



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA  
क्षेत्रीय मुख्यालय, दक्षिणी क्षेत्र, चेन्नई

REGIONAL HEADQUARTERS, SOUTHERN REGION, CHENNAI



आरटीआई - समयबद्ध /RTI - TIME BOUND

सं./ Ref : भाविप्रा/द. क्षेत्र / सूचना अधिकार /2025 AAI/SR/RTI/2025/ E-32 दिनांक / Date :14.03.2025

सेवा में / To

श्री/ Shri. Anna Kurian  
Kerala

विषय / Sub : सूचना अधिकार अधिनियम, 2005 के अंतर्गत माँगी गई सूचना श्री. अन्ना कुरियन के आवेदन के संबंध में/  
Information under RTI Act, 2005- Application of Shri. Anna Kurian - reg

संदर्भ /Ref : AAICH/R/E/25/00032 dated 24.02.2025

महोदय / महोदया / Sir/ Madam,

कृपया आपके ऑनलाइन के माध्यम से प्राप्त सूचना अधिकार के अनुरोध के संबंध में।  
Reference may please be made to your online RTI Request as above.

इस संबंध में उक्त सूचना के संरक्षक द्वारा प्रदान की गई अपेक्षित सूचना कृपया इसके साथ संलग्न है।  
In this regard, the information furnished by the custodian of information is attached herewith.

यदि आप उक्त उत्तर/सूचना से संतुष्ट नहीं हैं, तो आपके द्वारा प्रथम अपीलीय प्राधिकारी के समक्ष 30 दिनों के अंदर अपील किया जा सकता है। In case, you are not satisfied with the reply/information, you may prefer an appeal within 30 days to the First Appellate Authority

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

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](mailto:redsr@aai.aero)

भवदीय / Yours faithfully,

(बी. मुरलीधरन / B. MURALIDARAN)  
महाप्रबंधक (मानव संसाधन)- क्षे. मु- द.क्षेत्र  
General Manager (HR)-RHQ-SR  
जन सूचना अधिकारी - सूचना अधिकार  
PUBLIC INFORMATION OFFICER-RTI

संलग्न/Encl.: यथोपरि/As above



**ION**

विषय /Sub: सूचना का अधिकार अधिनियम, 2005 के तहत सूचना प्रदान करना /Providing of information under RTI Act, 2005-reg.,

With reference to RTI request registered in the online portal vide registration no. No.AAICH/R/E/25/00032 & 33 dated 24.02.2025 by Shri. Anna Kurian, 40/8799, C1, Sreenivan Enclave, TD East Sannidhi Rd, Padma, Ernakulam, Kerala the following information is provided.

Query No	Query	Reply
1	As per the applicable rules and polices, is an AAI employee on transfer permitted to retain an AAI quarter at the previous station? If yes, what is the maximum permissible duration for such retention?	Relevant clause of AAI (Residential Accommodation Allotment) policy is enclosed.
2	If an employee retains an AAI quarter at the previous station, is House Rent Allowance (HRA) payable during the retention period?	
3	Can a quarter be allotted to a newly transferred employee who requests a quarter allotment at the new station, while their family stays in a quarter at the previous station?	
4	Is it permissible for an employee to occupy an allotted AAI quarter at the new station while simultaneously retaining an AAI quarter at the previous station where their family is residing? If yes, what is the maximum permissible duration allowed for the transition of personal goods and family members?	
5	Kindly provide copies of the official rules, circulars, or office orders governing the retention and occupation of AAI quarters during transfer.	

585-RTI  
14/03/2025

G. Loganathan  
जी. लोगनाथन / G. Loganathan,  
14/3/25  
वरिष्ठ प्रबंधक (मानव संसाधन) / Senior Manager (Human Resource),

Through : JGM (HR)

Encls: As above  
To

1. The General Manager (HR)/PIO, AAI, RHQ, SR, Chennai-27

संपदा अनुभाग  
Estate  
Section

क्षेत्रीय मुख्यालय  
REGIONAL  
HEADQUARTERS

दक्षिणी क्षेत्र, चेन्नई-27  
SOUTHERN REGION, CHENNAI  
- 600027

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Phone : 044-22567460  
ई-मेल :estate\_sr@aai.aero

**13. NON-ACCEPTANCE OF ALLOTMENT OR FAILURE TO OCCUPY THE ALLOTTED ACCOMMODATION:**

**13.1** If an officer fails to accept allotment of accommodation made to him under these rules within five days, or having accepted the allotment, fails to take possession within eight days from the date of receipt of the letter of allotment, the allotment shall be cancelled by the Competent Authority and the officer shall not be eligible for another allotment for a period of one year from the date of the allotment letter. (This however will not be applicable in case of allotment of accommodation on a temporary basis or in respect of unsafe barrack allotted after obtaining indemnity bond). Occupation of an unsafe barrack will also not effect priority date and incumbent would be deemed to have no accommodation.

*Provided* AAI may allot accommodation of the eligible type to its employees at stations where such accommodation is surplus notwithstanding that the officer concerned has not applied in writing as provided in clause 7.1 of Rule 7. An employee who refuses to accept such allotment of accommodation and the accommodation remains vacant due to availability of surplus accommodation at the station, shall not be eligible for drawal of house rent allowance.

**13.2** If an officer when allotted residence of his entitled type refuses to accept the same and retains the residence of a lower/higher type, the allotment of the lower/higher type of residence will be cancelled within eight days from the date of intimation of allotment of the entitled accommodation and from that date declared as an unauthorized occupant. In such event, rent at damage rate shall be recovered from him/her without prejudice to any disciplinary action and eviction proceedings under the provisions of Public Premises (Eviction of Unauthorized Occupants) Act, 1971/AAI Act.

**14. RETENTION OF ACCOMMODATION IN AAI RESIDENTIAL COLONY**

**14.1** An allotment shall be effective from the date on which it is accepted by the officer and shall continue in force until:

- (a) The expiry of the permissible period under sub rule 14.2 mentioned below;
- (b) It is cancelled by competent authority or is deemed to have been cancelled under any provision of these rules; or
- (c) It is surrendered by the employee; and
- (d) The employee ceases to occupy the accommodation.

**14.2** An accommodation allotted to an employee may be retained on the happening of any of the events specified below and for the period indicted against each provided that the accommodation is required for bonafide use of the employee or members of his family:

Sl. No.	In the case of	Permissible period for retention of quarter																									
1.	Resignation, removal or termination of service, dismissal, <i>unauthorised absence(absconding)</i>	Two months																									
2.	Separation Retirement	<p>Two months.</p> <p>Retention permitted and recovery charges are illustrated as under:</p> <table border="1"> <thead> <tr> <th rowspan="2">Retention period for quarter</th> <th colspan="4">Class of Cities</th> </tr> <tr> <th>Mumbai</th> <th>Delhi</th> <th>other X category</th> <th>Y category</th> <th>Z category</th> </tr> </thead> <tbody> <tr> <td>First two months</td> <td colspan="4">Normal License Fee *</td> </tr> <tr> <td>Additional two months</td> <td colspan="4">20 times of License Fee *</td> </tr> <tr> <td>Further retention of two months</td> <td colspan="4">40 times of License Fee*</td> </tr> </tbody> </table> <p>* Plus actual electricity and water charges.</p> <p>- In case of Company Lease facility, the retention period of beyond 2 months is not permissible.</p> <p>The employee is required to submit a request for retention of quarters in writing one month prior to date of retirement and authorize the Management to withhold an amount of Rs.2,00,000/- for Group-A; Rs.1,50,000/- for Group B Rs.1,00,000/- for Group C and Rs.60,000/- for Group D employees from his/her retirement dues such as EL,HPL, etc as the case may be.</p>	Retention period for quarter	Class of Cities				Mumbai	Delhi	other X category	Y category	Z category	First two months	Normal License Fee *				Additional two months	20 times of License Fee *				Further retention of two months	40 times of License Fee*			
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3.	Separation - VRS	<p>Two months.</p> <p>(i) Retention may be permitted for a period of only two months on normal license fee*.</p> <p>(ii) Beyond the permissible period of retention shall be treated as unauthorized occupancy and damage charges shall be recovered besides the eviction process under PPE Act/AAI Act.</p>																									

*[Handwritten signature]*

4.	Death of allottee	<p>Six months or till 31<sup>st</sup> March whichever comes later.</p> <p>a) The recovery for retention period will be the normal license fee*.</p> <p>b) Beyond the permissible period of retention shall be treated as unauthorized occupancy and damage charges shall be recovered besides the eviction process under PPE Act/AAI Act.</p>																								
5.	Transfer Normal/General stations in India	<p>(a) Maximum permissible period is two months.</p> <p>(b) Further details regarding retention are as mentioned below :</p> <p>(i) The employees on their transfer to the new place of posting shall be entitled to get transit/guest house accommodation wherever available for the maximum period of 60 days or regular allotment of entitled class of accommodation whichever is earlier.</p> <p>(ii) In case of employees' allotted AAI residential accommodation/ leased accommodation at old station, irrespective of allotment/leased accommodation at new station, he/she has to vacate the same within 60 days. In some extreme circumstances, the employees on their request shall be permitted to retain AAI accommodation at old station till 31<sup>st</sup> March or 6 months whichever is later. In that case, the recovery of license fee at old station shall be charged as under :</p> <table border="1" data-bbox="628 987 1426 1317"> <thead> <tr> <th data-bbox="628 987 858 1048">Retention period for quarter</th> <th colspan="5" data-bbox="858 987 1426 1048">Class of Cities</th> </tr> <tr> <td data-bbox="628 1048 858 1122"></td> <th data-bbox="858 1048 986 1122">Mumbai</th> <th data-bbox="986 1048 1114 1122">Delhi</th> <th data-bbox="1114 1048 1241 1122">other X category</th> <th data-bbox="1241 1048 1369 1122">Y category</th> <th data-bbox="1369 1048 1426 1122">Z category</th> </tr> </thead> <tbody> <tr> <td data-bbox="628 1122 858 1167">First two months</td> <td colspan="5" data-bbox="858 1122 1426 1167">Normal License fee *</td> </tr> <tr> <td data-bbox="628 1167 858 1317">Beyond two months (upto 6 months or 31<sup>st</sup> March whichever is later)</td> <td colspan="5" data-bbox="858 1167 1426 1317">Double the license fee *</td> </tr> </tbody> </table> <p>* Plus actual electricity and water charges.</p> <p>- In case the employee retains AAI accommodation/Lease accommodation beyond the above said period, it shall be treated as unauthorized occupancy and damage charges shall be recovered besides the eviction process under PPE Act/AAI Act.</p> <p>(iii) For the first two months, employee will receive HRA as per norms in the new place of posting but, after completion of two months, the employee will get HRA in the new place of posting only on vacation of accommodation in the previous place of posting otherwise, his/her HRA will be withheld till he/she vacates the accommodation in the previous place of posting. The crucial date for calculation of two months' time period will be reckoned from the last date of joining as mentioned in the transfer order.</p>	Retention period for quarter	Class of Cities						Mumbai	Delhi	other X category	Y category	Z category	First two months	Normal License fee *					Beyond two months (upto 6 months or 31 <sup>st</sup> March whichever is later)	Double the license fee *				
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*[Handwritten signature]*

6.	On proceeding on foreign service in India or on deputation in India or outside India	Two months
7.	Study leave in India or outside India	Four months
8.	Proceeding on training	For the full period of training.
9.	Transfer to remote areas/North-East.	<p>- The Executives and Non-executives transferred to specified places such as North Eastern states, Andaman &amp; Nicobar Islands, Leh, Lakshadweep and Srinagar or the places specified/modified by Govt. of India from time to time may be permitted to continue to retain AAI accommodation at rear station. On return after completion of their tenure in the above specified station postings, the employee has to vacate the accommodation within 60 days.</p> <p><b>Double HRA :</b> The employees who are posted to the specified places such as North Eastern states, Andaman &amp; Nicobar Islands, Leh, Lakshadweep and Srinagar or the places specified/ modified by Govt. of India from time to time, are entitled for HRA admissible to them at the old station as well as the rates admissible at the new place of posting, in case they leave their family behind at their old station in rented houses or in their own house.</p> <p>The benefits of two HRAs is admissible also to those employees who on their transfer, keep their families in the previous station in own/hired accommodation after vacating Authority accommodation due to their transfer to North Eastern states, Andaman &amp; Nicobar Islands, Leh, Lakshadweep and Srinagar.</p> <p>Further, if the employees shift his family to any other place/location from his old station, the entitlement of HRA will be restricted to previous place of posting or new place, whichever is less.</p> <p>These rules are also applicable mutatis-mutandis in case of leased accommodation.</p>
10.	Officers on repatriation to their parent Department (Central/State Govt.) from AAI	<p>(i) Officers on repatriation to his parent Department will be allowed to retain accommodation for 2(two) months on normal License fee *.</p> <p>(ii) Additional 4(four months) on double the License Fee*.</p> <p>* Plus actual electricity and water charges.</p> <p>Beyond the above permissible period, the occupation of quarter will be treated as unauthorised and damage charge will be recovered besides eviction process.</p>

**Explanation:**

- (1) In case of quarter allotted on watch-keeping quota, the employee on transfer from Airport to RHQ/CHQ the officer/staff would have to vacate the accommodation.

In the event of no alternative accommodation being offered, the officer /staff would have to make arrangements for leasing of accommodation within the prescribed period of retention.

- (2) The allotment shall be deemed to be automatically cancelled on the expiry of the permissible period mentioned above.

**15. LICENCE FEE:**

The License fee will be charged from the employee on allotment of quarter / residence from the date of taking possession and it is the liability of the employee for payment of license fee as prescribed by the Authority from time to time.

The details of the revised Standard License Fee are as follows:

Category of quarters	Revised rate of License fee per month w.e.f. 01.04.2017	Revised rate of license fee for old houses(25 years old and declared as non-standard) per month w.e.f. 01.04.2017
A1	₹121	₹103
A2	₹308	₹262
B1	₹450	₹383
B2	₹563	₹479
C1	₹750	₹638
C2	₹875	₹744
D	₹1565	₹1330
E	₹1835	₹1560
Single Room	₹335	₹285
Double Room	₹650	₹553
Transit	₹130	₹111

**Note:** The above mentioned Standard License Fee shall further be revised on implementation of 3<sup>rd</sup> pay revision based on Government norms.

**16. SUBLETTING AND SHARING OF A RESIDENCE**

**16.1** No officer will sublet a residence allotted to him/her or any portion thereon, or any of the out houses appurtenant there to except with the prior permission of the competent Authority. Subletting includes sharing the residence.

**16.2** Permission for sharing of residence shall be granted only on an application being made to the Competent Authority in the prescribed form subject to the conditions mentioned therein. The application shall be made as early as possible but not later than seven days prior to the date the residence is to be shared.

**16.3** Such permission for sharing may be granted to an officer only if the sharing of the accommodation is with:-

- An employee of the Airports Authority of India;
- Employee of departments other than the Airports Authority of India specifically permitted by the Chairman AAI.
- The member of a family of an employee of the Authority: *mevles*