



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



सूचना अधिकार - समयबद्ध / RTI - TIME BOUND

सं./ Ref: भाविप्रा/द. क्षेत्र/ सूचना अधिकार /2023 AAI/SR/RTI/2023/ दिनांक / Date : 10.03.2023

सेवा में / To

श्री / Shri. Arafath A J
Kollam

विषय / Sub : सूचना अधिकार अधिनियम, 2005 के अंतर्गत माँगी गई सूचना श्री. अराफात ए जे के आवेदन के संबंध में / Information under RTI Act, 2005- Application of श्री / Shri. Arafath A J -reg

संदर्भ /Ref : AAICH/R/E/23/00043 dated 21.03.2023

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 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

भवदीय / Yours faithfully,

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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

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

दिनांक / Dated :
03.04.2023

कार्यालय टिप्पणी / OFFICE NOTE

विषय / Subject: Seeking information under RTI Act, 2005 – Application of Shri Arafath A J -reg.

Reference may please be made to RTI Application with registration no. AAICH/R/E/23/00043 dated 21.03.2023.

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

RTI Point no.	Information Sought	Reply
1.	Is there any limitation on duty hours and Overtime hours for employees on closed holidays? If yes, Furnish the details.	Circular No. AAI/NAD/TV/E-17/98 dated 01.12.1998, on the subject is enclosed.
2.	Is there any limitation on duty hours and overtime hours for employees on National Holidays? If yes. Furnish the details.	
3.	Is there any limitation on duty hours and overtime hours for employees in Restricted Holidays? If yes. Furnish the details.	
4.	While performing 24 hours continuous duty (Normal and Overtime) in a single day, Is there any regulations regarding reducing one hour from 24 hours when it is encashed? If yes. Furnish the details.	
5.	Is there any provision to add 7 dummy hours to normal duty when an employee is on leave/ departmental tour/ absent due to any other reasons? If yes. Furnish the details.	
6.	Is there any provision to add 7 dummy hours to normal duty when an employee is performing duty on CH/NH/RH? If yes. Furnish the details.	
7.	When a person is on leave and dummy hours of 7 is unable to fulfil 48 hours of duty in a week, Is there any provision to take the deficient hours from OT Hours in order to make up 48 hours of weekly duty. If yes. Furnish the details.	

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05/04/2023
Received
on
05/04/2023

Cmy (HR) P. [Signature]
- 03/04

(C. THAMBITHURAI)
Jt. Gen. Manager (HR)
For GM (HR), RHQ-SR

To: 1. GM (CNS)-SR/PIO-SR, AAI, RHQ/SR, Chennai-600027.



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भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
राष्ट्रीय विमानपत्तन प्रभाग
NATIONAL AIRPORTS DIVISION

No. AAI/NAD/TV/E-17/ 98/

Dated : 01-12-1998.

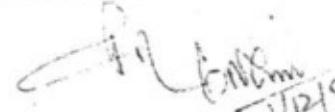
C I R C U L A R

Xerox copies of the following MEMOIS/RHQ'S letter is/are enclosed herewith for circulation amongst the Officers/Staff working ^(under) their control.

S.NO.	LETTER NO.	DATE	SUBJECT
01.	AAI/SR/RAU/OTA/98/	19-11-98	List of Administration of Overtime Allowances.

Circulated to:

AGM(Com) with 10 spare copies/
DGM(ATC) with 5 spare copies/
AM(ADMN)/AM(Finance)/ME(C/E)/
AEMO/Hon'ble Secretary, Staff Canteen/
PA to AD/Notice Board-I/II
Secretary, MAEU/ATCG/AAIOA/NCOA/


(P.R.V. NAIR) 1/12/98
एग्जिक्यूटिव डायरेक्टर (एडमिनिस्ट्रेशन) एअर मैनजर (एडमिनिस्ट्रेशन)
एअर पोर्ट्स ऑथोरिटी ऑफ इंडिया
एअर पोर्ट्स ऑथोरिटी ऑफ इंडिया

(97)

AIRPORTS AUTHORITY OF INDIA: SOUTHERN REGION: CHENNAI AIRPORT.

GIST OF GUIDELINES ISSUED BY CHQ/RHQ WRT TO
ADMINISTRATION OF OVERTIME FROM TIME TO TIME.

- 1] Staff should be engaged on overtime only on extreme operational/emergency requirements.
- 2] Normally staff should be encouraged to take C/off for overtime duties performed.
- 3] In exceptional cases overtime can be allowed.
- 4] Overtime limits:
 - i) Maximum of 18 hrs per roster plus maximum of 2 L/off (12 hrs) in r/o of 42 hrs category and each L/off shall not be of more than 1 shift. Excess of L/off performed to the above limits shall be restricted to the normal OT rates.
 - ii) Maximum of 14 hrs per roster plus 2 W/off (16 hrs) in r/o 48 hrs category and each W/off shall not be more than one shift. Excess of W/off performed to the above limits shall be restricted to the normal OT rates.
 - iii) In r/o General Administrative staff, the maximum number of overtime shall be restricted to 20hrs in a month.
- 5] Duties performed on CH/RH shall be paid under enhanced rate and the number of RH duties shall be restricted to 2 days in a year.
- 6] Dummy hours:

Where an official avails CL/EL/ML during any day of duty, the dummy hour at 7 hrs for 48 hrs category and 6 hrs for 42 hrs category to be given. If the employees are on EOL/W.off, dummy hour should not be given. For CH/RH also dummy hours has to be given.
- 7] Any short fall in the normal working hours due to the official availing leave has to be adjusted with normal OT hours, NDW, Extn. of watch hours and W/off and not on CH/RH duties. The short fall if any can be adjusted as aforesaid within a same week and the same cannot be carry forward to next week(s)/roster.

8] Night Duty Weightage:

Employees/Executives who performs duty between 2200 hrs and 0600 hrs are eligible for night duty weightage. The duty period for which weightage is allowed should not be less than one hour between 2200 hrs and 0600 hrs.

9] Cash compensation for duty performed on National Holidays:

Cash compensation is granted to all officers performing roster duties at 1.5 times of their CDA basic+DA (as on 01.07.96) for performing duties on National holidays(JAN 26th,AUG 15th and OCT 2nd). No other compensation shall be payable as the cash compensation is paid in lieu of overtime.

10] If the overtime performed in excess of the limits mentioned above, it requires approval of the competent authority.

Competent authority:

- i) DGM (OPS-ATS) - in r/o all disciplines other than communication of all field stations in Southern Region.
- ii) DGM (OPS-COM) - in r/o communication discipline of all field stations in southern region.
- iii) DGM(OPS-ATS)/DGM(OPS-COM)/AGM(E-C)/DGM(E-E)/AGM(EQ) in r/o of their respective disciplines of Chennai Airport.
- 11] The emoluments(basic+da) for the purpose of OT rates are to be considered under CDA pay as on 01.07.96.
- 12] For OT/NDW/Cash compensation rates refer the annexure enclosed.

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AIRPORTS AUTHORITY OF INDIA : SOUTHERN REGION : CHENNAI AIRPORT : CHENNAI -
READY RECKONER TO OVERTIME ALLOWANCES

OPERATIONAL STAFF

EMOLUMENTS*	WORKING DAYS				RH/CH/HOFT			
	48 HRS		42 HRS		48 HRS		42 HRS	
	OLD RATE	NEW RATE	OLD RATE	NEW RATE	OLD RATE	NEW RATE	OLD RATE	NEW RATE
UPTO 1200	7.95	11.93	9.10	13.65	10.60	15.90	12.10	16.15
1201-1450	9.55	14.33	10.90	16.35	12.75	19.13	14.55	21.83
1451-1700	11.35	17.03	12.95	19.43	15.15	22.73	17.30	25.95
1701-1950	13.15	19.73	15.00	22.50	17.55	26.33	20.05	30.08
1951-2200	14.95	22.43	17.10	25.65	19.95	29.93	22.80	34.20
2201 & ABOVE	15.85	23.78	18.10	27.15	21.15	31.73	24.15	36.23

EMOLUMENTS=BASIC+PP+DA+CCA UNDER CDA PAY SCALES

ONLY NON-EXECUTIVES ARE ELIGIBLE FOR OTA

II OFFICE STAFF

EMOLUMENTS*	RATE P/HR	
	OLD	NEW
UPTO 1200	6.25	9.40
1201-1450	7.50	11.25
1451-1700	8.95	13.45
1701-1950	10.35	15.55
1951-2200	11.80	17.70
2201 & ABOVE	12.50	18.75

EMOLUMENTS=BASIC+PP+DA+CCA UNDER CDA PAY SCALES

ONLY NON-EXECUTIVES ARE ELIGIBLE FOR OVERTIME ALLOWANCE

1875 281.25
 3750 300.00
 5625 318.75
 7500 337.50
 9375 356.25
 11250 375.00
 13125
 15000
 16875
 18750
 20625
 22500
 24375
 26250

III MT WORKSHOP (COVERED UNDER THE FACTORIES ACT AND NOT UNDER AAI OF REGULATIONS)

NORMAL WORKING HOURS: 0900HRS-1630HRS (48HRS IN A WEEK)

OVERTIME PERFORMED UPTO 6HRS BEYOND 48 HRS IN A WEEK ELIGIBLE FOR NORMAL OVERTIME:

NORMAL OT CALCULATION:

$$\frac{\text{BASIC+DA}}{\text{NO.OF WORKING HRS IN A ROSTER}} \times 1.5$$

OT PERFORMED BEYOND 6HRS IN A WEEK ELIGIBLE FOR ENHANCED OVERTIME:

ENHANCED OT CALCULATION:

$$\frac{\text{BASIC+DA+HRA+CCA}}{\text{NO.OF WORKING HRS IN A ROSTER}} \times 2 \times 1.5$$

NIGHT DUTY WEIGHTAGE ALLOWANCE :

ELIGIBILITY : ALL OPERATIONAL STAFF/OFFICERS EXCEPT MT WORKSHOP

TIME : BETWEEN 2200HRS AND 0600HRS

MINIMUM ONE HOUR DUTY TO BE PERFORMED DURING THE ABOVE MENTIONED TIME

WEIGHTAGE : 10 MTS FOR EVERY ONE HOUR OF NIGHT DUTY PERFORMED

RATE : BASIC+SP+PP+DA+CCA
----- X 28DAYS = 28 DAYS EMOLUMENTS (UNDER IDA SCALE)
30 DAYS

28 DAYS EMOLUMENTS
----- = NDW RATE P/HR
168 OR 192 HRS

NDW RATE P/HR X NDW HOURS PERFORMED DURING THE ROSTER = TOTAL NDW AMOUNT

NOTE :168 HRS REFERS 42 HRS CATEGORY WORK STAFF/EXECUTIVES

192 HRS REFERS 48 HRS CATEGORY WORK STAFF/EXECUTIVES

CASH COMPENSATION FOR DUTIES PERFORMED ON NATIONAL HOLIDAYS

NATIONAL HOLIDAYS : JAN 26, AUG 15 & OCT 2.

RATE : CDA BASIC+DA
----- X 1.5 TIMES
30DAYS