



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

सं/No. AAM/RTI/GM(Ops)/DIRCA/R/T/24/00003/2024-25/

दिनांक/Dated: 19/03/2025

Ms SHAMITA BAKSHI  
KOLKATA.

विषय: सुश्री शमिता बख्शी (DIRCA/R/T/25/00033) के ऑनलाइन आर.टी.आई आवेदन का उत्तर-बाबत।  
Sub: Reply to online RTI Application of Ms SHAMITA BAKSHI (DIRCA/R/T/25/00003)- Reg.

महोदय/Sir,

आपके ऑनलाइन आर.टी.आई आवेदन दिनांक 15/01/2025 के संदर्भ में, भा.वि.प्रा.चेन्नई अंतरराष्ट्रीय हवाई अड्डे से संबंधित उपचारित पी.आई.ओ से प्राप्त जानकारी संलग्न है और तदनुसार, आर.टी.आई अनुरोध दिनांक 15/01/2025 को एतद्वारा निपटाया गया माना जाता है।

With reference to your online RTI Application dated 15/01/2025, the information sought received from the treated PIO pertaining to AAI Chennai Airport is enclosed and accordingly, the RTI Request dated 15/01/2025 is hereby treated as disposed off.

2. यदि आप जानकारी से संतुष्ट नहीं हैं, तो आप इस उत्तर की प्राप्ति से 30 दिनों के भीतर आरटीआई अधिनियम, 2005 की धारा 19(1) के अनुसार प्रथम अपीलीय प्राधिकारी (एफ.ए.ए) के समक्ष अपील दायर कर सकते हैं, जिसका नाम और पता नीचे दिया गया है // In case, you are not satisfied with the information, you may file an appeal before the First Appellate Authority (FAA) as per Section 19(1) of the RTI Act, 2005 within 30 days from the receipt of this reply, whose name and address are given below:

श्री सी वी दीपक/प्रथम अपीलीय प्राधिकारी/SH C V Deepak, Airport Director/First Appellate Authority  
भा.वि.प्रा.प्रचालन कार्यालय, चेन्नई अंतरराष्ट्रीय हवाई अड्डा/AAI, Operational Offices, Chennai Airport  
मीनम्बक्कम, चेन्नई/Meenambakkam, Chennai - 600 016  
(दूरभाष/Phone: 044 - 22561122) ईमेल/Email: [apdchennai@aai.aero](mailto:apdchennai@aai.aero)

संलग्न/Encl: यथोपरि/As Above (19 पृष्ठ/Pages)

भवदीय / Yours faithfully

के.के. शोभी / K. K. SHOBHY  
महाप्रबंधक (प्रचालन)/ General Manager (Ops)/  
केंद्रीय जन सूचना अधिकारी-आर. टी. आई. / CPIO-RTI,  
चेन्नई अंतरराष्ट्रीय एयरपोर्ट/Chennai International Airport



**AIRPORTS AUTHORITY OF INDIA  
CHENNAI AIRPORT :: CHENNAI – 27  
HUMAN RESOURCE MANAGEMENT DEPARTMENT**

No.AAM/HRM/RTI/2025

06<sup>th</sup> February 2025

**OFFICE NOTE**

10<sup>th</sup>

**Sub: RTI Application of Smt. Shamita Bakshi– reg.**

The RTI reply iro Smt. Shamita Bakshi is furnished as below: -

Sl.No.	Information sought	Reply
1	Please share the Roster rules followed in major Airports Chennai and Kolkata etc. of AAI for shift duties of Executives and Non-Executives available in form of circulars, orders and minutes of meeting or any other discussions.	Pertains to GM (Ops)
2.	Please provide SOPs, circulars or orders or any minutes of meeting mentioning maximum and minimum number of duty hours for executives and non-executives respectively per day and per week.	Circulars dated 07.02.2019 & 28.08.1995 are attached.
3.	Please share any rules, SOPs, circulars, orders and any minutes of meeting available for performing overtime duties by non-executive staff in AAI Airports like Kolkata and Chennai.	Pertains to GM (Ops) / GM (Finance)
4.	Please provide the details of circulars, orders, SOPs and any MOM avoiding duties more than 12 hours in Aircraft Safety related duties by AAI.	Pertains to GM (Ops)
5.	Please share any available circulars, orders or any MOM avoiding individuals to perform continuous duties shift after shift consecutively in safety related duties at Kolkata and Chennai Airports. (more than 12 hours till 24 hours and more duties). Any other document limiting maximum number of duty hours per day.	Pertains to GM (Ops)
6.	Please share any circulars, orders, MOM, SOPs available mandating biometric attendance in shift duties of all Airports of AAI other than general duty staffs.	Circulars dated 17.02.2022 & 14.08.2016 on Biometric attendance system is attached.
7.	Please share last 3 months biometric attendance data recorded by employees of Chennai Airport and Kolkata Airport including recorded data of employees in safety related shift duties.	Implementation of BAS attendance system for operational duty staff is under process in Chennai Airport.

8.	Please share the details of number of executives and non-executives staff and their names performing duties in Chennai and Kolkata Airports in Airport Operations Directorate.	Data attached.
9.	Please provide the data of number of required executive manpower and, non-executive manpower versus available manpower in Airside Management and Terminal Management of Chennai Airport and Kolkata Airport along with names and duty roles assigned name wise.	Pertains to GM (Ops).

*Signature*  
(K. MAHALAKSHMI)  
Senior Manager (HR)

*OK*

*R. Veil*

To  
Public Information Officer,  
RTI Cell, Chennai Airport.

(3) (2)

AIRPORTS AUTHORITY OF INDIA  
(NATIONAL AIRPORTS DIVISION)  
RAJIV GANDHI BHAWAN, SAFDARJUNG AIRPORT  
NEW DELHI-110 003

[ DIRECTORATE OF PERSONNEL ]

No. A.60011/79/95-PP

23 Aug 95

OFFICE MEMORANDUM

Sub: Office Attendance

It has been noticed that some of the employees are not observing the normal hours of attendance. It has also been further observed that leave applications are not being received in time and the officers/ staff remain on long leave without proper sanction. In certain cases, they had even received the pay which had to be recovered on detection.

2. Following guidelines are issued with a view to ensure proper maintenance of office attendance/ punctuality :

(a) Office Attendance

(i) The normal office hours of attendance are 9.30 a.m. to 5.30 p.m.

Lunch Break - 1.00 p.m. to 1.30 p.m.

The office will remain closed on all Saturdays, Sundays and other notified holidays. However, any employee, if required, in the exigency of work outside office hours maybe detailed with the approval of the concerned Head of the Department.

(ii) Every member of staff is expected to be in his/ her seat by 0930 hours unless, of course, previous permission has been obtained for coming late. In such circumstances, the Supervisory Officer shall mark against that employee for the particular day as WCL (will come late). However, 10 minutes grace may be allowed to cover any unforeseen contingency which may be permitted by the Supervisory Officer. Any late coming beyond 10 minutes is to be treated as half day CL unless, of course, the Supervisory Officer/ Head of Department is satisfied that the late coming is due to unavoidable reasons. Similarly, half day CL is permissible either in the forenoon or in the afternoon. Leaving the office early even with the permission should be discouraged.

(b) Attendance Register

- (i) Each Supervisory Officer shall maintain an Attendance Register in respect of all members of staff including Group 'D' staff. Besides punching of cards at the entry gate, every member of staff should, on arrival, put his initials with time in the Attendance Register in Column 'A' of the day. Similarly, while leaving the office, he/she shall put initials with time against Column 'D' of the day. The Attendance Register in respect of Personal staff including Group 'D' staff shall be maintained at one place in each Directorate/Wing. PS/PA to such Heads of the Department shall be the Supervisory Officer for all the personal staff. It will be the duty of the Supervisory Officer (to be detailed by the H.O.D.) to send the Attendance Register to his Branch Officer/ H.O.D. by 0950 hours daily.
- (ii) Besides notifying WCL for permission to come late, following other abbreviations may be used in red ink by the Supervisory Officer/ H.O.D. in the Attendance Register :

CH	-	Compensatory Holiday
CL	-	Casual Leave
Leave	-	For any other kind of leave
A	-	Absent
RH	-	Restricted Holiday

(c) Maintenance of Leave Record

Casual Leave/ RH applications of all Group 'A' & 'B' officers may be sent to Personnel Directorate (EH Section) for maintaining the account. Similarly, the CL/ RH applications of Group 'C' & 'D' staff shall be maintained by the respective Supervisory Officers. While the CL/ RH account in respect of Group 'D' staff attached to officers shall be maintained by the concerned PS/PA to H.O.D. A CL/RH Register will be counter-signed by the H.O.D. and the same will also be verified by the representative of Directorate of Personnel once a month at the respective section. All absences beyond 3 days shall be intimated to Personnel Directorate with or without applications. Wherever applications are sent to Personnel Directorate, Supervisory Officer must ensure that leave address is indicated in the application. It will be the responsibility of the individual to get the leave account verified (by initials) from EH Section of Directorate of Personnel, before the leave application is placed to the H.O.D. for approval. Absentee Report is to be forwarded to Finance (Cash Section) by the EH Section of Personnel Directorate by 20th of every month.

(d) Punctuality

- (i) Supervisory Officers are to scrutinise the Attendance Register daily.
- (ii) The Branch Officer may carry out the inspection of his sections every day. Any member of staff reporting after 0940 hours shall mark his/ her attendance before the Branch Officer only.
- (iii) The Head of the concerned Department is expected to call for the attendance register atleast once in a fortnight and put his initials as a token of perusal.
- (iv) The concerned Supervisory Officer shall make requisite entry in the attendance register with Red Ink as appropriate. Wherever leave has not been sanctioned, the Supervisory Officer is to take appropriate action for the absence.
- (v) Extension of sanctioned leave should be intimated to all concerned. Wherever extension of leave is not recommended, the Supervisory Officer shall send a note to Cash Section, so that, salary is not drawn unless a formal sanction has been issued by the Personnel Directorate to grant extension of leave. All absence without proper sanction of leave shall render an employee liable to disciplinary action.
- (vi) The Supervisory Officer is responsible to maintain CL account, monitor sanction of leave, regularly submit attendance register to the Branch Officer, submission of the attendance register to Director/ Head of Department etc. He shall also be responsible to send absentee report to Personnel Directorate by 15th of every month containing details of absentees, unauthorised late comings etc.
- (vii) Applications for CL/RL or any other kind of leave in respect of Group 'A' & 'B' officer and personal staff attached to the officers shall be routed through the concerned Head of the Department. It shall be the duty of the PS/PA of the respective Head of the Department to send such applications to Personnel Directorate, monitor the sanction of leave and keep a record thereof for intimation of Head of the Department on such matters.

3. The contents of this Office Memorandum may be given wide circulation for strict compliance.



[ P.C.K. RAVINDRAN ]  
Executive Director (Pers & Admn)

Internal :

All EDs/ Directors at Corporate Hqrs.  
All Heads of the Departments

External :

RED, Delhi/ Bombay/ Calcutta/ Madras Director, N.E. Region, Guwahati Principal, CATC, Allahabad Director, CRSE/ RC&DU, New Delhi Chief Pilot, FIU, New Delhi Dy. Director, E&M Workshop, New Delhi	With the request that a similar letter is to be issued by REDs to all concerned at Regional Hqrs./Field Stations.
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INFO :

Chairman's Secretariat  
Advisor (PEA)  
Advisor (P&E)/ (Ops)



A 600/11/36/2015-118PC/64

भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

Date: 07.02.2019

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

The Airport Director  
Airports Authority of India  
Kolkata/Chennai Airport

The Principal,  
Civil Aviation Training College (CATC)  
Banurahi, Allahabad

The Executive Director,  
Airports Authority of India  
RCDE/FRU,  
New Delhi

The Director,  
Indian Aviation Academy  
New Delhi

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

CHRM Circular no 11/2019: Withdrawal of Flexi Timings

Reference CHRM circular no 03/2017 dated 18.01.2017 wherein the provision of flexi timings was introduced. The said provision of flexi timings and para 3(ii) of CHRM circular no 11/2016 dated 19.08.2016 stands withdrawn with immediate effect. Therefore, the office timings shall now be 0930 Hrs to 1800 Hrs (with Lunch break from 1330 Hrs to 1400 Hrs).

- All the Units/Stations are directed to strictly follow the above mentioned instructions.
- All other terms and conditions, except to the extent modified above, shall remain same as mentioned in CHRM circular no 11/2016.
- This issues with the approval of competent authority.

  
Satjay Jais  
Executive Director (HR)

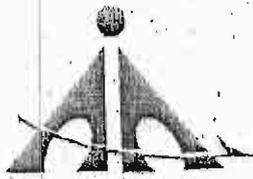
Distribution: -

- ❖ OSD to Chairman
- ❖ DGM (ES) to Member (Fin) /Member (HR)/Member (Ops)/Member (Prog) /Member (ANS)/CVO
- ❖ All HODs in CHQ / All GM (HR) /Operational Office /AAI Office Complex
- ❖ GM (IT) for uploading on AAI Website
- ❖ General Secretary- AAOA(I)/ATC (Guild) (I) AAHEG/ LAALOA /AAI SC/ SI Association,
- ❖ General Secretary- AAIEU
- ❖ Hindi Version will follow.

सचिवालय  
B-10, Connaught Place

सफरजंग एयरपोर्ट, नई दिल्ली-110003  
Safdarjung Airport, New Delhi-110003

फ़ोन 24632950  
Phone: 24632950



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

8

No: A.60011/16/2020/HRPC/53

Date: 17<sup>th</sup> February, 2022

The Regional Executive Director  
Airports Authority of India  
Northern/Western/Eastern/Southern/North-East  
Region Delhi/Mumbai/Kolkata/Chennai/Guwahati

The Executive Director,  
Airports Authority of India  
RCDU/FIU, New Delhi

The Airport Director  
Airports Authority of India  
Kolkata/Chennai Airport

The Director,  
Indian Aviation Academy,  
New Delhi

The Principal,  
Civil Aviation Training College (CATC),  
Bamrauli, Prayagraj

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

Corporate HRM Circular No. 60(j) / 2020

Subject: Preventive measures to contain the spread of COVID-19 – Biometric Attendance Reg.

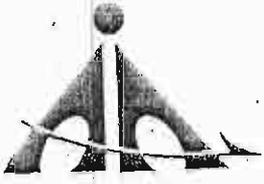
Reference CHRM Circular No. 60(h)/2020 dated 04.02.2022 and DoPT OM No. F.No.11013/9/2014-Estt.A-III dated 31<sup>st</sup> January, 2022 wherein, marking of biometric attendance was suspended till 15<sup>th</sup> February, 2022, or till further orders, whichever is earlier as a preventive measure to curb the spread of COVID-19. Now, it has been decided that, marking of Biometric Attendance to be resumed with immediate effect.

2. All REDs, APDs and HODs concerned to ensure dissemination of the said instructions for strict compliance of the same.
3. This issues with the approval of the competent authority.

*R. Prabhu*  
(R. Prabhu)

Executive Director (HR)

Page 1 of 2



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

19 अगस्त, 2016

सं.ए.60011/36/2015/एचआरपीसी

सेवा में,

क्षेत्रीय कार्यपालक निदेशक,  
भारतीय विमानपत्तन प्राधिकरण,  
उत्तरी/ पश्चिमी/पूर्वी/दक्षिणी/उत्तर पूर्वी क्षेत्र,  
दिल्ली/मुंबई/कोलकाता/चेन्नई/गुवाहाटी

विमानपत्तन निदेशक,  
भारतीय विमानपत्तन प्राधिकरण,  
कोलकाता /चेन्नई हवाई अड्डा

प्रधानाचार्य,  
नागर विमानन प्रशिक्षण कॉलेज,  
बमरौली,  
इलाहाबाद

कार्यपालक निदेशक,  
भारतीय विमानपत्तन प्राधिकरण,  
रेडियो निर्माण एवं विकास एकक/ उड़ान निरीक्षण एकक,  
सफदरजंग हवाईअड्डा, नई दिल्ली

निदेशक,  
भारतीय विमानन अकादमी  
नई दिल्ली

महाप्रबंधक,  
भारतीय विमानपत्तन प्राधिकरण  
के.रे.भं.डिपो/विद्युत एवं यांत्रिक कार्यशाला  
सफदरजंग हवाईअड्डा नई दिल्ली

कोर्पोरेट मानव संसाधन प्रबंधन परिपत्र सं. 11/2016

विषय:- बायोमेट्रिक उपस्थिति प्रणाली

उपस्थिति, छुट्टियों के रिकॉर्ड और कार्य के सम्पूर्ण वातावरण पर निगरानी रखने संबंधी दक्षता में सुधार लाने की दृष्टि से भारतीय विमानपत्तन प्राधिकरण के सभी कार्यालयों में आधार से जुड़ी बायोमेट्रिक उपस्थिति प्रणाली को प्रयोग में लाने का निर्णय लिया गया है।

2. बायोमेट्रिक उपस्थिति प्रणाली (बीएस) उपस्थिति दर्ज करने के लिए एक प्लेटफार्म है। कार्यालयी समय से संबंधित अनुदेशों में कोई परिवर्तन नहीं किया गया है।

3. समय से कार्यालय आने-जाने से संबंधित अनुदेशों तथा इन अनुदेशों को लागू करने के लिए किये जाने वाले उपाय निम्नलिखित हैं:-

(i) सुबह के समय प्रातः 9.30 से 9.40 बजे तक दर्ज उपस्थिति की गणना देर से उपस्थिति के रूप में नहीं की जाएगी। (यदि कार्यालय में रिपोर्ट करने का समय पूर्वाहन 09.30 बजे है)।

(ii) परिवहन की समस्या अथवा किसी अन्य अप्रत्याशित घटना को ध्यान में रखते हुए कर्मियों को 30 तक विलम्ब से आने की छूट होगी लेकिन उन्हें इस विलम्ब की भरपाई उसी दिन शाम को अतिरिक्त मिनट देर तक अर्थात् अपराह्न 6.30 बजे तक कार्यालय में कार्य करके करनी होगी। यह उनके लिए है जिन कार्यालय समय अपराह्न 06.00 बजे तक है।

(iii) विलम्ब से होने वाली प्रत्येक उपस्थिति के लिए कर्मचारी के आकस्मिक छुट्टियों के खाते में से आधे दिन की छुट्टी काट ली जाएगी लेकिन यदि सक्षम प्राधिकारी इस तथ्य से संतुष्ट है कि विलम्ब किन्हीं अपरिहार्य कारणों से हुआ है तो वे महीने में अधिकतम 2 बार एक घंटे तक की विलम्ब से हुई उपस्थिति को माफ कर देंगे।

(iv) जो कर्मचारी कार्यालय बंद होने के समय से पहले उपस्थिति दर्ज करके कार्यालय से चले जाते हैं, उन्हें भी विलम्ब से ही उपस्थिति माना जाएगा तथा इस प्रकार कार्यालय से पहले चले जाने के लिए उनके आकस्मिक छुट्टियों के खाते से आधे दिन की आकस्मिक छुट्टी काट ली जाएगी। इसे सक्षम प्राधिकारी द्वारा सुनिश्चित किया जाएगा।

(v) यदि किसी कर्मचारी के खाते में आकस्मिक छुट्टी शेष नहीं बची है तथा वह कार्यालय देर से आता है और उसके पास इसका पर्याप्त स्पष्टीकरण भी नहीं है एवं संबंधित सक्षम प्राधिकारी उसके देर से आने को माफ करने के लिए तैयार नहीं है तो ऐसी स्थिति में निम्नलिखित प्रक्रिया प्रयोग में लाई जाएगी:-

(क) कर्मचारी उस दिन के लिए अर्जित छुट्टी अथवा उसे देय कोई अन्य छुट्टी, जो भी वह चुने, के लिए आवेदन करेगा। यदि वह उस पूरे दिन के लिए अर्जित छुट्टी अथवा उसे देय किसी अन्य छुट्टी के लिए आवेदन करता है तो सक्षम प्राधिकारी द्वारा उसे स्वीकृत किया जाएगा।

(ख) यदि किसी कर्मचारी ने छुट्टी के लिए आवेदन नहीं किया है तो यह माना जाएगा कि कर्मचारी देर से आने वाले दिन अनधिकृत रूप से अनुपस्थित रहा है तथा ऐसे मामले में उचित कार्रवाई की जाएगी।

(vi) विभागाध्यक्ष एवं नियंत्रक अधिकारी अपने विभाग में बायोमेट्रिक उपस्थिति प्रणाली के कार्यान्वयन हेतु जिम्मेदार हैं। मानव संसाधन विभाग के प्रमुख यह सुनिश्चित करेंगे कि पिछले माह के दौरान ली गई आकस्मिक छुट्टी/वैकल्पिक अवकाश का ब्यौरा अगले माह की 7 तारीख तक प्रशासन विभाग को भेज दिया जाए। वे यह भी सुनिश्चित करेंगे कि अर्जित छुट्टी/परिवर्तित छुट्टी /अर्ध वेतन छुट्टी इत्यादि जैसी प्रकृति की छुट्टियों के विधिवत संस्तुत आवेदन मानव संसाधन विभाग को तत्काल भेज दिये जाएँ। मानव संसाधन विभाग यह सुनिश्चित करेगा कि वर्तमान महीने की सभी प्रकार की ऐसी छुट्टियों को अगले महीने की 7 तारीख तक विधिवत स्वीकृत कर दिया जाए और इसकी सूचना प्रशासन/मानव संसाधन विभाग, जो बायोमेट्रिक उपस्थिति की निगरानी हेतु नोडल विभाग है, के पास भेज दी जाए।

11  
iii) यदि किसी कर्मचारी को किसी दूसरे कार्यालय में हो रही किसी सरकारी बैठक में भाग लेने के लिए अपने घर से सीधे ही उस कार्यालय में पहुँचना है अथवा दोपहर बाद कार्यालय से वहाँ जाना है और कार्यालय बंद होने से पहले वहाँ से वापस आने की संभावना नहीं है तो ऐसी स्थिति में कर्मचारी इस आशय की सूचना ई-मेल के माध्यम से अग्रिम रूप से प्रशासन/मानव संसाधन निदेशालय को देगा। इस संबंध में एक समेकित विवरण विभागाध्यक्ष द्वारा प्रशासन/मानव संसाधन निदेशालय को अगले महीने की 5 तारीख तक भेजा जाएगा।

4. ऐसे कर्मचारियों के विरुद्ध अनुशासनिक कार्रवाई भी की जाएगी जिन्हें देर से कार्यालय आने की आदत है तथा जो उपरोक्त अनुदेशों का पालन नहीं करेंगे।

5. सभी यूनिट/स्टेशन अपने यहाँ बायोमेट्रिक उपस्थिति प्रणाली स्थापित होने तक वर्तमान व्यवस्था में उपरोक्त अनुदेशों का कड़ाई से अनुपालन करें।

6. ये आदेश तत्काल प्रभाव से लागू होंगे।



(अनुज अग्रवाल)

सदस्य (मानव संसाधन)

आंतरिक वितरण:

1. सदस्य (योजना)/ सदस्य (वित्त)/ सदस्य (मा.सं.)/ सदस्य (एएनएस)/ सदस्य (प्रचालन)/के

उपमहाप्रबंधक (कार्यपालक सचिव) - आवश्यक कार्रवाई हेतु।

2. मुख्य सतर्कता अधिकारी - सूचनार्थ

3. निगमित मुख्यालय / प्रचालन कार्यालय / भाविप्रा कार्यालय परिसर के सभी विभागाध्यक्ष - आवश्यक कार्रवाई हेतु।

4. महाप्रबंधक (सूचना-प्रौद्योगिकी)-भाविप्रा की वेबसाइट पर अपलोड करने हेतु।

5. महासचिव-एएओए(आई) / एटीसी (जी) / एसीओए(आई) / भाविप्रा इंजी. गिल्ड (आई) / सीएनएस ऑफिसर्स गिल्ड / आई ए ए आई ओ ए/ भाविप्रा एस सी टी संघ

6. महासचिव, एएआईयू

7. सं.म.प्र. (रा.भा.) - अनुवाद हेतु

प्रतिलिपि: सूचनार्थ:

अध्यक्ष के उप महाप्रबंधक (कार्यपालक सचिव)

12



भारतीय विमानपत्तन प्राधिकर  
AIRPORT AUTHORITY OF INDIA

No. A.60011/36/2015/HRPC

August 19, 2016

The Regional Executive Director  
Airports Authority of India  
Northern/Western/Eastern/Southern/NE Region  
New Delhi/Mumbai/Kolkata/Chennai/Guwahati.

The Executive Director,  
Airports Authority of India  
RCDU/FIU,  
New Delhi.

The Airport Director  
Airports Authority of India  
Kolkata/Chennai Airport.

The Director,  
Indian Aviation Academy  
New Delhi.

The Principal,  
Civil Aviation Training College (CATC)  
Bamrauli,  
Allahabad.

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

**CHRM Circular No. 11/2016**

**Sub.: BIOMETRIC ATTENDANCE SYSTEM.**

With a view to improve efficiency in monitoring the attendance, leave records and over all working environment, it has been decided to use AADHAR enabled Biometric Attendance System in all offices of Airports Authority of India.

2. Biometric Attendance System (BAS) is only an enabling platform. There is no change in the instructions relating to office hours.

3. The instructions related to punctuality and steps to be taken for enforcing it are as follows:

(i) In the morning, the time recorded from 09.30 to 09.40 will not be counted as late attendance (if the reporting time is 09.30 a.m and so on).

(ii) Late coming of upto 30 minutes may be relaxed keeping in view the transport problem or any other unforeseen eventuality subject to the condition that duration of late coming is compensated by sitting late in evening, by additional 30 minutes i.e. upto 06.30 p.m. on the same day for those working upto 06.00 p.m.

*B. V.*

- (iii) Half day's Casual Leave should be debited to the CL account of employee for each late attendance but late attendance upto an hour, or not more than 2 occasions in a month, may be condoned by the competent authority if he is satisfied that this is due to unavoidable reasons.
- (iv) Employee who departs from office early before the closing hours of office and marking his /her attendance will also be treated as late attendance and half day's CL will be debited from his/her CL account for such early leaving from office, this may be ensured by the Competent Authority.
- (v) If an official who has no casual leave to his credit, comes late without sufficient justification and the competent authority concerned is not prepared to condone the late coming, in that case the following should be enforced:-
  - (a) The official should apply for Earned Leave (EL) or any other kind of leave due admissible for that day, as he may choose. If he/she apply for EL or no other kind of leave due and admissible for the entire day, the same may be sanctioned by the competent authority.
  - (b) If an official has not applied for leave, then it will be treated as unauthorized absence for the day on which he / she has come late and an appropriate action will be taken in that case.
- (vi) The Head of Department & Controlling Officers are responsible for implementation of BAS in their department. Head of HR department shall ensure that details of CL/RH taken during previous month shall be sent to administration department by 7<sup>th</sup> of the following month. They must also ensure that duly recommended leave applications of nature such as EL/Commutated Leave/HPL etc. are sent to HR department promptly. HR department shall ensure that all such leaves for the month are duly sanctioned by 7<sup>th</sup> of the following month with an information to Administration/HR department; which is nodal point for monitoring of BAS.

*CA*

(vii) Where an official is required to go for an official meeting in another office directly from home or proceed from in the late afternoon from where he / she is not likely to return to office, an intimation to this effect will be furnished in advance to Administration / HR Directorate through e-mail. A consolidated statement in this regard would be sent by Head of Department by 5<sup>th</sup> of following month to Administration / HR Directorate.

- 4. Disciplinary action may also be taken against the employee who are habitually late and do not follow the above instructions.
- 5. All the units / stations are required to strictly follow the above instructions in the present system, till the BAS is installed.
- 6. These orders shall come into force with immediate effect.

*[Handwritten Signature]*  
19/08/16

(Anuj Aggarwal)  
Member (HR)

Internal Distribution:

- 1. DGM(ES) to Member(Planning)/Member(Fin)/Member(HR)/Member(ANS)/Member (Ops) - for necessary action
- 2. CVO - for information
- 3. All HoDs at CHQ/Operational Office/AAI Office Complex for necessary action
- 4. GM(IT) for uploading on AAI website
- 5. General Secretary - AAOA (I)/ATC (G)/ACOA (I)/AAI Engg. Guild (I)/CNS Officers' Guild /IAAIOA/AAI SCT Association.
- 6. General Secretary, AAEU

Copy for information to:

- DGM (ES) to Chairman

LIST OF EXECUTIVES(EX) AND NON EXECUTIVES(NEX) AS ON 06.02.2025 IN CHENNAI AIRPORT UNDER OPERATIONS DISCIPLINE

Sj.No.	Name	LEVEL
1	S JEEVANANDAM	EX
2	SHOBHY K.K.	EX
3	G V SOMASUNDAR	EX
4	PRATIBHA ANNELENE	EX
5	K EZHILARASI	EX
6	M SHEIK MUJIBUR RAHMAN	EX
7	VANAJA SOLE	EX
8	M.T. RENISH	EX
9	S.AJAY PILLAI	EX
10	STEPHEN SAMUEL D	EX
11	A. ARUNA	EX
12	BIDYUT KUMAR ADHIKARY	EX
13	E.BOBBY DORIN	EX
14	PULLA HEZEKIAH	EX
15	SHIBU C	EX
16	JAYAVARDHAN A	EX
17	RAJASREE J	EX
18	P. RAJKUMAR	EX
19	A. FRANCISCA	EX
20	AKHIL MUTHU E V	EX
21	MUKUL SETHI	EX
22	DIBYAJYOTI SAHOO	EX
23	DHARAM DEO KUMAR GOIT	EX
24	MIDHUN KUMAR V	EX
25	MEDAPALLI SAI YATEESH KUMAR	EX
26	MOTHUKURI RAKESH	EX
27	BABA SHANKAR SUSHANTH YENDAMURI	EX
28	ANKUR SINGH	EX
29	ADITYA SINGH BAGRI	EX
30	BINU P	NEX
31	AMIRTHALINGAM P	NEX
32	K PALANIAPPAN	NEX
33	M JAYAMMA	NEX
34	B NANDHIGAM YOBU	NEX
35	P KANDASWAMI	NEX
36	G SURYA RAO	NEX
37	J. MARIYAMMA	NEX
38	YUVARAJ S	NEX
39	V.MADURAI MUTHU	NEX
40	J. JOSEPH	NEX
41	S THANGAVELU MUDALIAR	NEX
42	T SUBRAMANIAN	NEX
43	M VIJI	NEX
44	V. RAJU	NEX
45	MOHAMED BASHA R	NEX

14

46	K PENCILIAH	NEX
47	R KRISHNAMOORTHY	NEX
48	B. PANDIAN	NEX
49	K HASSAN	NEX
50	K LAKSHMAIAH	NEX
51	E MURUGAIYAN	NEX
52	S VIKRAM	NEX
53	K. KRISHNAMURTHY	NEX
54	N JANSI	NEX
55	N USHA	NEX
56	S. VADIVEL KUMAR	NEX
57	K SELVAKUMAR	NEX
58	VENKATESAN P	NEX
59	S RAJENDRAN	NEX
60	KALAIVANAN E	NEX
61	D ELISHAMMA	NEX
62	SYED HASHEEM S	NEX
63	R RAVI	NEX
64	P MAHALINGAM	NEX
65	VIJAYAKUMAR G	NEX
66	V BHASKAR	NEX
67	VEDAGIRI T.S.	NEX
68	R NAGARAJA	NEX
69	D. ELAVARASAN	NEX
70	P N VENUGOPAL	NEX
71	P MANGALAKSHMI	NEX
72	M MAREESWARAN	NEX
73	RAJAN A.C	NEX
74	P BUJAMMA	NEX
75	S PALPANDI	NEX
76	A. RAVI	NEX
77	M RAMESH	NEX
78	M LAZAR	NEX
79	P PALANICHAMY	NEX
80	R MOHANARANGAN	NEX
81	N RUKMANI	NEX
82	R KALARANI	NEX
83	R. SANKAR	NEX
84	M PUSHPA	NEX
85	K.P. PRASAD	NEX
86	A. NEELAKANDAN	NEX
87	SIVASANKARAN V	NEX
88	K VIJAYAKUMAR	NEX
89	M SAMSON	NEX
90	Y.DARBIN DAS	NEX
91	N NATARAJAN	NEX
92	M RAJASEKAR	NEX
93	SARAVANAN V	NEX
94	SRINIVASAN E	NEX
95	G. MOSES	NEX

96	HARIKRISHNAN V	NEX
97	N YACOB	NEX
98	L MICHEL RAJ	NEX
99	P.N. KANNAN	NEX
100	G. PULLAIAH	NEX
101	V. RAMESHKUMAR	NEX
102	G. VISHNUKUMAR	NEX
103	RAMESH V	NEX
104	NANDA GOPAL M	NEX
105	S VENKATESAN	NEX
106	B. DECEMBER	NEX
107	M MANOHARAN	NEX
108	J SHANTHI	NEX
109	GURRAM CHANDRA SEN	NEX
110	RAVIKUMAR S	NEX
111	L SUJAN	NEX
112	S VIJAYALAKSHMI	NEX
113	PALANI ALAGAN	NEX
114	D. INDIRAN	NEX
115	M MERCY	NEX
116	AFISH BINAN. C	NEX
117	AKHILCHANDRA.A.C	NEX
118	VIMAL RAJ P	NEX
119	ASHOKAN T	NEX
120	TEJAVATH YASVANTH NAIK	NEX
121	PADMAKESAVAN M	NEX
122	SHIVEN S PANDIAN	NEX
123	ANURADHA S	NEX
124	T PAULRAJ	NEX
125	P ARUMUGAM	NEX
126	KRISHNAMURTHY R	NEX
127	V XAVIER	NEX
128	NAVRANG KHAN	NEX
129	G KANDHAN	NEX
130	N NAVEEN	NEX
131	NITHIN S.R	NEX
132	SALAHUDHEEN UVAISI M.K	NEX
133	MUHAMMAD RIYAZ A	NEX

# FW: RTI ONLINE REQUEST OF Ms SHAMITA BAKSHI-DIRCA-R-T-25-00003 -Reg.

jgm ops ch

Wed 19-03-2025 14:19

Public Information Officer RTI, Chennai <pio-rti-chn@AAI.AERO>;

GM OPS Chennai <gmopschn@AAI.AERO>;

2 attachments

RTI REQUEST.docx; Action History.pdf;

Sir,

Reference to the RTI application DIRCA-R-T-25-00003 of Ms. Shamita Bakshi. Please find below the response:

S. No	Information sought	Information / Reply
1	Please share the ROSTER rules followed in major airports Chennai and Kolkata etc of AAI for shift duties of Executives and Non-Executives available in form of circulars, orders and minutes of meeting or any other discussions.	Information sought is not available.
2	Please provide SOPs, circulars or orders or any minutes of meeting mentioning maximum and minimum number of duty hours for executives and non-executives respectively per day and per week.	The information may please be obtained from Dept. of HRM, Chennai International Airport.
3	Please share any rules, SOPs, circulars, orders and any minutes of meeting available for performing overtime duties by non-executive staff in AAI airports like Kolkata and Chennai.	Information sought is not available.
4	Please provide the details of circulars, orders, SOPs and any MOM avoiding duties more than 12 hours in Aircraft Safety related duties by AAI.	Information sought is not available.
5	Please share any available circulars, orders or any MOM avoiding individuals to perform continuous duties shift after shift consecutively in safety related duties at Kolkata and Chennai airports. (more than 12 hours till 24 hours and more duties). Any other document limiting maximum number of duty hours per day.	Information sought is not available.
6	Please share any circulars, orders, MOM , SOPs available mandating biometric attendance in shift duties of all airports of AAI other than general duty staffs.	The information may please be obtained from Dept. of HRM, Chennai International Airport.
7	Please share last 3 months biometric attendance data recorded by employees of Chennai Airport and Kolkata airport including recorded data of employees in safety related shift duties.	The information may please be obtained from Dept. of HRM, Chennai International Airport.
8	Please share the details of number of executives and non executives staff and their names	Requisite information is exempted under Section-8.1(j) of the RTI Act, 2005.

	performing duties in Chennai and Kolkata airports in Airport Operations Directorate.	
9	Please provide the data of number of required executive manpower and non executive manpower versus available manpower in Airside Management and Terminal Management of Chennai Airport and Kolkata Airport along with names and duty roles assigned name wise.	Requisite information is exempted under Section-8.1(j) of the RTI Act, 2005.

धन्यवाद एवं सादर / Thanks & Regards,

जयवर्धन.ए / Jayavardhan. A

संयुक्त महाप्रबंधक (प्रचालन) / Jt. General Manager (Ops)

भारतीय विमानपत्तन प्राधिकरण / Airports Authority of India

चेन्नई अंतरराष्ट्रीय हवाई अड्डा / Chennai International Airport