



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-217 दिनांक / Date : 12.12.2023

सेवा में / To

श्री / Shri. Viju P Verghese
Kerala

विषय / Sub : सूचना अधिकार अधिनियम, 2005 के अंतर्गत माँगी गई सूचना श्री विजू पी वर्गीस के आवेदन के संबंध में /
Information under RTI Act, 2005- Application of Shri. Viju P Verghese - reg

संदर्भ /Ref : AAICH/R/E/23/00217 dated 14.11.2023

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

एस.जी. पणिकर / 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

भवदीय / Yours faithfully,


(वेकटेश्वर एल / VENKATESHWAR)

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

07.12.2023

Sub: Seeking Information sought under RTI, ACT, 2005 –
Application of Shri. Viju P Verghese – Reg.

Reference is invited to the RTI application No.AAICH/R/E/23/00217 dated 14.11.2023.

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

RTI Point No.	Information Sought	Reply
1.	Please provide a copy of the application / representation submitted by me (Viju P Verghese), Employee Number 10003650 for which a reply was generated as letter Number AAI/SR/M/3.6(4)/EC (Copy attached for ready reference) dated 03.11.2011.	The desired document has been weeded-out as per weeding out policy. (Copy attached)

Through' General Manager (HR)

To
GM (CNS) – SR / PIO, RHQ, SR, AAI, RHQ /SR, Chennai

(C. THAMBITHURAI)
Joint General Manager (HR)

10/19
08-12-2023

-08/12

08/12/23



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/E&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

- (i) Chairman/Member(Ops)/Member(Plg)/Member(ANS)/Member(Fin)/ CVO/ o/o Member(HR)
- (ii) All HODs/ Director(Security)/ EDs at CHQ/ Operational Offices
- (iii) GM(IT) - for uploading this order on the website.
- (iv) President/General Secretary - All Officers' Associations - AAOA(I)/ ACOA(I)/ ATC Guild(I)/ AAI Engg Guild(I)/ IAAIOA/ AAI SC&ST Employees Welfare Association.

Encl:-As above

s.no	File No.	Subject	DATE START:	DATE END:	CLASSIFICATION YEAR OF REVIEW	SECTION NUMBER	Stat us	RETENTION FILE NUMBER	W/R	REMARKS
35	AAI/SR/M/3-6(5)/EC	Permission for private foreign visit	5-2015	10-2015	C3	A-21-P6			W	
36	AAI/SR/M/3-6(5)/EC	Permission for private foreign visit	7-2015	1-2016	C3	A-21-P6			W	
37	AAI/SR/M/3-6(5)/EC	Permission for private foreign visit	9-2015	5-2016	C3	A-21-P6			W	
38	AAI/SR/M/3-6(5)/EC	Permission for private foreign visit	8-2015	5-2016	C3	A-21-P6			W	
39	AAI/SR/M/3-6(5)/EC	Permission for private foreign visit	6-2016	12-2016	C3	A-21-P6			W	
40	AAI/SR/M/3-6(5)/EC	Permission for private foreign visit	9-2016	12-2016	C3	A-21-P6			W	
41	AAI/SR/M/3-6(5)/EC	Permission for private foreign visit	7-2016	12-2016	C3	A-21-P6			W	
42	AAI/SR/M/3-6(1)/EC	NOC for obtaining passport	8-2012	7-2014	C3	A-21-P6			W	
43	AAI/SR/M/3-6(1)/EC	NOC for obtaining passport	8-2014	10-2014	C3	A-21-P6			W	
44	AAI/SR/M/3-6(1)/EC	NOC for obtaining passport	6-2017	11-2017	C3	A-21-P6			W	
45	AAI/SR/M/3-6(1)/EC	NOC for obtaining passport	11-2017	4-2018	C3	A-21-P6			W	
46	AAI/SR/M/3-6(1)/EC	NOC for obtaining passport	2-2015	5-2018	C3	A-21-P6			W	
47	AAI/SR/M/3-6(2)/EC	Genuinity / verification of NOC issued	9-2013	11-2014	C3	A-21-P6			W	
48	AAI/SR/M/3-6(2)/EC	Genuinity / verification of NOC issued	10-2015	3-2017	C3	A-21-P6			W	
49	AAI/SR/M/3-6(2)/EC	Genuinity / verification of NOC issued	3-2017	9-2018	C3	A-21-P6			W	
50	AAI/SR/M/3-6(2)/EC	Genuinity / verification of NOC issued	8-2014	6-2019	C3	A-21-P6			W	
51	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	4-2006	10-2006	C3	A-21-P6			W	
52	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	3-2006	2-2008	C3	A-21-P6			W	
53	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	10-2007	3-2008	C3	A-21-P6			W	
54	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	1-2009	8-2009	C3	A-21-P6			W	
55	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	6-2009	9-2009	C3	A-21-P6			W	
56	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	11-2009	3-2010	C3	A-21-P6			W	
57	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	1-2010	3-2010	C3	A-21-P6			W	
58	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	5-2010	6-2010	C3	A-21-P6			W	
59	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	12-2009	6-2010	C3	A-21-P6			W	
60	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	3-2010	6-2010	C3	A-21-P6			W	
61	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	4-2010	7-2010	C3	A-21-P6			W	
62	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	6-2010	1-2011	C3	A-21-P6			W	
63	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	7-2012	8-2011	C3	A-21-P6			W	
64	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	9-2010	8-2011	C3	A-21-P6			W	
65	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	6-2009	9-2011	C3	A-21-P6			W	
66	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	12-2009	10-2011	C3	A-21-P6			W	
67	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	2-2009	2-2013	C3	A-21-P6			W	
68	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	8-2010	11-2013	C3	A-21-P6			W	
69	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	8-2008	1-2014	C3	A-21-P6			W	
70	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	5-2011	2-2014	C3	A-21-P6			W	
71	AAI/SR/M/3-6(4)/EC	Incentive for acquiring additional qualification	8-2012	9-2014	C3	A-21-P6			W	

S.Santhosh Kumar
12/12/2011

S. SANTHOSH KUMAR
SAHRI

It is certified that the 71 number of files as per the list given above are identified by the undersigned for weed out and are not required for future reference and hence recommended for weed out.

DEALING ASSISTANT SIGNATURE: *S. Santosh Kumar*
NAME S. SANTOSH KUMAR
DESIGNATION Sr. Asst (O)
DATE 17.12.2021

CONTROLLING OFFICER SIGNATURE: *[Signature]*
NAME THEMNOZAR RAMANURTHY
DESIGNATION N (HR)
DATE 23.12.2021

RECOMMENDATION BY THE COMMITTEE

The 71 files as per the list above from S.No.1 to 71 of NOC Section, HR Department, RHQ, SR have been duly verified by the Committee and the same is recommended for weeding out, based on the certification/recommendation by the user department.

[Signature]
U. JAYACHANDRAN
MANAGER (CC)

[Signature]
B. SANTOSH PATNAIK
SM (HR)

[Signature]
R. CHANDRAN
AGM (EA)