 The executives posted in normal stations should be transferred out only on completion of at least minimum 03 years.

5. INTER REGIONAL TRANSFERS

- 5.1 A person shall not normally be transferred out of the region, before he/she completes at least five years in that region.
- 5.2 An official shall not normally be transferred out of the region second time unless all others in that cadre have done one turn of out of region transfer.

6. TRANSFER ON PROMOTION

Transfer on promotion may be avoided to reduce financial burden on AAI. Official so promoted be transferred according to the transfer seniority in the promoted posts. [This clause shall apply to personal staff namely Stenographers and Private Secretary or Executives in the Secretarial Cadre are also liable for transfer as per transfer seniority.]

7. TRANSFER TO HOME TOWN

- 7.1 Persons who are within 3 years of reaching the age of superannuation shall be posted as far as possible in or nearer to their home town, provided a request is received from the concerned official for posting to home town/opted station. The cutoff date for determining 3 year period will be taken as 31st March.
- 7.2 In the event of transfer consequent to promotion, the above provision shall not apply.
- 7.3 When a person is due to retire within 3 years and could not be accommodated nearer to the home town, he may be exempted from transfer during the last 3 years of service before retirement.

Note: The facility of transfer to home town or nearest station thereof when in the superannuation zone, will not apply to officers who for personal reasons have on their request been given deferment/ cancellation/exemption of transfer to out of region tenure station during their regular turn till they fulfill the requirements of the same.

8. TRANSFER TO TENURE STATIONS

- 8.1 The following procedure shall be adopted while making postings to tenure stations.

Category I: Who have not served any tenure station:

- Step - 1** Draw up a list of officials in the cadre who have not done a turn of posting in any unpopular/tenure station.
- Step - 2** Arrange them in order of their length of continuous stay at non tenure stations irrespective of the regions.

Step - 3 Transfers to tenure station should be made from the list so prepared in the order they are arranged.

After effecting transfers as mentioned above, if there are more transfers to be made to tenure stations, the following procedure shall be adopted:

Category II: Who have already done one tenure station term:

Step - 1 Draw up a list of officials in the respective cadres who have done one or more than one turn at tenure stations.

Step - 2 Arrange them in order of their dates of relieving from the tenure station of last posting.

Step - 3 Postings to tenure station will be made from out of the Category II list in the order arranged after exhausting category I list.

8.2 Normally no choice will be given in regard to posting to tenure stations. To the extent of available vacancies, the request of an individual will be kept in regard to posting to tenure station.

8.3 Officials posted at tenure stations may at their option choose to remain longer than the stipulated stay. In that case the additional stay of the officials will be counted as stay at non-tenure station. Although his/her transfer from tenure station will be governed by the rules for transfer from tenure stations; but while preparing the priority list for posting to tenure station next time, the additional stay will be counted as a stay at non-tenure station. However, if the official is retained at tenure station basis management requirement, his/her relieving date shall be considered as end date of tenure and not as two tenure or one additional tenure.

8.4 In the event of two or more officials volunteering transfer to the same tenure station, consideration shall be given to the fact whether any of the volunteers had already been to that tenure station earlier. Preference shall be given to those who had not done a turn at the station to which option is made or who had the least stay at that station.

8.5 In the event of an official not reporting for duty within 30/60 days at tenure station of one -year/two-year duration from the date of relief by R/D/Station In-charge concerned, he/she will have to serve for one more academic year at the tenure station in addition to the stipulated period of stay. The same provision shall apply if a person avails more than 60 days leave other than casual leave of any kind at tenure station. However, official who does not avail full joining time after strike off from the original date indicated in the original transfer order and report at the tenure station early, he/she may be allowed to exceed the leave period to the extent of un-availed joining time.

9. TRANSFER FROM TENURE STATIONS

9.1 When transfer from tenure station to non-tenure station is made, an official in the cadre with the longest stay in the tenure station shall be transferred out first.

- 9.2 In the event of an official serving at tenure station being brought back to a non tenure station on his request on compassionate grounds, he/she shall not be considered as having served a term of stay at the tenure station.
- 9.3 Transfers from tenure station will always be made to a non tenure station after completion of stipulated period of stay, but this may not necessarily be to the same station from which he/she was transferred to the tenure station.
- 9.4 In the event of a person serving at a tenure station due to his/her promotion or reduction in establishment at that tenure station, he/she shall be deemed as having served his/her term at tenure station.
- 9.5 Posting to tenure station in other region shall be deemed to be treated as tenure posting only and not as completion of out of region unless he/she completes three more years in the case of two years tenure station and four more year in the case of one year tenure station.
- 9.8 In case of AIC/Communication discipline, preference for posting to a station (tenure/non-tenure) would be given to an officer rated/proficient in a facility/equipment available at the station. Posting of rated/proficient officer to a station where the concerned equipment/facility does not exist is to be avoided. However, due weightage to seniority and choice is to be given while carrying out this exercise.
- 9.9 Disposal of leave application after receipt of transfer order by an officer: In case an officer on receipt of transfer order applies for leave beyond stipulated date of relieve the Controlling offer shall relieve the transferred officer not later than the stipulated date of relieve and forward his leave application to the officer under whom the officer in question has been transferred. It will be left to that officer to sanction or refuse the leave thus applied for.
- 9.10 **Request for deferment/cancellation of transfer:** In case a request for cancellation/deferment of transfer has been made by the officer concerned, the same should be disposed off expeditiously but not later than 20 days of making such request. Request for deferment, if agreed shall not be for a period of more than 6 months or till the academic session whichever is later.
- 9.11 **Bringing outside influence to cancel/defer transfer :** Any outside influence brought by an employee to cancel/defer the transfer orders, the same will be construed as having been made on his/her behalf. Apart from action as provided in Conduct Rules, an endorsement to this effect shall be made in the PAR of the officer/employee by the Reporting Officer concerned or by ED(HR) who is in possession of all correspondence in this regard.
- 9.12 If officials are staying longer than the prescribed time as per para 8.3, following incentives should be considered:
- (A) At 1-year tenure station:
- i. For 1 year extra stay - one-month salary (BP + DA) as additional.
 - ii. For 2 year extra stay - one month salary (BP + DA) as additional.

iii. No extra benefit beyond that.

(B) At 2 years tenure station:

- i. For 1 years extra stay - half month (i.e 15 days) salary (BP + DA) as additional
- ii. For 2 years extra stay, one-month Salary (BP + DA) as additional.
- iii. No benefit beyond that.

This facility shall not be extended for the officials who are posted to 1 year/2-year tenure stations in their home region (where their home station is located).

9.13 Transfer benefits: The guidelines on transfer benefits issued from time to time wherever applicable on transfer viz. HRA, retention of accommodation at previous duty station and availing of transit accommodation at the station of posting, etc shall be applicable.

10. EXEMPTIONS FROM TRANSFER

- 10.1** Children Education Ground (CEG) exemption from transfer may be given to an employee if his/her son/daughter is studying in the final year of high school, Senior Secondary, 10th/12th of the final 10+2 system of a recognized Board and higher studies with reference to first year admission process in Graduation. This concession would be available subject to maximum of 2 CEG exemption in the service of an official and further subject to the condition that the official applies at least three months in advance, supported by a certificate from the authority of the recognized institution and he certifies that he has not availed this concession earlier.
- 10.2** Exemption on administrative/operation requirement shall be for a maximum of one year (i.e.) next transfer session.
- 10.3** Employees of all categories with defined disability (Blindness, Low vision, hearing impairment, Locomotor disability, cerebral palsy, orthopedically handicapped) would be eligible to opt for transfer to or near their native places. All other conditions would remain same as per CHRM No 14/2014 dated 28th March 2014.
- 10.4** In addition, it has been decided to grant exemption to an employee of AA1 who is a care-giver of the disable child from the routine exercise of transfer /rotational transfers. The word 'Disabled' shall include Blindness or low vision; hearing impairment; Locomotor disability or cerebral palsy, Leprosy cured, Mental retardation, Mental illness, Multiple disabilities, Autism Spectrum disorder, Thalassemia and Haemophilia.
- 10.5** The Transfer Exemption of the employees having mentally retarded children/Blindness, Hearing impairment, Locomotor disability, Cerebral Palsy, Leprosy cured, multiple disabilities, Autism, Spectrum, Thalassemia and Haemophilia - in this the age limit of 25 years has been withdrawn and the employees will get benefit of exemption only if their children come under dependent policy.

- 10.6 Self /Spouse/Dependent children suffering from cancer (until Cured), have undergone open heart surgery (exemption for two years after surgery) and any terminal illness.
- 10.7 Exemption from Transfer to office bearers of recognized Union/Association:
Recognized Union: Eight office bearers of the Central Executive Council.
Association : President and General Secretary
- 10.8 As regards to posting of husband and wife working in AAI shall be considered for transfer to one station, subject to vacancies/utilization of such positions at new station even on supernumerary basis etc and same shall continue.
11. Notwithstanding any of the conditions of the Transfer Policy, transfers on operational and administrative reasons shall be effected with the approval of the Chairman based on specific recommendations from Member (HR)/Member concerned.

ANNEXURE-I

TENURE OF STATIONS/ CONSOLIDATED/REVISED LIST FOR THE TRANSFERS

REGION	CATEGORY OF STATIONS			
	GENERAL	3 YEAR	2 YEAR	1 YEAR
NORTHERN REGION 40	Agra, Aligarh, Charkhidabri, Chandigarh, Delhi, Gwalior, Hissar, Jaipur, Jhansi, Jodhpur, Kanpur, Kota, Lucknow, Ludhiana, Moga, Noida, Panipat, Udaipur, Varanasi, Amritsar, Dehradun, Jammu,	Bikaner, Gorakhpur, Sikandarabad, Kishanganj, Kangra (Gaggai), Kullu (Bhuntar), Pathankot and Shimla, Jaisalmer	Bhatinda, Farukhbad, Fursatganj, Khajuraho, Pratapgarh and Rongus	Leh, Kargil Srinagar ****
	22	9	06	03
WESTERN REGION 31	Ahmedabad, Aurangabad, Baroda, Bhavnagar, Bhopal, Goa, Indore, Juhu, Mumbai, Nagpur, Pune, Rajkot and Surat	Rabalpur, Jamnagar, Rande, Kolhapur, Porbandar, Sholapur, Bhuj and Diu	Akola, Amravati, Gondia, Jalgaon, Keshod, Latur, Mundra, Nanded and Sihora	Songadh
	13	08	09	01
SOUTHERN REGION 29	Bangalore, Calicut, Chennai, Coimbatore, Hyderabad, Kanchipuram, Kochi (CIAL), Madurai, Mangalore, Mysore, Puducherry, Thiruvananthapuram, Vishakhapatnam, Trichy***, Salem, Tirupati, Vijawada	Ordy, Belgaum*, Coimbatore, Rajamundry, Tuticorin, Warrangal, Hubli	Belars, Gulbarga, Khammam, Vikarabad,	Agartta
	17	07	04	01
EASTERN REGION 22	Behala, Bhubaneswar, Bhopur, Cooch-Bihar, Darjeeling (Bogdogra)***, Jamshedpur, Kolkata, Murshidpur, Patna, Raipur, Ranchi, Tarakeswar	Bachampur, Gaya and Malda *	Belurghat, Deoghar, Katihar, Kishanganj, Port Blair, Sakm/Pakyong** (Bansuguda)	0
	12	03	07	0
NORTH EASTERN REGION 13	Guwahati		Jorhat, Kohima (Chaitu), Itanagar, Sikkim (Kumbhigram), Tezpur, Tura, Shillong (Barapani), Agartala and Dibrugarh	Daporizo, Imphal, Aizawl (Dengpu), North Lakhimpur (Lisbari), Pasighat, Tezu, Doo, Dimapur
	01	00	09	08
140	65	27	35	13

*Admin. Control of station has been shifted from WR to SR vide CHG letter No AN/ED/Enrgi-@SRWR/2012/514 dated 26.09.2012 & handed over to State Govt. on Lease.

**Admin. Control of stations have been shifted from NER to ER vide CHG letter No A-60011/03/2009-PP dated 18.09.2013

***Trichy Airport has been included as General Station in Southern Region vide CHRM No. 3(a)/2015 vide letter No.A.60011/03/2013 dated 27.05.2015.

**** Srinagar Airport tenure period for the year 2016 shall be counted as two tenures on completion of two years. One year of tenure for 2017 & 2018 and for the year 2019- two years.



No. A-69811/2014-2270

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

21
18th March, 2014

The Regional Executive Director
Airports Authority of India
Northern/Western/Eastern/Southern/NER
Delhi/Mumbai/Kolkata/Chennai/Guwahati

The Executive Director
RCDA/FIU
AAI, 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)
Allahabad

The General Manager
CRSD/E&M Workshop
AAI, New Delhi

Corporate HRM Circular No.14/2014

Subject:- Amendment in the Transfer Policy of AAI -
posting of physically challenged employees.

In order to mitigate difficulties faced by physically challenged employees (persons with disabilities), it has been decided by the Management to effect suitable amendment in the existing Transfer Policy of AAI.

2. Accordingly, it is hereby provided in the Transfer Policy that employees of all categories with defined disability may, as far as possible and keeping in view administrative constraints, be given preference in regard to posting on transfer to or near native places, if such requests are received from them.

3. The categories of disabilities for the aforementioned purpose are given hereunder:-

- (i) (a) **Blindness**:- "Blindness" refers to a condition where a person suffers from any of the following conditions, namely:
 - Total absence of sight; or
 - Visual acuity not exceeding 6/60 or 20/200 (metres) in the better eye with correcting lenses; or
 - Limitation of the field of vision subtending an angle of 20 degree or more;
- (b) **Low vision**:- "Person with low vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for planning or execution of a task with appropriate assistive device.

- (ii) **Hearing Impairment:**- "Hearing impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- (iii) (a) **Locomotor disability:**- "Locomotor disability" means disability of the bones, joints or muscles leading to substantial restriction of movement of limbs or any form of cerebral palsy.
- (b) **Cerebral palsy:**- "Cerebral palsy" means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain lesion or injuries occurring in pre-natal, peri-natal or infant period of development.
- (c) All cases of orthopedically handicapped persons would be covered under the category of locomotor disability or cerebral palsy.

4. Further, such persons would be eligible to opt for transfer to or near their native places, who suffer from not less than 40% of relevant disability as indicated above. A person who wants to avail of benefit under this policy would have to submit a Disability Certificate to be issued by a competent authority (as defined in para-5 below) in the format given at Annexure.

5. The competent authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing visual/ hearing/ locomotor/ cerebral disability, as the case may be. The Medical Board shall, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability. The Medical Board shall indicate the period of validity of the certificate in cases where there are chances of variation in the degree of disability. No refusal of disability certificate shall be made unless an opportunity is given to the applicant of being heard. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit.

6. The above instructions, which comes into force with effect from 01.04.2014 may be brought to the notice of all concerned.


(K. R. JHA)
MEMBER(HR)

Internal Distribution

- Chairman / Member(Fig) (ANS) (Opd) (Plg) (CYD) / Ws Member (HR)
- All HODs/ Director (Security) EDs at CSQ/ Operational Offices.
- All GMs to HR/ Admin - RMs/ DG/ RD/ JKG/ GM (IT) - for uploading on the website
- General Secretary, AAEL
- President/General Secretary - AADA(IYACDA)(I) ATC Guild(I)/AAI Engg Guild(I) LAADA/AAI SCST Welfare Association
- Notice Board