



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

सं/No. AAM/RTI/GM(F&A)/DIRCA/R/E/25/00091/2025-26/

दिनांक/Dated: 29/09/2025

Sh. ABDUL NAFIH

विषय: श्री अब्दुल नफीह (DIRCA/R/E/25/00091) के ऑनलाइन आर.टी.आई आवेदन का उत्तर-बाबत।

Sub: Reply to online RTI Application of Sh. ABDUL NAFIH (DIRCA/R/E/25/00091)- Reg.

Sir,

आपके ऑनलाइन आर.टी.आई आवेदन दिनांक 06/09/2025 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 06/09/2025 को एतद्वारा निपटारा गया माना जाता है।

With reference to your online RTI Application dated 06/09/2025, the information sought received from the treated PIO pertaining to AAI Chennai Airport is enclosed and accordingly, the RTI Request dated 06/09/2025 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

श्री एम. राजा किशोर, /प्रथम अपीलीय प्राधिकारी/ Sh. M RAJA KISHORE, 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

संलग्न/Encl: यथोपरि/As Above (05 पृष्ठ/Pages)

भवदीय / Yours faithfully

(जी. जयश्री /G.JAYASHREE)

महाप्रबंधक (वित्त एवं लेखा) / GENERAL MANAGER (F&A)

केंद्रीय जन सूचना अधिकारी-आर. टी. ऐ. / CPIO-RTI,

एएआई, चेन्नई एरपोर्ट/ AAI, Chennai Airport

चेन्नई अंतरराष्ट्रीय हवाई अड्डा, चेन्नई – 600016

Chennai International Airport, Chennai – 600016

वेबसाइट/Website : www.aai.aero

दूरभाष : 044 - 2256 0551

Tel. : 044 - 2256 0551

फैक्स : 044 - 2256 0008

Fax : 044 - 2256 0008

ई-मेल / e-mail : apdchennai@aai.aero

**AIRPORTS AUTHORITY OF INDIA
CHENNAI AIRPORT : CHENNAI - 27
FINANCE AND ACCOUNTS DEPARTMENT**

No. AAI/F&A/RTI/2025/640

DATE : 25.09.2025

OFFICE NOTE

Sub: RTI Application of Abdul Nafih. K.K - Reg

With reference to the RTI application dated 06.09.2025 of Shri Abdul Nafih. K.K , the reply is furnished below:

Sl no.	RTI REQUEST (Description)	RTI REPLY DETAILS		
2	Please confirm whether any number of hours is deducted from the overtime allowance and night shift allowance when a non-executive employee avails one day of Casual Leave /Earned Leave/ Commuted Leave or other types of Leave.	Overtime allowance and Night shift allowance payment is being paid as per office order dated 22/02/2019 and HOD approval as attached.		
3	Kindly provide certified copies of the following documents applicable to non-executive employees at Chennai Airport: overtime allowance re-imbursement form, and night shift allowance re-imbursement form .	There is no specific prescribed format available for Overtime allowance and Night shift allowance.		
		MONTH	Overtime in Rs.	NSA in Rs.
4	Please provide certified copies of the statements showing overtime allowance and night shift allowance paid to non-executive employees of the Fire Service Department at Chennai Airport for the Period 01 April 2025 to 31 July 2025.	APRIL-2025	1793880	282640
		MAY-2025	4207040	598980
		JUNE-2025	1918060	311460
		JULY-2025	1868920	313930

C.P.V.
Manager (Finance)

Through JGM(FIN)

To
PIO
RTI CELL , Chennai Airport

वि.सं. FA 640
26/09/2025
नं. 1500



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

No.AAM/HRM/RTI/2025 /3773

22.09.2025

OFFICE NOTE

Sub: RTI Application of Shri Abdul Nafih.K.K – reg.

With reference to the RTI application dated 06.09.2025 of Shri Abdul Nafih.K.K and mail dated 11.09.2025 the reply is furnished below: -

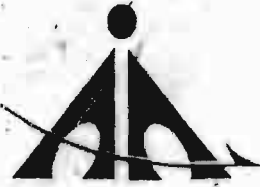
Sl. no.	Information sought	Reply
1	Kindly provide a certified copy of the guidelines regarding payment of Overtime Allowances and Night Shift Allowances to non-executive employees followed in Chennai Airport.	Office order dated 22.02.2019 is attached.
2	Please confirm whether any number of hours is deducted from the Overtime Allowance or Night Shift Allowance when a non-executive employee avails one day of Casual Leave / Earned Leave / Commuted Leave or other types of leave.	HR Dept. is not the custodian of information.
3	Kindly provide certified copies of the following documents applicable to non-executive employees of Chennai Airport: Overtime Allowance reimbursement form, and Night Shift Allowance reimbursement form.	HR Dept. is not the custodian of information.
5	Kindly provide a copy of the order/circular that mentions the provision to deduct any amount from the Night Shift Allowance.	No recorded information available


(K. MAHALAKSHMI)
Asstt. General Manager (HR)

To
JGM (Finance),
Chennai Airport.

- Through  JGM(HR)


22/9/25
PIO, RTI cell, Chennai



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

No.A.60011/40/2017-HRPC/ 98

Date: 22nd February, 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

OFFICE ORDER

Sub: Revision of Scales of Pay and Allowances in respect of Non-Executives (Workmen) of AAI w.e.f. 01.01.2017

The Management of Airports Authority of India (AAI) is pleased to announce the revision in pay scales for non-executives (workmen) of AAI w.e.f. 01.01.2017 consequent upon signing of Memorandum of Settlement (MoS) between the AAI Management and the Airports Authority Employees Union (Recognized Union) and confirmity of Ministry of Civil Aviation vide Letter No. AV-24015/6/2016-AAI-MOCA Dated: 19th February, 2019.

2. Accordingly, pay-scales, DA, perks & allowances, etc. in respect of non-executives (workmen) of AAI stands revised w.e.f. 01.01.2017 as under:

3. APPLICABILITY & COVERAGE

- (i) All the regular Non-Executives of AAI who were on the rolls of AAI as on 01.01.2017 and continue to be on the rolls of AAI and those joining thereafter.
- (ii) The employees who have left the services of the organization on or after 01.01.2017 due to resignation, retirement or death will be paid arrears on account of wage revision upto the date they were in service.
- (iii) The benefit of wage revision will, however, not be allowed to employees from the date they have ceased to be in the services of the organization on the following grounds:
 - a) Dismissal/ removal
 - b) Left service without acceptance of resignation

3.	Washing Allowance/ Uniform Maintenance Allowance	3-5%
4.	Education Allowance (maximum 2 children)	3%
5.	Hostel Expenditure Allowance (maximum 2 children)	2-3%
6.	HRD/ Professional Updation Allowance	3-8%
7.	Reimbursement of Upkeeping Charges of House	1-4%
8.	Reimbursement of Electricity and Water Charges	2-4%
9.	Domestic Helper	1-3%
10.	Canteen Allowance or Meal Vouchers	1-4%
11.	Membership of Professional Bodies	1-2%
12.	Leave Travel Concession (LTC)	4-8%
13.	Other Allowances (Maximum)	5-15%

*** Any subsequent modification made by the DPE will be applicable in terms of its guidelines.*

- (iii) Payment made on account of perks for the period starting from 01.01.2017 shall be adjusted/ recovered against arrears payable.
- (iv) The recurring cost incurred on running and maintaining of infrastructure facilities like hospitals, colleges, schools, etc. would be outside the ceiling of 35% of Basic Pay.
- (v) As regards company owned accommodation provided to non-executives, AAI would bear the income tax liability on the 'non-monetary perquisite of which 50% shall be loaded within the ceiling of 35% of Basic Pay on perks and allowances.'
- (vi) The festival allowance already paid w.e.f. 01.01.2017 shall also be adjusted out of arrears payable due to discontinuation of festival allowance w.e.f. 01.01.2017.

13. REIMBURSEMENT OF MOBILE HANDSET

Reimbursement of an amount of INR 5,000/- will be provided to NE-8 to NE-10 Non-Executives for purchase of Mobile Handset once in every 3 years starting from block year 01.04.2019.

14. OVER TIME COMPENSATION (OTC)

- (i) The rate of Over Time Compensation is revised as follows:

S.No.	Level	Rate of OTC (in INR)
1.	NE-1 to NE-3	180 per hour
2.	NE-4 to NE-7	200 per hour
3.	NE-8 to NE-9	220 per hour

- (ii) The above rates will be applicable from 01.04.2019.

Am

- (iii) Existing Non-executives drawing Executive scale on placement, will be treated as non-executives only and will get benefits as applicable to non-executives including OTC. Accordingly, operational staff will perform 48 hours duty.
- (iv) The other terms and conditions as stipulated in CHRM Circular No. A.27016/1/99-IR&PP Dated: 01.03.99; CHRM Circular No. A.27016/1/99-IR-PP Dated: 05.04.2004 and CHRM Circular No. 40/2012 issued vide file No: A-60011/61/2012-HRPC Dated: 31.10.2012 will remain the same unless modified/revised by competent authority from time to time.

15. **SHIFT DUTY COMPENSATION (SDC)**

- (i) The rate of Shift Duty Compensation for **Night Shift** will be as follows:

S.No.	Revised Basic Pay	Rate of SDC (in INR)
1.	25000 - 31000	150 per night shift
2.	31001 - 39000	200 per night shift
3.	39001 - 45000	270 per night shift
4.	45001 and above	360 per night shift

- (ii) The other terms and conditions as stipulated in CHRM Circular No. Pers/SC/17/73-Vol.V Dated: 07.10.2005, CHRM Circular No. A-60011/67/2010/PP Dated: 26.10.2010, CHRM Circular No.21/2011 issued vide File No: A-60011/17/2011/PP Dated: 11.05.2011 and CHRM Circular No. 30/2011 issued vide File No: A-60011/67/2010/PP Dated: 01.06.2011 will remain the same unless modified/revised by competent authority from time to time.

16. **ALLOWANCE FOR PERFORMING DUTY ON NATIONAL HOLIDAY**

All Non-Executives performing Roaster Duty on National Holidays will be eligible for 1.5 times of (Basic Pay + DA) in lieu of OTC for that day. All other terms & conditions of CHRM Circular No. 32/2017 issued vide file No: A.60011/43/2017/HRPC/406 Dated: 23.10.2017 will remain same unless modified by competent authority from time to time

17. **TRAINING KIT**

Reimbursement of Training Kit to Fire Officials for Training at FTC/ FSTC will be allowed subject to a ceiling of INR 2000/- during training period.

18. **LOCATION BASED COMPENSATORY ALLOWANCE**

- (i) **For serving in North-East States and Ladakh Region**

Areas Covered	Percentage of Basic Pay
Assam, Meghalaya, Manipur, Nagaland, Tripura, Arunachal Pradesh, Mizoram and Sikkim	10% of Basic Pay
Ladakh Region	10% of Basic Pay

(Signature)