सूचना अधिकार - समयबद्ध /RTI – TIME BOUND

सं./ Ref : भाविप्रा/द.क्षेत्र : सूचना अधिकार /2023 AAI/SR/RTI/2023/E-219   दिनांक / Date : 08.12.2023

सेवा में / To

   श्री/ Ms.Sindhu
   Telangana

विषय / Sub : सूचना अधिकार अधिनियम, 2005 के अंतर्गत मांगी गई सूचना सी सिंधु के आवेदन के संबंध में / Information under RTI Act, 2005- Application of Ms.Sindhu-reg

संदर्भ /Ref : AAICH/R/E/23/00219 dated 19.11.2023

महोदय / महोदया / Sir/ Madam,

कृपया आपके ऑनलाइन के माध्यम से प्राप्त सूचना अधिकार के अनुरोध के संबंध में ।

इस संबंध में उक्त सूचना के संरक्षक द्वारा प्रदान की गई प्रश्न संख्या 3 & 4 के लिए सूचना कृपया इसके साथ संलग्न है। आरटीआई प्रश्न संख्या 1 & 2 भारतीय विमानपत्तन प्राधिकरण, महाप्रबंधक (समन्वय प्रभारी) हैदराबाद से संबंधित है। आपके आरटीआई आवेदन को आरटीआई अधिनियम, 2005 की धारा 6(3) के तहत इस अनुरोध के साथ स्थानांतरित किया जाता है कि आवेदक को सीधे सूचना प्रदान की जाए।

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 ।

Reference may please be made to your online RTI Request as above.

In this regard, the information furnished by the custodian of information for Query No.3 & 4 is attached herewith. The RTI Query No.1 & 2 pertains to GM(CIC), Hyderabad Airport, Airports Authority of India,. Your RTI application is transferred to under U/s 6(3) of RTI Act, 2005 with a request to furnish the information directly to the applicant.

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. पनिक्कर / 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,

(वेंकटेश्वर एल) / VENKATESHWAR L
महाप्रबंधक (सी.एन.एस. द क्षेत्र)
General Manager (CNS-SR)
जन सूचना अधिकारी – सूचना अधिकार
PUBLIC INFORMATION OFFICER-RTI

संलग्न/ Encl.: यथोपरि/ As above

No.AAI/SR/M/RTI/SB/EA/2023   Date: 06.12.2023

OFFICE NOTE

Sub: Information sought under RTI Act, 2005 by Ms. Sindhu, Telangana – Reg.

Reference is invited to RTI Registration No.AAICH/R/E/23/00219 dated 19.11.2023 received from Ms. Sindhu, Telangana.

2. In this regard, the reply to the information sought under RTI is as hereunder:

Sl. No.	Information Sought	Reply
1	What is the strength of Air traffic controllers in RGIA Shamsabad, Begumpet Hyderabad, HTC Hyderabad and Hyderabad R&D?	The custodian of the information sought is related to Hyderabad. Hence, GM(CIC), Hyderabad is requested for providing the information directly to the applicant with a copy to this office for records.
2	How many Air traffic controllers staying at one place more than 15 years at above stations?	
3	What is the AAI transfer policy for Air traffic controllers all above stations?	The AAI Transfer policy for Air Traffic Controller is enclosed as Annexure i
4	Are you implementing Para 4.16 of CHRM 1(a)/2018 AAI transfer policy in RGIA Hyderabad, Begumpet, HTC and Hyderabad R&D stations. Please provide details from year 2020 if you are implemented with reasons if you are not implemented?	It is a hypothetical question. Further Question doesn't qualify as information under Section 2(f) of RTI Act, 2005.

(C. THAMBITHURAI)
Joint General Manager(HR)
AAI, RHQ/SR, Chennai

/Through proper channel : GM(HR)/

To
PIO, RHQ/SR, Chennai – with reference to Office Note dated 30.11.2023, the revised reply is forwarded for further action please.

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No.A.60011/35/2019/HRPC/ *486*

Date: 19th September, 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. 58/ 2019

Sub: Transfer Policy for Air Traffic Controllers (ATCOs)

The Competent Authority after due deliberations has approved a Transfer Policy for Air Traffic Controllers (ATCOs) which is enclosed as Annexure-A.

2.   The said transfer policy will be effective from transfer season 2020.

3.   The said transfer policy will be applicable to all ATC officers of Airports Authority of India only and not to any other cadre.

4.   All the transfers made prior to implementation of this transfer policy, will be governed by the AAI Transfer Policy effective at that time.

5.   The Tenure of Stations as mentioned in Annexure-I of the Transfer Policy for ATCOs, will be governed by the Tenure as reflected in general AAI Transfer Policy and as amended by Competent Authority from time to time.

5.   This issues with the approval of Competent Authority.

(Sanjay Jain)
Executive Director (HR)

Distribution:-
* OSD to Chairman
* DGM (EB) 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/NO/RKJ/MN
* GM (IT) for uploading on AAI Website
* General Secretary- AAEU
* General Secretary- AADA(I)/ ATC Guild (I)/ AAIEG/ IAAOA/ 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)

राजीव गांधी भवन
Rajiv Gandhi Bhawan

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

दूरभाष 24632950
Phone : 24632950

ANNEXURE – A

TRANSFER POLICY
FOR
AIR TRAFFIC CONTROLLERS (ATCOs)

AAI Transfer Policy for Air Traffic Controllers

The following transfer guidelines shall govern for transfer of Air Traffic Control Officers of AAI effective from Transfer Season 2020. All transfers made prior to this transfer policy will be governed by AAI Transfer Policy effective at that time.

1. Need for a Separate Transfer Policy for ATCOs

1.1. Human Resource Management in Air Traffic Control is specific due to the extensive training requirement, both Theoretical and On the Job, for optimized service.

1.2. Due to increase in Air Traffic and advancements in ATC Automation Systems, training requirements have increased tremendously.

1.3. Introduction of Two Stream Rating system demands a different yardstick for transfer in Enroute and Terminal Streams.

1.4. Consideration should be made in the transfer policy for the operational requirement at busy Airports, which is adversely affected by repeated training requirements arising out of transfer of a rated ATCO.

1.5. Large number of tenure stations also force rated controllers to move in & out on transfers.

1.6. Specialized activities such as transfers of Instructors to Training Centres, which requires suitable officers as Instructors.

1.7. Performance of individual ATCO should be accounted for, while consideration is made for allocation of stations during transfer/ posting.

2. Purpose

2.1 The aim is to develop a uniform transfer policy for ATC Officers.

3. Guidance

3.1 Corporate HRM Circular 01(a) of 2018.

3.2 ATMC 06 of 2016 (Performance Assessment) and ATMC 07 of 2017 (Two Stream Ratings).

3.3 ICAO Doc 9426, Part IV Organisation and Administration

3.4 ICAO Human Resource Planning Guidance Manual, Chapter 2.

4. Scope/ Applicability:

4.1 This document will provide policy and guidance for transfer and posting of ATCOs in a structured and transparent manner to improve the productivity and service quality of Air Traffic Management.

4.2 This transfer policy is applicable to all ATC Officers of Airports Authority of India.

5. Explanation of Terms

5.1 *Normal Transfer Season:* For annual transfers of all categories:

- *The transfer seniority in respect of all ATCOs should be uploaded on AAI Website by 15th October along with inviting options for choice of stations from ATC officers.*
- *Options for choice of stations from ATCOs should reach ATM Directorate, CHQ by 15th December through their respective ATS In-charges.*

- Annual transfer proposals having recommendations of '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.

5.2 **Initial Posting:** Postings allotted to Junior Executives (E1) and Managers (E3) after initial recruitment and/ or Ab-initio training (Level 1 and Level 2) at Training Institutions viz. CATC, NIATAM or IITC.

5.3 **Category Upgradation Transfer:** Transfer from a Lower Category Terminal/ Enroute Station to a Higher Category Station based on performance.

5.4 **Category Downgradation Transfer:** Transfer from a Higher Category Terminal/ Enroute Station to a Lower Category Station based on performance.

5.5 **Vacancy Based Intra/ Inter Category Transfer:** Transfers affected to fill the vacancies created consequent to the reasons such as Upper Airspace Harmonization, Operationalization of a New Airport, Opening of New Sectors/ Units, Retirements, Resignations etc. in the same/ different category of Stations.

5.6 **RCS Stations:** Stations under UDAN Scheme (Regional Connectivity Scheme), not served prior to 2016. List of Stations is shown in Annexure – III.

5.7 **Civil Enclave:** Defence Airports where Air Traffic Control Service to Civil Flights is being provided by Defence (Airforce, Navy, Army) and Terminal Management &/ or Surface Movement Control/ Apron Management Service being provided by Airports Authority of India.

5.8 **Promotional Transfers:** Transfers affected for balancing of manpower at higher levels across Stations after promotion.

5.9 **Home Town:** The permanent home town as accepted by 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, in promotional case, if 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.

5.10 **Length of Stay at the Station:** Vacancy Based Transfer will be in accordance with the seniority in stay at the station. Length of stay means period continuously spent at the station in a post which has liability of service anywhere in India. To illustrate, person A may be in Delhi for last six years – four years as Jr. Executive and two years as Asst. Manager; his/ her length of stay in Delhi is six years.

5.11 **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 such availed will be payable.

5.12 **Stations/ Islands with Access Difficulties (Hard Station):** List of Stations is shown in Annexure – I.

5.13 **Terminal Stream (TERS):** Classified as:
Aerodrome Control Service: Surface Movement Control, Aerodrome Control, Clearance Delivery, Aerodrome Surface Movement Guidance and Control.
Approach Control Service: Approach Control (Procedural/ Surveillance [Radar/ ADS-B]), Segregated Arrival Control, Departure Control, Sequencing Control, Feeder Control etc.

5.14 *Category of Stations for Terminal Stream:* Stations are categorized primarily based on handling of aircraft movements as follows:

    i. **Category A- TERS Stations:** Stations having average daily movements greater than 400 aircraft per day viz. Delhi, Mumbai, Chennai, Kolkata, Bengaluru and Hyderabad.

    ii. **Category B- TERS Stations:** Stations having average daily movements greater than 100 aircraft per day and less than or equal to 400 aircraft per day.

    iii. **Category C- TERS Stations:** Stations having average daily movements greater than 30 and less than or equal to 100 aircraft per day.

    iv. **Category D- TERS Stations:** Small Stations having less than or equal to 30 movements per day.

Note: List of Stations in each category is mentioned in Annexure II. Category of Stations will be reviewed every two years in the month of October for applicability in the next transfer season by a committee constituted by ED (ATM).

5.15 *Enroute Stream(ENRS):* Classified as:
Area Control Service: Area Control [Procedural] and Area Control [Surveillance] with/ without multiple Sectors
Oceanic Control Service: Oceanic Control, ADS-C /CPDLC [Procedural], and Oceanic Control [Surveillance/ADS-B] with Multiple Sectors. JCAC [Joint Command and Control Centre] Service applicable only at Delhi Airport.

5.16 *Category of Stations for Enroute Stream:* Stations are categorized based on Air Traffic Density, as follows:

    i. **Category A- ENRS Stations:** Delhi, Mumbai, Chennai, Kolkata, Nagpur and Ahmedabad.

    ii. **Category B- ENRS Stations:** Bengaluru, Hyderabad, Trivandrum, Varanasi.

    iii. **Category C- ENRS Stations:** Guwahati, Lucknow, Mangaluru.

    iv. **Category D- ENRS Stations:** Amritsar, Bhubaneswar, Jaipur, Patna, Cochin.

Note: Category of Stations will be reviewed every year in the month of October for applicability in the next transfer season by a committee constituted by ED (ATM).

6. Types of Transfer in Air Traffic Management

6.1 *Initial Postings*
- Enroute Stream
- Terminal Stream

6.2 *Annual & Promotional Transfers*
- Category Upgradation
- Category Downgradation
- Vacancy Based
- RCS Stations/ Civil Enclaves
- Stations/ Islands with Access Difficulties

7. General Guidelines for Initial Posting

7.1 Fresh recruitments of ATCOs are at two levels viz. E1 Level (Junior Executives and E3 Level (Managers)

7.2 **_Stream Allocation_**: The Ab Initio Training Programme will be designed in two levels as follows:

> ➤ Level 1: Common training programme will be conducted at the Training Centres for all newly recruited Air Traffic Control Officers.

> ➤ Evaluation: ATCOs will be evaluated for Stream Allocation. An aptitude test followed by oral exam, designed to test individual capabilities such as, **quick decision making, resolution of short term conflicts, good communication skill, stress-resistance, multi-tasking ability, pressure-handling, good memory and spatial awareness** shall determine the stream under which the Trainee will be positioned.

> ➤ Level 2: Level 2 will be a stream specific Ab-initio Training Package specially designed for Terminal and Enroute Streams at E1 and E3 levels.

7.3 **_Initial Posting after Successful Completion of Training_**:

   i. ATM Directorate, CHQ will determine the vacancies at the different categories of stations in Enroute and Terminal Stream.

   ii. Performance of trainee will be determined based on the various tests (Progress and Mastery); two weeks prior to the completion of course.
   Note: Performance scorecard will be made from aggregate of marks obtained in all Progress, Mastery Tests and practical examinations conducted two weeks prior to the completion of Ab-initio course.

   iii. Principal, CATC will forward the overall performance list of trainees graded from highest to lowest performance, along with marks obtained; to Executive Director (ATM), separately for Terminal and Enroute Streams, with recommendations.

   iv. Trainees should forward up to five choices in the relevant stream for each category of stations and their specific preference of two stations irrespective of categories.

   v. ATM, HRD Section of CHQ will determine the category of stations for each trainee based on his/ her performance and available vacancies.

   vi. Station of posting will be based on the performance and vacancies at different category of stations.

   vii. Attempts will be made to consider the choice of stations in the respective category, as far as practicable. A candidate with higher performance may be accommodated in the lower categories of stations in case of his/ her specific preference is received for a lower category of station.

8. General Guidelines for Annual & Promotional Transfer

   i. Transfer of all Executives shall be done at CHQ only. Processing of transfer cases will be done and recommended by duly constituted committee of Executive Directors from ATM Directorate. The recommendations subsequently will be forwarded to the Transfer Recommendation Committee established by letter no. A.60011/59/2014-HRPC dated 29-May-2014 (Annexure V) and procedures laid down in this circular will be followed.

   ii. 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.

iii. Volunteers may be called while effecting transfers to Hard Stations. The volunteers will also indicate the period for which they would like to serve at these stations. Volunteer may be given preference. Details of such stations, both one year and two year, are given in Annexure-I.

iv. Other factors being equal, age shall be the deciding criteria for transfer and not the seniority in the services. Older shall be transferred first.

v. In respect of officers / staff returning from deputation/ secondment/ Ex cadre, their stay at the previous station before going on deputation/ secondment/ Ex cadre shall be taken into account while affecting their transfers.

8.1 *Category Upgradation Transfer:*

i. Transfer from Lower to Higher Category of Stations (Terminal or Enroute) will be based on the actual requirement. ATM Directorate will publish respective vacancies at different category of stations by 15th October.

ii. Performance Assessment Criteria for Upgradation Transfer:
   - **Performance Scorecard:** *(Performance scorecard is enclosed in Appendix - A)*
   - **Data Requirement:** GM (ATM) of Delhi, Mumbai, Kolkata, Chennai, Bengaluru, Hyderabad, Ahmedabad, Nagpur, GM (ATM) of Regional Headquarters, GM (ATM) of different Directorates/ Sections of Corporate Headquarters, GM (ATM-CIA) of Training Centres and GM (ATM-R&D Centre) shall forward data regarding all ATCOs posted at their stations/ Stations under their Regional Headquarters/ Centres/ Offices in the following format in MS-Excel File to reach ATM Directorate, AAI CHQ by 15th November every year:

Employee id	Name of Officer	Station of Posting(ICAO 4 letter Designator where available)	Date of Joining present Station (DD-MM-YYYY)	Stream (where applicable)(Terminal- T/ Enroute-E)	Performance Score normalised to whole number on the higher side	Remarks

iii. For Category Upgradation Transfer, average performance score of last two years will be counted (except in the year of implementation when only one performance scorecard is available).

iv. Performance of officers being same, then length of stay at the station will decide the preference for category upgradation.

v. Such officers may forward their choices (minimum 3 choices) for next higher category of station to reach AAI CHQ latest by 15th December through their respective ATS in-charges.

vi. While considering category upgradation transfers; only those officers, who have submitted their choice; will be considered for transfer.

vii. However, the minimum retention criteria at a station is as mentioned below:
   - **Category A-TERS/ENRS Stations:**   10 Years
   - **Category B-TERS/ENRS Stations:**   08 Years
   - **Category C-TERS/ENRS Stations:**   05 Years
   - **Category D-TERS/ENRS Stations:**   03 Years

An ATCO will generally not be considered for category upgradation transfer unless he/ she fulfils minimum retention criteria in respective category of station.

viii. Transfer will be based on the choice of stations obtained from all ATCOs to fill the vacancy and the respective seniority lists based on the performance of the officers.

ix. Juhu and Begumpet Airport, being Category B-TERS, will be an exception for Category upgradation transfer to Category A- TERS Stations. For the purpose of Category upgradation transfer, ATCOs at Juhu and Begumpet should opt from available vacancies at other Category B-TERS Stations.

8.2 *Category Downgradation Transfer:*

i. Transfer from Higher to Lower Category of Stations (Terminal or Enroute) will be based on the actual requirement. ATM Directorate will publish respective vacancies at different category of stations by 15th October.

ii. Continuous downgradation in performance for equal to or greater than two years may result in transfer to Lower Category of Stations. As a rule, an ATCO scoring less than 60% of score in performance scorecard may expect such a transfer.

> Performance Assessment Criteria for Downgradation Transfer: *Performance scorecard is enclosed in Appendix - A.*

> **Data Requirement:** The MS - Excel File mentioned in para 8.1 (ii) will be able to provide the required data for this type of transfer also.

iii. For Category Downgradation Transfer, ATM Dte, CHQ will transfer the officer to any one of the available stations in the lower categories.

iv. Performance of officers being same, length of stay at the station will decide the preference for category downgradation.

v. The minimum retention criteria as mentioned in para 8.1 (vii) does not apply for Category Downgradation Transfer.

vi. **Appeal Process:**
Affected Controller may appeal to Executive Director (ATM) through proper channel explaining the grievance in detail. Upon receipt of such an appeal, ED (ATM) will constitute a committee comprising three GMs at the Headquarter level to investigate the issue and put up a recommendation to ED (ATM) within a fortnight. ED (ATM) based on the recommendation will communicate the decision to the concerned ATCO.

8.3 *Vacancy Based Intra/ Inter Category Transfers:*

i. Requirement for vacancy based intra category transfers arise from activation of a major project in Air Traffic Management at a station, such as, Upper Airspace Harmonization, Opening of a new Airport (Navi Mumbai, Jewar etc). Need to open additional sectors for capacity enhancement project etc.

ii. Requirement may also arise to fill the vacancies due to retirements, attrition, resignation, promotions etc.

iii. These transfers normally are affected during Annual Transfer Season for planned projects, wherein the requirement is projected in advance. Such requirement should be projected to ATM Directorate by 01st October so that manpower planning can be made efficiently.

iv. For the purpose of such transfers, transfer seniority list at a particular category of station is made based on the length of stay at the station.

v. The minimum retention criteria as mentioned in para 8.1 (vii) will be applied, while preparing the seniority lists, as far as practicable.

vi. ATM Directorate will publish the transfer seniority list in different categories of Terminal and Enroute Stations and the vacancies in each category (latest by 15th October).

vii. ATC officers in the transfer seniority lists may forward their choices (minimum 3 choices) in their respective category of station to reach AAI, CHQ latest by 1st November, through their respective ATS In-charges.

viii. Transfer will be based on the choice of stations obtained from all ATCOs to fill the vacancy and the respective transfer seniority lists.

ix. Attempts will be made to transfer the eligible ATCO to one of choices but operational requirement will have precedence over choice.

8.4 Transfers to RCS Stations/ Civil Enclaves (SMC and Apron Control):

i. Transfer to RCS Stations/ Civil Enclaves will be made from officers among Category C and Category D Stations of Terminal Stream only, as far as practicable.

ii. Tenure of RCS Stations will be in accordance with CHRM No. 04 of 2019 and will be governed by any revision in the tenure issued from time to time by HR Directorate. For RCS Stations/ Civil Enclaves not listed in CHRM Circular, the transfer will be for a period of two years. However, in case an ATCO is willing to extend the stay, the same will be considered upon his/ her written request through respective ATS in-charge/ GM-ATM, Region.

iii. The term of RCS/ Civil Enclave transfer will be considered in the retention period for Category Upgradation Transfer. For example, an officer has served for 3 years at Category C Station and then 2 years at RCS/ Civil Enclave Station; subject to other conditions of Category Upgradation Transfers, he/ she may apply directly for Category B Station.

iv. Transfer seniority list from different category of stations are made based on the length of stay at the station.

v. The minimum retention criteria as mentioned in para 8.1 (vii) will be applied, while preparing the seniority lists, as far as possible.

vi. ATM Directorate will publish the transfer seniority list for RCS/ Civil Enclave Stations and the vacancies.

vii. ATC officers in the transfer seniority lists may forward their choices (minimum 3 choices) to reach AAI, CHQ latest by 15th December, through their respective ATS In-charges.

viii. Transfer will be based on the choice of stations obtained from ATCOs to fill the vacancy and the respective transfer seniority lists.

ix. Attempts will be made to transfer the eligible ATCO to one of choices but operational requirement will have precedence over choice.

8.5 *Transfer to Stations/ Islands with Access Difficulties (Hard Stations):*

i.   There are 11 Hard Stations with 2 years of duration and 9 Hard Stations with 1-year duration. The list of Hard Stations is mentioned in Annexure – I.

ii.   Seniority list will be separately prepared for the officers belonging to Terminal and Enroute stream. A Terminal Controller will be transferred to the Hard Stations defined under terminal category and an Enroute Controller will be transferred to the Hard Stations defined under Enroute category.

iii.   The following procedure shall be adopted while making postings to Hard Stations.

Category-I: Who have not served any Hard Stations including RCS Station of one year/ two-year term (As per para 8.4):

Step-1:   Draw up a list of officials in the cadre who have not done a turn of posting in any Hard station.

Step-2:   Arrange them in order of their length of continuous stay at general stations irrespective of the regions.

Step-3:   Transfers to Hard 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 Hard stations, the following procedure shall be adopted:

Category-II: Who have already done one Hard station term or a RCS Stations with one year/ two-year term (As per para 8.4):

Step-1:   Draw up a list of officials in the respective cadres who have done one turn at Hard stations/ RCS Stations with one year/ two-year term (As per para 8.4).

Step-2:   Arrange them in order of their date of completion of term at Hard station/ RCS Stations with one year/ two-year term (As per para 8.4) of last posting.

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

iv.   To the extent of available vacancies, the request of an individual will be considered as far as practicable for posting to Hard station. The officers in the seniority lists are required to submit at least 3 choices of Hard stations subject to vacancies published.

v.   Officials posted at Hard stations may at their discretion choose to remain longer than the stipulated period. Transfer benefits as mentioned in para 9.4 (viii) and (ix) will be applicable to such employees. In all such cases the additional stay of the officials will be counted as stay at general station. Although his / her transfer from Hard station will be governed by the rules for transfer from Hard stations; but while preparing the priority list for posting to Hard station next time, the additional stay will be counted as a stay at General station. However, if the official is retained at Hard station on the basis of management requirement, his / her relieving date shall be considered as end date of Hard and not as two Hard or one additional Hard.

vi.   In the event of two or more officials volunteering transfer to the same Hard station, consideration shall be given to the fact whether any of the volunteers had already been to that

Hard 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.

vii. In the event of an official not reporting for duty within 30/60 days at Hard station of one year / two-year duration from the date of relief by RED / Station In-charge concerned, he / she will have to serve for one more year of transfer at the Hard 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 Hard 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 Hard station early. He / she may be allowed to exceed the leave period to the extent of un-availed joining time.

viii. TA-DA, HRA and other rules applicable to the Tenure Stations mentioned in AAI Corporate HRM Circular 01 of 2018 (and revision thereof) shall be applicable to respective Stations listed under Hard Stations, RCS Stations and Civil Enclaves.

9. Other Cases

9.1 Transfer to Training Establishments (CATC, NIATAM Gondia, HTC Hyderabad) and R&D Centre:

i. Best of the instructors available, should come forward for training centres to improve the knowledge and skill of trainee controllers at the foundation level.

ii. Seniority will not be the criteria for transfers to stations under this section. Instructors/ officers should be selected by a committee constituted by ED (ATM) based on qualification, experience and aptitude for delivering quality training.

iii. A separate committee should be formed to evolve incentives (revised periodically) to motivate best officers opting for Instructor in Training Institutes as well as for R&D Centre.

iv. Surveillance Instructors should be taken from Category A and B Stations (TERS/ENRS).

v. Procedural Instructors should be taken from Category A, B and C Stations (TERS/ENRS).

vi. There should be continuity of teaching/ training faculty and individual members should be given adequate skill upgradation modules at reputed centres/ institutions.

vii. While affecting the transfer at the Training Establishments, provisions promulgated in MARC Part 3 or other Personnel Licensing documents will also be considered.

viii. Transfer to Training Establishments will separately be made for Terminal and Enroute Training Streams.

ix. Transfer to CATC and HTC shall be for 4 years term. Transfers to NIATAM Gondia will be considered as three year term of Hard Station.

x. After completion of 4 years term, attempts will be made to transfer the instructor/ officer to a station of his/ her choice.

xi. In the event if any instructor is willing to extend the duration of posting at Training Institutions, the same will be considered by CHQ based on recommendation of Chief Instructor ATM.

xii. Additional stay of 2 years or more at CATC /HTC will be considered as completion of a Hard Station Term.

xiii. Requirement of Manpower (Instructors and supporting officers) should be projected by Principal CATC (for CATC, NIATAM and HTC) to ED (ATM) by 1st October for consideration.

xiv. Individual ATCOs should submit their choices for transfer to/ from Training Establishments by 15th December.

9.2 *Transfer to CHQ and RHQ:*

i. Expert and Experienced ATCOs are required at CHQ and RHQ since Procedures, Policies and Instructions are framed at this level. The officer involved in such activities should be best among available officers.

ii. Requirement exists at all levels from Jr. Executive (E1) to General Manager (E8).

iii. **Transfer/ Posting of Jr. Executive (E1) to Assistant General Manager (E5) Level:**
   - Transfer will be for a period of 2 Years for levels E1 to E2 and 4 Years for levels E3 to E5.
   - Preference will be given to ATCOs volunteering for posting to CHQ/ RHQ.
   - Transfers can also be done on medical grounds which includes Medical Unfitness.
   - Vacancy based transfers will be made to fill the vacancies at CHQ/ RHQ and CAP on selection basis by a duly constituted committee at AAI CHQ.
   - The ATCOs while transfer from CHQ/ RHQ to ATS Centres should get category of station based on their performance scorecard enclosed in Appendix – A.
   - Transfer/ Posting from CHQ/ RHQ to ATS Centres will be based on vacancies and performance scorecard. Choice of stations obtained from the ATCO will be considered as far as practicable.
   - Any extension beyond 2 years (4 years in case of E3 to E5 levels) of term will be based on continued willingness to function at CHQ/ RHQ or on medical grounds provided the performance benchmark at CHQ/ RHQ is good.

iv. **Transfer/ Posting of DGM (E6) to Jt. GM (E7) Level:**
   - Procedures, Policies and Instructions are framed and implemented at CHQ and RHQ. Senior and Experienced Officers contribute towards smooth functioning of Headquarters and to plan future policies. Seniority will not be the criteria for transfers to CHQ/ RHQ under this section. Officers should be selected by a CHQ committee based on qualification, experience and aptitude for quality of work required at CHQ/ RHQ.
   - Simulator Training in the performance scorecard of such officers will not be required at and above 50 Years of Age. Such officers will be given marks between 7 to 10 under this criterion based on their previous service at the ATS Centres.
   - The officers working at CHQ/ RHQ may continue to work at CHQ/ RHQ, as long as their performance benchmark at CHQ/ RHQ is maintained above required level.
   - AAI CHQ may decide, based on competencies and performance scorecard, the transfer of such officers to ATS Centres, when required.

v. Exemptions in transfers for a period of not more than one year will be considered for an officer responsible for an ongoing major project.

9.3 Transfer to Home Town

i. 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 cut-off date of determining 3 year period will be taken as 31st March.

ii. In the event of transfer consequent to promotion, the above provision shall not apply.

iii. 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.

9.4 Transfer from Hard Stations

i. When transfer from Hard station to general station is made, an official in the cadre with the longest stay in the Hard station shall be transferred out first.

ii. In the event of an official serving at Hard station being brought back to a non-Hard station on his request on compassionate ground. He / she shall not be considered as having served a term of stay at the Hard station.

iii. Transfers from Hard station will always be made to a non-Hard station after completion of stipulated period of stay, but this may not necessarily be to the same station from which he / she transferred to the Hard station.

iv. In the event of a person serving at a Hard station is transferred, due to his / her promotion or reduction in establishment, at that Hard station; he / she shall be deemed as having served his / her term at Hard station.

v. 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 relieving; 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.

vi. 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 at CHQ 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.

vii. 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.

viii. If officials are staying longer than the prescribed time as per para 8.3, following incentives should be considered.

    (A) At 1 year Hard station:

        (i) For 1 year extra stay one month salary (BP+DA) as additional.

        (ii) No extra benefit beyond that.

(II)   At 2 years Hard station:

    (i)   For 1 year extra stay half month (i.e. 15 days) salary (BP + DA) as additional.

    (ii) For 2 year 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 Hard stations in their home region (where their home station is located).

ix.   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.

ix.   An officer after completion of Hard Station will be transferred to same category of Station from which he/ she was transferred to this Hard Station previously.

10.   Exceptions:

i.   AAI CHQ may consider transfer from Lower Category Stations/CHQ/RHQ/ ATFM/ R&D Centre etc. directly to Higher Category Stations for the ATCOs having proven training/ performance records at previous ATS Centres/ Training Organization/ Non Operational Units.

ii.   ED (ATM), at his discretion, may consider transfer of ATCOs posted at Non Operational units directly to operational stations based on proven performance records and vacancies at that station.

iii.   ATS and Training in-charges of Category A & B Stations (TERS/ENRS) and Section Heads & WSOs of Category A Stations (TERS/ENRS) are exempted from the performance assessment mentioned in this policy. However, AAI CHQ may consider their transfer to Training Centres, RHQ/ ATFM/ R&D Centre, CAF or other Category A and B Stations (TERS/ENRS) to utilize their knowledge and experience for a specialized task/ assignment.

In case a station is falling in different categories in Enroute and Terminal streams, the higher category is to be considered.

iv.   Transfers/ exemptions may be made to fulfil operational requirements based on suitability and qualifications/ experience of an officer. Exemption on administrative / operational requirement shall be for a maximum period of one year (i.e. next transfer session). ATS in-charges should ensure that sufficient training/ exposure be given to the successors to be ready to take over the responsibility in one year duration.

v.   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 recognised 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. For exemption on CEG Ground in case of class 12th, the exemption should be given upto 31st August to facilitate admission to first year of graduation studies also.
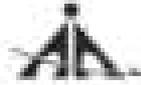
vi.   In addition, it has been decided to grant exemption to an employee of AAI, who is a care-giver of the disabled child from the routine exercise of transfer / rotational transfer. The word 'Disabled' shall include blindness or low vision; Hearing impairment; Locomotor disability or Cerebral palsy, Leprosy cured, Mental retardation, Mental illness; Multiple disabilities, Austism Spectrum disorder, Thalassemia and Haemophilia. Revision to AAI Policy to this reason will take precedence as and when effective.

vii.   The Transfer Exemption of the employees having mentally retarded children, blindness, Hearing impairment, Locomotor Disability, Cerebral Palsy, Leprosy cured, multiple disabilities, Austism, 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.

viii.   Self / Spouse / Dependent children suffering from cancer (until cured), have undergone open heart surgery (exemption for two years after surgery) and any terminal illness.

ix.   Exemption from Transfer to office bearers of recognized association: President and General Secretary

x.   As regards to posting of husband and wife working in AAI, they 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.   Review

This Policy will be reviewed after 2021 and if need arises in between; modifications can be done in the form of variant of this document or by separate circulars issued by HR Directorate in concurrence with ATM Directorate.

Performance Scorecard

Performance scorecard should be comprehensive, transparent, practical and scalable and should reflect actual performance upgradation/ downgradation over a period of time. This should also give sufficient opportunity to an officer for improvement in performance areas. ATS In-charges should ensure that a copy of Performance Scorecard be given to the Controller (being assessed). The report of performance scorecard should also be given to the reporting officer of respective Controller to match its score with Annual Performance Review score. Possibility to enclose this performance scorecard in the SAP APR Form should be explored with IT Directorate at the Headquarters. Performance scorecard should be taken from 1st November of previous year to 31st October of Current year and should be forwarded to ATM Directorate, AAI CHQ by 15th November every year. The relevant parameters are as follows:

For ATCOs Posted at ATS Centres

1. **Score in Training Organization:** Average marks obtained by ATCO in various courses in Training organizations should be taken for this performance criterion. This includes Aerodrome Control, Approach Control, Area Control, and Surveillance Control. Marks obtained should be rationalized on a scale of 1 to 8 as follows:

$$\text{Performance Score} = \frac{\text{Marks Obtained}}{\text{Maximum Marks}} \times 8$$

2. **Score in Rating Examination at the Station:** Average aggregated percentage marks obtained in written examination and rating boards of various ratings such as ADC, APP, ACC, OCC, TAR, RSR etc. 12Marks obtained should be rationalized on a scale of 1 to 12 as follows:

$$\text{Performance Score} = \frac{\text{Marks Obtained}}{\text{Maximum Marks}} \times 12$$

Note: In cases where ATCO has been recently transferred to the station and Rating Examinations are not held, 8 Marks should be added to the performance score.

3. **Improvement in ELPA Level:** Following marks should be added based on ELPA level of an ATCO:

ELPA Level 1 to 3	0
ELPA Level 4	5
ELPA Level 5	8
ELPA Level 6	12

4. **(a) Proficiency Checks and QIP:** following marks will be added:

Satisfactory Performance	10
Unsatisfactory Performance	0

Note: In cases where ATCO has been recently transferred to the station and holds no Rating, 8 Marks should be added to the performance score to avoid performance downgradation without providing opportunity to acquire the first rating.

(b) ATC Incidents:

ATC Incidents for performance scorecard is defined as Airprox and Runway Incursions.

In case there is no ATC incident during the assessment period; 4 marks in this performance criterion will be added for him/ her.

In case there are ATC incidents during the assessment period; for which the ATCO is a contributory factor identified by the investigation team; 4 marks in this performance criteria will be added for him/ her.

In case there are 2 or more ATC incidents during the assessment period; for which the ATCO is a causal factor identified by the investigation team; 4 marks in this performance criteria will be deducted for him/ her and he/ she will get 0 Marks in this performance criteria.

5. **On the Job Training Instructor:** 10 marks should be added to Authorized O/T Instructors as well as for Instructors of IATS.

7 Marks should be added to an ATCO who has volunteered and participated in O/TI/ Instructor's Board.

Between 6 to 10 Years of Service, if the Controller has neither volunteered nor participated in O/TI/ Instructor's Board; 7 marks should be added to his/ her performance scorecard.

For an ATCO, who has a service of ≥ 10 years, if the Controller has not been volunteered and participated in O/TI/ Instructor's Board even once, 10 Marks should be deducted from this performance score (i.e. his/ her performance score should be 0).

Note 1: For a New ATCO, it takes about 3 Years from recruitment to become eligible for O/T Instructors. Therefore, for first 5 Years from the date of joining AAI, even if the Controller has not been selected as an Instructor, 10 Marks should be added to the performance score.

6. **Special Achievements:** Special achievements, such as contribution in developments of New Procedures (SOPs) for safety and capacity enhancement at the station and for undertaking participation in major operational projects should be given a weightage of 10 marks in overall performance scorecard. Similar contributions such as ATCOs Stress Management initiatives, Better manpower and O/T management in Shifts, efficient handling of emergencies, extending cooperation and contribution in day to dayshift operations etc. should also be put in this category. ATS in-charges should also encourage the team achieving extraordinary performance by issuing appreciation letters. List of Special Achievements and contribution should be submitted in the self-assessment report by the Controller to the ATS In-charge along with date, time, channel and other details etc.

7. **Peer Assessment (Efficiency as Team Member):** ATC works as a team. It is very important for an ATCO to handshake with peers. Upto 10 marks should be added from feedback of peers whom a rated controller interacts while exercising privileges of his/ her ratings. For example, in case of a TAR rated person performing surveillance duties in Approach Control, feedback of all Tower and Area Controllers should be taken for assessment and average marks obtained should be taken as Peers Assessment.

Note 1: Feedbacks should be taken every quarter to avoid effects of shift changes.

Note 2: Feedback should be taken from all peers connected to the adjacent units where a Controller is rated and has been assigned duties.

Note 3: Feedback for every individual Controller should be taken from rest of the Controllers for an Airport having <30 yearly average movements per day.

Note 4: Of all the reports received in a year, top 30 reports (based on score) of different peers should be taken out for performance assessment.

Note 5: Performance score on Peers assessment should be fed in a spreadsheet preferably by Data Entry Operators (except for small CAT C and D stations).

Note 6: Peer Assessment score of <5 may be an indicator that there is a need to change the team for the officer for better handshake with peers. ATS in charge should consider this indicator.

Note 7: Performance scores should be communicated to the assessee through email to give him/ her sufficient opportunity to improve his/ her performance.

Feedback Form [from Peers – Sample for Approach Control Surveillance]		
Name of Controller 1 (being assessed): **Employee Code:** Ratings Held/ Unit: -----/ TAR		
Scorecard	Marks	Remarks
Score on a Scale of 1 to 10 1 – No consideration of adjacent unit – extremely difficult to work with the Controller 10 – Considers for overall efficiency - happy to work with the Controller as a Team		
Name of Controller 2 (being assessed): **Employee Code:** Ratings Held/ Unit: -----/ TAR		
Scorecard	Marks	Remarks
Score on a Scale of 1 to 10 1 – No consideration of adjacent unit – extremely difficult to work with the Controller 10 – Considers for overall efficiency - happy to work with the Controller as a Team		
Name of Controller 3 (being assessed): **Employee Code:** Ratings Held/ Unit: -----/ TAR		
Scorecard	Marks	Remarks
Score on a Scale of 1 to 10 1 – No consideration of adjacent unit – extremely difficult to work with the Controller 10 – Considers for overall efficiency - happy to work with the Controller as a Team		

Feedback provided by (Name of Controller - Optional):
Employee Code(Optional):   Ratings Held/ Unit:------/ ADC

8. **Supervisor Assessment:** Upto 10 Marks should be given for Supervisor assessment. The criteria should be punctuality while reporting for duty, readiness to undertake busy channels, assistance in case of special conditions and emergencies, complying to instructions and obedience.

9. **Assessment by SQMS In-charge:** SQMS monitors safety, efficiency and quality of Air Traffic Control Service through various checks which include random playbacks, feedback mechanism, over the shoulder monitoring etc. 7 Marks in the performance scorecard will be given by SQMS in-charge.

10. **Assessment by Training In-charge:** 7 Marks in the performance scorecard will be given by training in-charge based on performance and attendance of an ATCO in various training courses such as refresher course, simulator performance, classroom training on changes in procedures and automation etc.

11. **Moderation by ATS In-charge:** ATS in-charges can moderate overall scorecard by +/- 10% after giving detailed justification. The performance scorecard will be forwarded to AAI CHQ by respective ATS in-charges duly filled and signed.

Note 1: In Category C and D Stations (TERS/ENRS), para 8, 9 and 10 should be filled by the ATS in-charge.

Note 2: Performance scorecard of ATS In-charges on Category C and D Stations (TERS/ENRS) will be filled and forwarded to AAI CHQ by the General Manager – ATM of respective Region.

Performance Scorecard

Name of Controller:

Employee Code: Ratings Held:

Performance Area	Max. Score	Score	Remarks
Score in Training Organization	8		
Score in Rating Examination at the Station	12		
Improvement in ELPA Level	12		
Proficiency Checks and QIP	10		
ATC Incidents	4		
On the Job Training Instructor	10		
Special Achievement	10		
Peer Assessment	10		
Supervisor Assessment	10		
Assessment of SQMS In-charge	7		
Assessment of Training In-charge	7		
Total Marks	100		
Moderation by ATS In-charge (Resultant Marks)			

Date:

Station:

(Signature of ATS In-Charge)

Name:

Designation
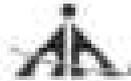
For ATCOs Posted at CHQ/ RHQ/ Training Centre/ Other Establishments

1. **Score in Training Organization**: Average marks obtained by ATCO in various courses in Training organizations; should be taken for this performance criterion. This includes Aerodrome Control, Approach Control, Area Control, and Surveillance Control. Marks obtained should be rationalized on a scale of 1 to 8 as follows:

   Performance Score = $\dfrac{\text{Marks Obtained}}{\text{Maximum Marks}} \times 8$

2. **Performance on Simulator**: Officers below 50 years of age will be sent to the nearest ATC Simulator such as IATS (in Metros, Ahmedabad) and Training Centres (CATC, HTC and NIATAM) for 3 days, every year. On first day, they should be given familiarization of Simulator Environment, Tools and Procedures. On Day 2 and 3, ATCOs should be given exercises with moderate difficulty and assessed primarily on basic skills such as Phraseologies, Separation Standards, Situational Awareness and Coordination etc. Marks obtained should be rationalized on a scale of 1 to 10 as follows:

   Performance Score = $\dfrac{\text{Marks Obtained}}{\text{Maximum Marks}} \times 10$

3. **Improvement in ELPA Level**: Following marks should be added based on ELPA level of an ATCO:

ELPA Level 1 to 3	0
ELPA Level 4	5
ELPA Level 5	8
ELPA Level 6	12

4. **On the Job Training Instructor**: 10 marks should be added if the ATCO was Authorized OJT Instructor, prior to posting at CHQ/ RHQ/ Training Centre/ Other Establishments as well as for Instructors of Training Centres/ IATS.

   7 Marks should be added to an ATCO who has volunteered and participated in OJTI/ Instructor's Board.

   Between 6 to 10 Years of Service, if the Controller has neither volunteered nor participated in OJTI/ Instructor's Board; 7 marks should be added to his/ her performance scorecard.

   For an ATCO, who has a service of ≥ 10 years, if the Controller has not been volunteered and participated in OJTI/ Instructor's Board even once, 10 Marks should be deducted from this performance score (i.e. his/ her performance score should be 0).

   Note 1: For a New ATCO, it takes about 3 Years from recruitment to become eligible for OJT Instructors. Therefore, for first 5 Years from the date of joining AAI, even if the Controller has not been selected as an Instructor, 10 Marks should be added to the performance score.

5. **Acquisition of New Skills**: ATCOs in the self-assessment should submit the details of New Skills Acquired in the assessment year. Upto 10 Marks should be added in this performance score.

6. **Written and Verbal Communication:** Upto10 Marks should be added for demonstration of good written and verbal communication. For Training Centres, Instructors should be assessed on Preparation and Delivery of Lectures in the Classroom, Simulator Training Performance and contribution in Question Bank and Written/ Practical examinations.

7. **Adhering to Goals and Timelines:** Upto 10 Marks should be added in the Performance Scorecard for this Criterion.

8. **Special Achievements:** Special achievements, such as contribution in safety, quality, standards, capacity, airspace, training, publications, new systems and procedures, international recognition, ease of doing business, time and fuel savings etc should be given a weightage of 10 marks in overall performance scorecard. List of Special Achievements and contribution should be submitted in the self-assessment report by the ATCO to the Section/ Office In-charge along with date, time and other details etc.

9. **Peer Assessment (Efficiency as Team Member):** Upto 10 marks should be added from feedback of peers whom an ATCO interacts while performing as a team.

Note 1: Feedbacks should be taken annually.
Note 2: Feedback should be taken from all peers working with the ATCO being assessed.
Note 7: Performance scores should be communicated to the assessee through email to give him/ her sufficient opportunity to improve his/ her performance.

Feedback Form [from Peers – Sample for Office]		
Name of ATCO 1 (being assessed): **Employee Code:** Office: Ratings Held/ Unit: -----		
Scorecard	Marks	Remarks
Score on a Scale of 1 to 10 1 – No consideration of other team members – extremely difficult to work with the ATCO 10 – Considers for overall efficiency - happy to work with the Controller as a Team		
Name of Controller 2 (being assessed): **Employee Code:** Office: Ratings Held/ Unit: -----		
Scorecard	Marks	Remarks
Score on a Scale of 1 to 10 1 – No consideration of other team members – extremely difficult to work with the Controller 10 – Considers for overall efficiency - happy to work with the Controller as a Team		
Name of Controller 3 (being assessed): **Employee Code:** Office: Ratings Held/ Unit: -----		
Scorecard	Marks	Remarks

Score on a Scale of 1 to 10 *1 – No consideration of other team members – extremely difficult to work with the Controller* *10 – Considers for overall efficiency – happy to work with the Controller as a Team*		
Feedback provided by [Name of Controller - Optional]: **Employee Code** (Optional): **Office:**		**Ratings Held/ Unit:** -----

10. **Immediate Supervisor's Assessment:** Upto 10 Marks should be given for Supervisor assessment. The criteria should be punctuality, attitude towards assignments, quality of work, flexibility, willingness to undertake new projects etc.

11. **Moderation by Section Head/ In-charge:** Section Head/ In-charge can moderate overall scorecard by +/- 10% after giving detailed justification. The performance scorecard will be forwarded to AAI CHQ by respective Section Heads/ In-charges duly filled and signed.

Performance Scorecard

Name of Controller:
Employee Code: **Office:**   **Ratings Held:**

Performance Area	Max. Score	Score	Remarks
Score in Training Organization	8		
Performance of Simulator	10		
Improvement in ELP/A Level	12		
On the Job Training Instructor	10		
Acquisition of New Skills	10		
Written and Verbal Communication	10		
Adhering to Goals and Timelines	10		
Special Achievement	10		
Peer Assessment	10		
Immediate Supervisor's Assessment	10		
Total Marks	**100**		
Moderation by Section Head/ In-charge (Resultant Marks)			

Date:
Station/ Office:

(Signature of Section Head/ In-Charge)
Name:
Designation

Tenure of Stations

REGION	CATEGORY OF STATIONS			
	GENERAL	3 YEARS	2 YEARS	1 YEAR
NORTHERN REGION 01	0	0	Srinagar 01	0
WESTERN REGION 00	0	0	0	0
SOUTHERN REGION 01	0	0	0	Agatti 01
EASTERN REGION 01	0	0	Pakyong 01	00
NORTH EASTERN REGION 17			Jorhat, Kohima (Chaitu), Itanagar, Silchar (Kumbhigram), TezPur, Tura, Shillong (Barapani), Agartala and Dibrugarh	Daparizo, Imphal, Aizwal (Lengpui), North Lakhimpur (Lilabari), Passighat, Tezu, Ziro, Dimapur
	0	0	09	08
20	0	09	11	09

ANNEXURE – II

List of Terminal Stations of Different Categories

Category A Stations:

1.) Delhi
2.) Mumbai
3.) Bangalore
4.) Chennai
5.) Hyderabad
6.) Kolkata

Category B Stations:

1) Ahmedabad
2) Cochin
3) Guwahati
4) Jaipur
5) Lucknow
6) Bhubaneswar
7) Trivandrum
8) Juhu

Category C Stations:

1) Patna
2) Coimbatore
3) Indore
4) Calicut
5) Mangalore
6) Varanasi
7) Nagpur
8) Ranchi
9) Vijayawada
10) Raipur
11) Gondia
12) Amritsar
13) Madurai
14) Dehradun
15) Bhopal
16) Trichy
17) Udaipur
18) Surat
19) Rajahmundry
20) Tirupati
21) Vadodara

Category D Stations:

1) Jabalpur
2) Aurangabad
3) Belgaum
4) Rajkot
5) Bhavnagar
6) Gaggal
7) Mysore
8) Cuddapah

9) Gaya
10) Hubli
11) Nanded
12) Kullu-Bhuntar
13) Pondicherry
14) Tuticorin
15) Diu
16) Khajuraho
17) Pantnagar
18) Shimla
19) Salem
20) Kandla
21) Porbandar
22) Ludhiana
23) Kolhapur
24) Kota
25) Saldarjung
26) Behala
27) Cooch Behar
28) Keshod
29) Latur

List of RCS Stations

1) Raigarh
2) Jharsuguda
3) Bilaspur
4) Jamshedpur
5) Vidyanagar
6) Burnpur (Asansol)
7) Hosur
8) Jeypore
9) Mithapur (Dwarka)
10) Neyveli
11) Rourkela
12) Utkela
13) Kailashahar
14) Rupsi
15) Jhansi
16) Kishangarh
17) Vellore
18) Sholapur
19) Darbhanga
20) Padampur
21) Theruboli
22) Baripada
23) Bokaro
24) Tuting
25) Along
26) Walong
27) Yinghinng
28) Tanjor
29) Khambalia
30) Kalyan
31) Dumka
32) Kishanganj
33) Chitrakoot
34) Azamgarh
35) Gaucher
36) Hissar
37) Chinyali saur
38) Muirpur (korba)
39) Aligarh
40) Moradabad
41) Shravasti
42) Pithoragarh
43) Baldota/ Koppal
44) Amravati
45) Parsoli

ANNEXURE – IV

Policy for Stream Allocation and Posting for Newly Recruited ATC Officers
(Jr. Executives Trainees/ Manager Trainees)

Air Traffic Control System is served through two concurrent streams namely Terminal Stream (TERS) and Enroute Stream (ENRS). Allocation of ATC Officers would be in either of the Streams.

New Recruitment in ATC System is taking place at two levels viz. Junior Executives (E1) and Managers (E3).

Every recruited executive will undergo two levels of training during his/her Ab-Initio Training Programme.

Level-1 will be a common training programme in which the trainee will be assessed through an aptitude test and oral exam for capabilities on quick decision making, resolution of short term conflicts, good communication skill, stress- resistance, multi-tasking ability, pressure handling, good memory and spatial awareness.

Allocation of stream for the trainee ATC will be based on evaluation done during the Level-1 assessment.

Level-2 will be stream specific Ab-Initio Training Package designed for the respective levels commensurate with Terminal and Enroute Streams separately.

Subsequent posting of the trainee ATC on successful completion of Ab-Initio Training will be based on adoption of following policy:

1. ATM Directorate, CHQ will determine the posting depending upon the annual assessment of vacancies in either of the streams.

2. Performance of trainee will be determined through the tests (Progress/ Mastery) that trainee is subjected to during the Ab-Initio training.

3. Principal, CATC will forward the performance assessment of the trainees graded in descending order including marks obtained with recommendations for consideration of stream allocation in respect of all Ab-Initio trainees from all training establishments a fortnight prior to the schedule completion of the training programme.

4. Simultaneously, choice for station of posting within the stream of consideration will be obtained from the trainees also.

5. The posting of station will be depending upon availability of vacancy, the stream of consideration and category of station within the stream based on the performance grade of the trainee during his Ab-Initio Training and the recommendation received from Principal, CATC.

6. However, efforts will be made to consider accommodating the trainee within his choice of stations in the respective category as far as practicable.

List of stations in Terminal stream and corresponding categories is available in Annexure-II of AAI Transfer Policies for ATCOs in AAI website (www.aai.aero). List of Stations in Enroute Stream and corresponding categories are enclosed in the next pages with detailed policy in this respect.

Candidates may familiarize themselves of the above and plan their participation, performance and career prospects accordingly.

AAI HR Directorate

Policy Extract for Newly Recruited ATCOs

Definitions:

1. **Terminal Stream (TERS):** Classified as:
   a. **Aerodrome Control Service:** Surface Movement Control, Aerodrome Control, Clearance Delivery, Aerodrome Surface Movement Guidance and Control.
   b. **Approach Control Service:** Approach Control [Procedural/ Surveillance (Radar/ ADS-B)], Segregated Arrival Control, Departure Control, Sequencing, Control, Feeder Control etc.

2. **Category of Stations for Terminal Stream:** Stations are categorized primarily based on handling of aircraft movement size as follows:
   i. **Category A-TERS Stations:** Stations having average daily movements greater than 400 aircraft per day viz. Delhi, Mumbai, Chennai, Kolkata, Bengaluru and Hyderabad.
   ii. **Category B-TERS Stations:** Stations having average daily movements greater than 100 aircraft per day and less than or equal to 400 aircraft per day.
   iii. **Category C-TERS Stations:** Stations having average daily movements greater than 30 and less than or equal to 100 aircraft per day.
   iv. **Category D-TERS Stations:** Small Stations having less than or equal to 30 movements per day.

3. **Enroute Stream (ENRS):** Classified as:
   a. **Area Control Service:** Area Control [Procedural] and Area Control [Surveillance] with/ without multiple Sectors.
   b. **Oceanic Control Service:** Oceanic Control, ADS-C /CPDLC [Procedural], and Oceanic Control [Surveillance/ADS-B] with Multiple Sectors. JCAC (Joint Command and Control Centre) Service applicable only at Delhi Airport.

4. **Category of Stations for Enroute Stream:** Stations are categorized based on Air Traffic Density, as follows:
   i. **Category A-ENRS Stations:** Delhi, Mumbai, Chennai, Kolkata, Nagpur and Ahmedabad.
   ii. **Category B-ENRS Stations:** Bengaluru, Hyderabad, Trivandrum, Varanasi.
   iii. **Category C-ENRS Stations:** Guwahati, Lucknow, Mangaluru.
   iv. **Category D-ENRS Stations:** Amritsar, Bhubaneswar, Jaipur, Patna, Cochin.

List of Stations in each stream and relevant categories is mentioned in Annexure II of Transfer Policy for ATCOs [available on AAI Website – www.aai.aero].

Stream Allocation Rules:

1. Fresh recruitments of ATCOs are at two levels viz. E1 Level (Junior Executives) and E3 Level (Managers).
2. **Stream Allocation:** The Ab-initio Training Programme will be conducted in two levels as follows:
   ➤ Level 1: Common training programme will be conducted at the Training Centres for all newly recruited Air Traffic Control Officers.
   ➤ Evaluation: Trainee ATCOs will be evaluated for Stream Allocation. An aptitude test followed by oral exam, designed to test individual capabilities such as, **quick decision making, resolution of short term conflicts, good communication skill, stress-resistance, multi-tasking ability, pressure-handling, good memory and spatial awareness** shall determine the stream under which the Trainee will be positioned.
   ➤ Level 2: Level 2 will be a stream specific Ab-initio Training Package specially designed for Terminal and Enroute Streams at E1 and E3 levels

Note: Selection and Training may be conducted in any one of the streams also, depending upon the requirement of ATCOs at a particular time. In such cases, training will be conducted for the relevant stream only.

Performance Requirement for Posting of Newly Recruited ATC Officers (Jr. Executives or Manager Level) after successful completion of Ab Initio Training

Initial Posting of Newly Recruited ATCOs (Jr. Executives or Managers) after successful completion of Ab Initio Training will be based on following policy:

i. ATM Directorate, CHQ will determine the vacancies at the different categories of stations in Enroute and Terminal Stream.

ii. Performance of trainee will be determined based on the various tests (Progress and Mastery) and practical examinations, two weeks prior to the completion of course.
Note: Performance scorecard will be made from aggregate of marks obtained in all Progress, Mastery Tests and practical examinations conducted two weeks prior to the completion of Ab-Initio course.

iii. Principal, CATC will forward the overall performance list of trainees graded from highest to lowest performance, along with marks obtained, to Executive Director (ATM), separately for Terminal and Enroute Streams, with recommendations.

iv. Trainees should forward up to five choices in the relevant stream for each category of stations.

v. ATM, HRD Section of CHQ will determine the category of stations for each trainee based on his/her performance and available vacancies.

vi. Station of posting will be based on the performance and vacancies at different category of stations.

vii. Attempts will be made to consider the choice of stations in the respective category, as far as practicable.

Note: For detailed Transfer Policy applicable to ATCOs and relevant circulars issued from time to time, please visit website www.aai.aero.

No.A.60011/95/2014-HRPC

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

23rd May, 2014

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

The Executive Director
RCDU/PIU
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 21/2014

Subject:- Creation of the Transfer Recommendation Committee.

In order to bring greater transparency and to minimize grievance of employees relating to transfers, the management has decided to introduce the following system with immediate effect:-

(i)   A "Transfer Recommendation Committee" is constituted under each controlling Member of various disciplines at Corporate Headquarters. The Committee will consist of three members. It will be headed by ED/HoD of the discipline concerned besides having one General Manager/ Deputy General Manager of the said discipline and one HR representative.

(ii)   The Transfer Recommendation Committee will submit its recommendations as per the laid down policy on the subject to the Member concerned who will take final decision in the matter keeping in view the Committee's recommendations.

(iii)   In case of any deviation from the recommendations of the Transfer Recommendation Committee on grounds of operational requirement/ administrative exigency/necessity, etc. Member concerned will record reasons in writing with justification. However, cases of transfer of DGM and above will be submitted to Chairman for final decision as per his/her to practice in vogue.

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2.   REDs/APDs (Kolkata/ Chennai) are also advised to constitute similar Regional Transfer Committees on the analogy of above scheme at the earliest to look after the matters relating to transfer of non-executives in the Regions

3.   A compliance report to this effect for information of Chairman may be sent to the undersigned by 10.6.2014.

(K. K. JHA)
MEMBER(HR)

Internal distribution:

- Chairman / Member(Plg)/ (ANS)/ (Ops)/ (Fin)/ CVO/ a/a Member (HR)
- ED(CA&CS)/ All HODs/ Director (Security)/ EDs at CHQ/ Operational Offices.
- All GMs in HR/ Admn - RNS/ DG/ RD/ JKG/
- GM (IT) - for uploading on the website
- General Secretary, AAEU
- President/General Secretary - AAOA(I)/ ACOA(I)/ ATC Guild(I)/
        AAI Engg Guild(I)/ IAAIOA/AAI SC/ST Welfare Association
- Notice Board