



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. AAI/ER/RTI/PIO/2025/69

Dated : 23/01/25

To
Shri Afsan Shaik,

Subject : Information under RTI Act. 2005.

Sir,

Reference is made to your RTI application nos. AAIKO/R/T/24/00118 dated 26-12-24, AAIKO/R/X/24/00020 dated 30-12-24 and AAIKO/R/X/25/00002 dated 21-01-25.

Enclosed herewith please find information which is received in respect of your above mentioned RTI applications.

Encl : As above.

Sincerely Yours

H.S. Biswas
23/01/2025

(H.S. Biswas)

General Manager(CNS-ER)/PIO-RHQ-ER,
NSCBI Airport, Kolkata-52

However, if you are not satisfied with the reply/information, you have the option to file an appeal within 30 days from the date of receipt of reply/information to the First Appellate Authority. The details of First Appellate Authority is given below :

To

Smt Nivedita Dubey, RED(ER)/First Appellate Authority (FAA),
Airports Authority of India, Regional Head Quarters,
Eastern Region, N.S.C B.I. Airport, Kolkata-700 052.



By Mail

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

दिनांक / Date 20.01.2025

संदर्भ सं / Ref No AAI/BD/RTI/24-25 / 3357

सेवा / To

महाप्रबन्धक (संचार - पूर्वी क्षेत्र) / पीआईओ
The General Manager (CNS-ER)/PIO,
पूर्वी क्षेत्र नै नु च बी हवाई अड्डा,
Eastern Region, N.S.C.B.I. Airport,
कोलकाता/Kolkata -700052

विषय/ Subject:- सूचना अधिनियम 2005 के अंतर्गत मांगी गई सूचना/ Information under RTI Act -2005

महोदय/ Sir

देशीय मुख्यालय-पूर्वी क्षेत्र कोलकाता के पीआईओ के द्वारा प्रेषित पत्र संख्या: AAI/ER/RTI/PIO/2025/04 दिनांक: 01.01.2025 के मेल के आशोक में, आरटीआई आवेदक श्री अकबर खान के आरटीआई आवेदन संख्या: AAIKO/R/X/24/00020 & AAIKO/R/T/24/00118 दिनांक: 30.12.2024 & 26.12.2024 द्वारा मांगी गई बागडोगरा हवाई अड्डे से संबंधित प्रत्युत्तर निम्नवित है।

संख्या Sl No	मांगी गई जानकारी/ Information Sought	बागडोगरा एयरपोर्ट का जवाब/Reply for Bagdogra Airport
01.	<p><u>Working Days for General Duty:</u></p> <p>a) What are the working days for non-executive employees performing general duty in all Departments (HR,Fin,OL,OPS etc) at all stations, RHQs, and CHQ?</p> <p>b) What are the ideal or prescribed office timings with weekly schedules for non-executive employees of the Airport Operations Department performing general duties? Request: Provide copies of official circulars, memos, or policies if any that specify these working days and office timings.</p>	<p>a) Monday to Friday</p> <p>b) Matter pertains to CHQ</p>
02.	<p><u>Attendance Records:</u></p> <p>Provide Last month's rosters and attendance records for non-executive employees only of Airport Operations performing general duties across all regions, stations, RHQ, and CHQ. Request: Share the attendance sheets, registers, or any other official document used to record attendance.</p>	<p>No non-executive employee is posted in Airport Operations discipline at Bagdogra Airport.</p>
03.	<p><u>Overtime Details:</u></p> <p>Provide the last month's or the last roster's claimed overtime amount details of each non-executive employee performing shift duties in the Airport Operations Department across all stations of all the regions in bellow format. Request: Include copies of shift rosters.</p>	<p>Not applicable</p>

धन्यवाद /Thanking you.

भवदीय/ Yours faithfully.


[मोहम्मद आरिफ/MUHAMMAD ARIF] 20/01/25
निदेशक विमानपत्तन/AIRPORT DIRECTOR



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

संदर्भ. सं /No.: AAI/BA/HR/E-52/ 367

दिनांक/Date: 23.01.2025

सेवा में/To,

महा प्रबंधक (सिएनएस-पू. क्षे. / पी.आई.ओ./The General Manager (CNS-ER)/PIO,

क्षेत्रीय मुख्यालय-पू. क्षे./RHQ-ER,

भारतीय विमानपत्तन प्राधिकरण/ Airports Authority of India,

ने.सु.च.बो.अं. हवाईअड्डा/ N.S.C.B.I. Airport,

कोलकता-52/Kolkata-52.

विषय/Subject: आर.टी.आई. अधिनियम, 2005 के तहत जानकारी/ Information under RTI Act. 2005.

महोदय/Sir,

उपर्युक्त विषय पर, Mr. Afsan Shaik के ऑनलाइन पंजीकरण No. AAIKO/R/X/24/00020 दिनांक 30.12.2024 से प्राप्त आरटीआई आवेदन का संदर्भ लें।

Reference is made to your RTI application with registration No. AAIKO/R/X/24/00020 dated 30.12.2024 of Mr. Afsan Shaik.

इस संदर्भ में, बिजु पटनायक अंतर्राष्ट्रीय हवाईअड्डा, भुवनेश्वर के संबंध में मांगी गई जानकारी नीचे दी गई है:

In this connection, the information as sought for, in respect of Biju Patnaik International Airport, Bhubaneswar is appended below:

	Information sought for	Reply
Application No. AAIKO/R/X/24/00020 dated 30.12.2024 of Mr. Afsan Shaik.	Para-1: a) What are the working days for non-executive employees performing general duty in all departments (HR, Fin, Ops etc.) at all stations RHQs, and CHQ? b) What are the ideal or prescribed office timings with weekly schedules for non-executive employees of the Airport Operations Department performing general duties?	No non-executive employee performing general duties in the Airport Operations Department.
	Para-2: a) provide last month's rosters and attendance records for non-executive's employees only of Airport operation performance general duties across all regions, stations, RHQ and CHQ. b) Request: Share the attendance sheets, registers, or any other official document used to record attendance.	No non-executive employee performing general duties in the Airport Operations Department.
	Para-3: a) Can Airport operations non-executive claim overtime allowance? b) Can a Concerned HOD approve overtime allowance citing shortage of manpower than sanctioned strength on a particular station. c) Provide the last months or the last rosters claimed overtime amount details of each non-executive employee performing shift duties in the Airport Operations Department across all stations of all the regions in below formal.	Yes Yes Last month rosters attached (page1 to page-3). Overtime claimed amount are mentioned below.

सादर/Yours sincerely,

[प्रसन्ना प्रधान/ PRASANNA PRADHAN]

विमानपत्तन निदेशक/पी.आई.ओ./Airport Director/PIO,

भुवनेश्वर/Bhubaneswar-20



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

With reference to File no:(AAOIN/R/E/24/02933/1) RTI Application of Mr Afsan Shaik Dated-30.12.2024, please find the data in respect of Operations Department, Bhubaneswar as below:

Sl. No.	Questions	Answers
Q.1	a) What are the working days for non-executive employees performing general duty in all Departments (HR, Fin, Ops etc.) at all stations, RHQs, and CHQ? b) What are the ideal or prescribed office timings with weekly schedules for non-executive employees of the Airport Operations Department performing general duties?	No non-executive employee performing general duties in the Airport Operations Department.
Q.2	a) Provide last month's rosters and attendance records for non-executive's employees only of Airport Operations performance general duties across all regions, stations, RHQ, and CHQ. b) Request: Share the attendance sheets, registers, or any other official document used to record attendance.	No non-executive employee performing general duties in the Airport Operations Department.
Q.3	a) Can Airport operations non-executive claim overtime allowance? b) Can a Concerned HOD approve overtime allowance citing shortage of manpower than sanctioned strength on a particular station? c) Provide the last months or the las rosters claimed overtime amount details of each non-executive employee performing shift duties in the Airport Operations Department across all stations of all the regions in below formal.	YES YES Last month's rosters attached. Overtime claimed amount are mentioned below.

AIRPORT NAME	Sl NO	NAME OF THE EMPLOYEE	DESIGNATION	AMOUNT CLAIMED
BPI AIRPORT,BHUBANESWAR	1	Ganesh Chandra Dalara	Senior Superintendent SG (GFS)	27,880.00
BPI AIRPORT,BHUBANESWAR	2	Raisen Marandi	Superintendent (Tech) (GFS)	15,730.00
BPI AIRPORT,BHUBANESWAR	3	Binaya Kumar Sahu	Senior Superintendent (Tech) (GFS)	19,270.00
BPI AIRPORT,BHUBANESWAR	4	Sudeshna Rath	Senior Attendant HK	6,400.00

22-01-2025

P. Das
22/1/25
Barun Kumar Das
JLGM(Ops)
BPI Airport, Bhubaneswar

To,
JGM (CNS/HR) - Pts

Duty Roster of GFS Staff (AIC) of BPM Airport for the period from 17.11.2024 - 14.12.2024

Date	17	18	19	20	21	22	23	24	25	26	27	28	29	30	01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Day	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	
GCD	OF	AN	/B	A	/	B	AN	/	OF	B	AN	/	AN	/B	B	OFF	AN	/B	B	B	AN	/	B	AN	/	OFF	AN	/B	
BKS	/B	OF	AN	/	B	AN	/	B	AN	/	B	AN	/B	OFF	AN	/B	OFF	AN	/	AN	/	B	AN	/B	AN	B	/	OFF	AN
RS	A	/B	OF	B	AN	/	B	A	/B	A	/	B	OF	AN	/	AN	/B	OFF	AN	/	B	AN	/	OFF	AN	/B	B	B	AN

Legend:-

- GCD- Ganesh Chandra Dalara, Sr. Supdt(SG)(Ambu)GFS-9437763563
- BKS- Binaya kumar sahu , Sr.Suptd(Tech)GFS 7978900744
- RS - Raison Marandi, Suptd..(Tech)GFS 9006655156
- A-0600hrs -1400hrs, B-1400hrs- 2200hrs, N-2200hrs -0600hrs
- G-0900hrs-1700hrs

No change of duty allowed without permission of undersigned.

Signature
17/11/24

Jt. General Manager (Ops)

Signature
17/11/24

संचालन विभाग- Department of Operations

नवंबर-2024 माह के लिए ह्यूटी रोस्टर एयरपोर्ट टर्मिनल गैर-कार्यकारी कर्मचारी
DUTY ROSTER AIRPORT TERMINAL NON-EXECUTIVE STAFF FOR THE MONTH OF NOVEMBER-2024.

WEEK-1

क्र.सं SL. NO.	तारीख-Date	1	2	3	4	5	6	7
	नाम-Name	FRI	SAT	SUN	MON	TUE	WED	THU
1	सुदेशना रथ SUDESHNA RATH	B	W-O	B	B	B	B	B

WEEK-2

क्र.सं SL. NO.	तारीख-Date	8	9	10	11	12	13	14
	नाम-Name	FRI	SAT	SUN	MON	TUE	WED	THU
1	सुदेशना रथ SUDESHNA RATH	B	W-O	B	B	B	B	B

WEEK-3

क्र.सं SL. NO.	तारीख-Date	15	16	17	18	19	20	21
	नाम-Name	FRI	SAT	SUN	MON	TUE	WED	THU
1	सुदेशना रथ SUDESHNA RATH	B	W-O	B	B	B	B	B

WEEK-4

क्र.सं SL. NO.	तारीख-Date	22	23	24	25	26	27	28
	नाम-Name	FRI	SAT	SUN	MON	TUE	WED	THU
1	सुदेशना रथ SUDESHNA RATH	B	W-O	B	B	B	B	B

WEEK-5

क्र.सं SL. NO.	तारीख-Date	29	30	-	-	-	-	-
	नाम-Name	FRI	SAT	-	-	-	-	-
1	सुदेशना रथ SUDESHNA RATH	B	W-O	-	-	-	-	-

LEGEND:
B:1400 hrs. to 2200 hrs.
W-O: Weekly Off

Barun Kumar Das
Barun Kumar Das
Jt.GM (Ops)
BPI Airport, Bhubaneswar

Period 17-11-2024 to 14-12-2024

संचालन विभाग- Department of Operations

दिसंबर-2024 माह के लिए ह्यूटो रोस्टर एयरपोर्ट टर्मिनल गैर-कार्यकारी कर्मचारी

DUTY ROSTER AIRPORT TERMINAL NON-EXECUTIVE STAFF FOR THE MONTH OF DECEMBER-2024.

WEEK-1

क्र.सं SL. NO.	तारीख-Date	1	2	3	4	5	6	7
	नाम-Name	SUN	MON	TUE	WED	THU	FRI	SAT
1	सुदेशना रथ SUDESHNA RATH	B	B	B	B	B	B	W-O

WEEK-2

क्र.सं SL. NO.	तारीख-Date	8	9	10	11	12	13	14
	नाम-Name	SUN	MON	TUE	WED	THU	FRI	SAT
1	सुदेशना रथ SUDESHNA RATH	B	B	B	B	B	B	W-O

WEEK-3

क्र.सं SL. NO.	तारीख-Date	15	16	17	18	19	20	21
	नाम-Name	SUN	MON	TUE	WED	THU	FRI	SAT
1	सुदेशना रथ SUDESHNA RATH	B	B	B	B	B	B	W-O

WEEK-4

क्र.सं SL. NO.	तारीख-Date	22	23	24	25	26	27	28
	नाम-Name	SUN	MON	TUE	WED	THU	FRI	SAT
1	सुदेशना रथ SUDESHNA RATH	B	B	B	B	B	B	W-O

WEEK-5

क्र.सं SL. NO.	तारीख-Date	29	30	31	-	-	-	-
	नाम-Name	SUN	MON	TUE	-	-	-	-
1	सुदेशना रथ SUDESHNA RATH	B	B	B	-	-	-	-

LEGEND:

B:1400 hrs. to 2200 hrs.

W-O: Weekly Off

2024
10/12/24
Barun Kumar Das
Jt.GM (Ops)
BPI Airport, Bhubaneswar

Period 15-12-2024 to 11-01-2025



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA



Ref: AAI/CB/RTI/2024-25/ 23957

Date: 02.01.2025

To
The General Manager (CNS-ER)/
PIO-RHQ-ER
AAI, NSCBI Airport
Kolkata-700052.

Subject: Request for information under Right to Information Act 2005.

Sir,

Reference may please be made towards 01 nos. RTI application vide applicant Name: Shri. Afsan Shaik, bearing RTI Application No. AAIKO/R/T/24/00118 dated 26.12.2024 respectively.

The reply i.r.o. Cooch Behar Airport is furnished below: -

Sl. No.	Query	Reply
01	<p>Working Days for General Duty:</p> <p>a) What are the working days for non-executive employees performing general duty in all Departments (HR, Fin, OI, OPS etc) at all stations, RHQs, and CHQ?</p> <p>b) What are the ideal or prescribed office timings with weekly schedules for non-executive employees of the Airport Operations Department performing general duties?</p> <p>Request: Provide copies of official circulars, memos, or policies if any that specify these working days and office timings.</p>	<p>a) Hours of general duty: from 9:30 AM to 6:00 PM. (Monday to Friday except holidays)</p> <p>b) Pertaining to RHQ/CHQ.</p>
02	<p>Attendance Records:</p> <ul style="list-style-type: none">Provide Last month's rosters and attendance records for non-executive employees only of Airport Operations performing general duties across all regions, stations, RHQ, and CHQ.Request: Share the attendance sheets, registers, or any other official document used to record attendance.	<ul style="list-style-type: none">Attached.Attendance are being marked on BAS



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

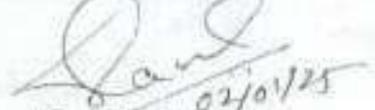


03	Overtime Details: <ul style="list-style-type: none">• Can Airport operations non-executive claim overtime allowance?• Can a Concerned HOD approve overtime allowance citing shortage of manpower than sanctioned strength on a particular station?• Provide the last month's or the last roster's claimed overtime amount details of each non-executive employee performing shift duties in the Airport Operations Department across all stations of all the regions in below format:	<ul style="list-style-type: none">• Yes• Yes• NIL
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Submitted for information and necessary action please.

Thanking you

Yours Faithfully,


02/01/25
(Subhasish Paul)

Airport Director (Offetg.)
AAI, Cooch Behar Airport
Cooch Behar- 736101.



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA



AIRPORTS AUTHORITY OF INDIA,
COOCH BEHAR AIRPORT

Date: 25.10.2024

Ref: AAIVECO/TM/24-25/

ION

Sub: Roaster of Terminal Management for the month of November-2024-reg.

With reference to the subject matter, the duty roster for the Terminal Management section for the month of November-24 is as follow-

Name & Designation/Date	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Prasoon Mani Joshi, AM(Ops)	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A
Jyoti Sehanabish Sr. Attnl. (ops)	CL	W	M	B	B	B	CL	RH	W	B	B	B	B	B	CH	W	B	B	B	B	B	CL	W							
Alok Guha Sr. Attnl. (ops)	B	W	B	B	B	B	RH	RH	W	B	B	B	B	B	CH	W	B	B	B	B	B	B	W	B	B	B	B	B	B	W

Note: - # Legend, A= Duty time (9:30 AM to 06PM), W = Weekly off, CL=Casual Leave, RH=Restricted Holiday, CH-Closed Holiday

** B= Duty time (10:00 AM to 06:00 PM) Jyoti Sehanabish Performing duty at CSG Office, and **Alok Guha Performing duty at APD office.

Submitted for information and necessary action please.

(Signature)
25/10/2024
Airport Director

(Signature)
25/10/2024
Prasoon Mani Joshi,
AM(Ops)/TM.

कोचबिहार हवाईअड्डा, कोचबिहार -736101, पश्चिम बंग। दूरभाष/ फ़ैक्स : 03582-222518,
Cooch Behar Airport, Cooch Behar-736101 (West Bengal) Phone/Fax: 03582-222518,
E-mail: apdcoochbehar@aii.aero



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA



AIRPORTS AUTHORITY OF INDIA,

COOCH BEHAR AIRPORT

Ref: AAIVECO/TM/24-25/

Date: 29.11.2024

ION

Sub: Roaster of Terminal Management for the month of December-2024-reg.

With reference to the subject matter, the duty roster for the Terminal Management section for the month of December-24 is as follows

Name & Designation/Duty	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Prasoon Mami Joshi, AM(Ops)	W	A	A	A	A	A	A	W	A	A	A	A	A	W	A	A	A	A	A	A	A	W	A	A	A	A	A	A	A	W	A	A	
Jyoti Sehanabish, Sr. Attned. (ops)	B	B	B	B	B	B	W	CL	CL	CL	CL	B	B	W	B	B	B	B	B	B	W	CL	B	B	CH	B	B	W	B	W	B	CL	CL
Alok Guha Sr. Attned. (ops)	B	B	B	B	B	B	W	B	B	B	B	H	H	W	B	B	B	B	B	B	W	B	CL	CL	CH	CL	CL	B	W	B	B	B	B

Note: - # Legend, A= Duty time (9:30 AM to 06 PM), W = Weekly off, CL=Casual Leave, RH=Restricted Holiday, CH-Closed Holiday

** B= Duty time (10:00 AM to 06:00 PM) Jyoti Sehanabish Performing duty at CSO Office, and ***Alok Guha Performing duty at APD office

(Signature)
Airport Director

(Signature)
Prasoon Mami Joshi,
AM(Ops)/TM.

कोचबिहार हवाईअड्डा, कोचबिहार -736101 (पश्चिम बंगाल) टूरफोन/ फैक्स : 03582-222518,
Cooch Behar Airport, Cooch Behar-736101 (West Bengal) Phone/Fax: 03582-222518,
E-mail: apdcocochbehari@aii.aero

SI No. 68/69

Dated: 15.01.2025

ज.सू.अ. पू.क्षे./PIO, ER
भारतीय विमानपतन प्राधिकरण/Airports Authority of India
पूर्वी क्षेत्र, एन.एस.सी.बी.आई., हवाई अड्डा, कोलकाता-52
Eastern Region, N.S.C.B.I, Airport, Kolkata-52

विषय : आर.टी.आई. अधिनियम, 2005 के अंतर्गत सूचना।

Subject: Information under RTI ACT 2005.

महोदय/Sir,

आर.टी.आई अधिनियम-2005 के तहत जानकारी मांगने के लिए श्री अफसान शेख, (पता) मुकीम अहमद, खरूरु, फतेहपुर, उप., पिन- 212656, से प्राप्त पंजीकरण संख्या AAIKO/R/T/24/00118 दिनांक 26.12.2024 एवं AAIKO/R/X/24/00020 दिनांक 30.12.2024 के माध्यम से आरटीआई आवेदन, जो 01.01.2025 को प्राप्त हुई थी के संदर्भ में।

2. देवघर एयरपोर्ट के संदर्भ में मांगी गई सूचना का जवाब निम्न प्रकार है:-
2. Sought information in respect of Deoghar Airport is furnished below: -

वि.सं. P No.	मांगी गई सूचना Information Sought	उत्तर Reply
1.	Working Days for General Duty	
	a. What are the working days for non-executive employees performing general duty in all Departments (HR, Fin, OPS etc.) all stations, RHQ and CHQ?	Non-executive employees in the Airport Operations discipline are not posted at Deoghar Airport. However, for non-executive employees performing general duties in other department at Deoghar Airport, the working days follow the standard operational norms of the organization. Typically, employees work a 6-day schedule, with one day off per week, unless operational requirements dictate otherwise.
	b. What are the ideal or prescribed office timing with weekly schedules for non-executive employees of the Airport Operations Department performing general duties?	Not applicable, as there are no non-executive employees posted at Deoghar Airport for general duties in the Airport Operations Department.
	Request: Provide copies of official circulars, memos, or policies if any that specify these working days and office timings.	The relevant policies are available at CHQ/RHQ ER.

वि.सं. P No.	मांगी गई सूचना Information Sought	उत्तर Reply										
2.	Attendance Records											
	a) Provide Last month's rosters and attendance records for non-executive employees only of Airport Operations performing general duties across all regions, stations, RHQ, and CHQ.	Not applicable, as there are no non-executive employees posted at Deoghar Airport for general duties in the Airport Operations Department.										
	b) Request: Share the attendance sheets, registers, or any other official document used to record attendance,											
3.	Overtime Details:											
	a. Can Airport operations non-executive claim overtime allowance?	Non-executive employees in the Airport Operations Department are not posted at Deoghar Airport at present.										
	b. Can a Concerned HOD approve overtime allowance citing shortage of manpower than sanctioned strength on a particular station?	Not applicable, as there are no non-executive employees posted at Deoghar Airport in Airport Operation Discipline.										
	c. Provide the last month's or the last roster's claimed overtime amount details of each non-executive employee performing shift duties in the Airport Operations Department across all stations of all the regions in below format: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Sr No</th> <th>Airport Name</th> <th>Name of The Employee</th> <th>Designation</th> <th>Amount Claim</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Include copies of shift Rosters</p>	Sr No	Airport Name	Name of The Employee	Designation	Amount Claim						
Sr No	Airport Name	Name of The Employee	Designation	Amount Claim								

भवदीय/Yours sincerely



(प्रवीण कुमार/Praveen Kumar)

कार्यवाहक एपीडी/मु.का.अ Officiating APD/CEO
देवघर एयरपोर्ट/Deoghar Airport

विमानपत्तन निदेशक

Airport Director

भा० वि० प्र०/AA

देवघर एयरपोर्ट



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
गया हवाई अड्डा, गया / Gaya Airport, Gaya
दिनांक 27/12/2024

संख्या - भा.वि.प्रा./गया/मा.सं./आर.टी.आई/2024/1958.

सेवा में,

जन सूचना अधिकारी/महाप्रबंधक (संचार), पूर्वी क्षेत्र,
भारतीय विमानपत्तन प्राधिकरण,
ने.सु.चं.बो.अं हवाई अड्डा,
कोलकाता - 700052.

विषय :- सूचना का अधिकार अधिनियम, 2005 के अधीन मांगी गई सूचना के संबंध में।

महोदय,

क्षेत्रीय मुख्यालय, कोलकाता के ई-मेल दिनांक 26/12/2024 के निर्देशानुसार आपके द्वारा सूचना का अधिकार अधिनियम के तहत मांगी गई सूचना आर.टी.आई. पत्रांक AAIKO/R/T/24/00118 दिनांक 26-12-2024 का प्रत्युत्तर इस कार्यालय को संबंधित विभाग के अनुसार निम्नवत है :-

Sl. No	Question	Reply
1	Working days for General Duty :-	
(a)	What are the working days for non-executive employees performing general duty in all Departments (HR, Fin. OL, Ops. Etc) at all stations, RHQs and CHQ?	Monday to Friday
(b)	What are the ideal or prescribed office timings with weekly schedules for non-executive employees of the Airport Operations Department performing general duties?	Not applicable.
2	Attendance Record :- Provide last month's rosters and attendance records for non-executive employees only of Airports Operations performing general duties across all regions, stations, RHQ and CHQ. Request: Share the attendance sheets, registers, or any other official document used to record attendance.	Not applicable.
3	Overtime details :-	
(a)	Can Airport Operations non-executive claim overtime allowance?	Not applicable.
(b)	Can a concerned HOD approve overtime allowance citing shortage of manpower than sanctioned strength on a particular station?	Not applicable.
(c)	Provide the last month's or the last roster's claimed overtime amount details of each non-executive employee performing shift duties in the Airport Operations Department across all stations of all the regions in below format: Request: Include copies of shift rosters	Not applicable.

सूचनार्थ हेतु प्रेषित है।

महोदय

(बंगजीत साहा)

विमानपत्तन निदेशक/जन-सूचना अधिकारी
गया हवाई अड्डा, गया।



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
गया हवाई अड्डा, गया / Gaya Airport, Gaya

संख्या - भा.वि.प्रा./गया/मा.सं./आर.टी.आई/2025/2034

दिनांक 08/01/2025

सेवा में,

जन सूचना अधिकारी/महाप्रबंधक (संचार), पूर्वी क्षेत्र,
भारतीय विमानपत्तन प्राधिकरण,
ने.सु.चं.बो.अं हवाई अड्डा,
कोलकाता - 700052.

विषय :- सूचना का अधिकार अधिनियम, 2005 के अधीन मांगी गई सूचना के संबंध में।

महोदय,

केन्द्रीय मुख्यालय, कोलकाता के ई-मेल दिनांक 01/01/2025 के निर्देशानुसार आपके द्वारा सूचना का अधिकार अधिनियम के तहत मांगी गई सूचना आर.टी.आई पत्रांक AAIKO/R/X/24/00020 दिनांक 30/12/2024 का प्रत्युत्तर इस कार्यालय के संबंधित विभाग के अनुसार निम्नवत है :-

Sl. No	Question	Reply
1	Working days for General Duty :-	
(a)	What are the working days for non-executive employees performing general duty in all Departments (HR, Fin. Ol, Ops. Etc) at all stations, RHQs and CHQ?	Monday to Friday
(b)	What are the ideal or prescribed office timings with weekly schedules for non-executive employees of the Airport Operations Department performing general duties?	Not applicable.
2	Attendance Record :- Provide last month's rosters and attendance records for non-executive employees only of Airports Operations performing general duties across all regions, stations, RHQ and CHQ. Request: Share the attendance sheets, registers, or any other official document used to record attendance.	Not applicable.
3	Overtime details :-	
(a)	Can Airport Operations non-executive claim overtime allowance?	Not applicable.
(b)	Can a concerned HOD approve overtime allowance citing shortage of manpower than sanctioned strength on a particular station?	Not applicable.
(c)	Provide the last month's or the last roster's claimed overtime amount details of each non-executive employee performing shift duties in the Airport Operations Department across all stations of all the regions in below format: Request: Include copies of shift rosters	Not applicable.

सूचनाई हेतु प्रेषित है।

भवदीय

(बंगजीत साहा)

विमानपत्तन निदेशक/जन-सूचना अधिकारी
गया हवाई अड्डा, गया।



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA



सं: भा.वि.प्रा/जे.एच./ई-7/2024-25/ 2528

दिनांक: 31.12.2024

सेवा में,
सीपीआईओ, पूर्वी क्षेत्र,
भारतीय विमानपत्तन प्राधिकरण,
ने.सू.च.बो.अं.हवाई अड्डा,
कोलकाता -52

विषय: सूचना का अधिकार अधिनियम की धारा 6 (1) के तहत जानकारी।
महोदय,

Sl. No.	Information Sought	Reply
1	a) What are the working days for non-executive employees performing general duty in all Departments (HR,Fin, OL, OPS etc) at all stations, RHQs, and CHQ.	Monday to Friday 0930 Hrs to 1800 Hrs.
	b) What are the ideal or prescribed office timings with weekly schedules for non-executive employees of the Airports Operations Department performing General Duties.	NIL (No Non-Executive posted from OPS dept. at VSS Airport, Jharsuguda. (Regarding Circular, Memos or policies-pertains to CHQ)
2	• Provide Last month's roster and attendance records for non-executive employees only of Airport Operations performing general duties across all regions, stations, RHQ and CHQ.	NIL (No Non-Executive posted from OPS dept. at VSS Airport, Jharsuguda.
3	• Can Airport Operations non-executive claim overtime allowance?	NIL (No Non-Executive posted from OPS dept. at VSS Airport, Jharsuguda.
	• Can a concerned HOD approve overtime allowance citing shortage of manpower than sanctioned strength on a particular station.	Not Applicable
	• Provide the last month's or the last roster's claimed overtime amount details of each non-executive employees performing shift duties in the Airport Operations Department across all stations of all the regions in below format:	

Sl. No.	Airport Name	Name of the Employee	Designation	Amount Claimed
1	VSS Airport, Jharsuguda	NIL	N/A	NIL

धन्यवाद,

भवदीय
संदीप
31/12/24
(संदीप कुमार तिवारी)
विमानपत्तन निदेशक एवं
जन सूचना अधिकारी



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA



सं: भा.वि.प्रा.जे.एच./ई-7/2024-25/06

दिनांक: 02.01.2025

सेवा में,
सीपीआईओ, पूर्वी क्षेत्र,
भारतीय विमानपत्तन प्राधिकरण,
ने. सु. च. बो. अं. हवाई अड्डा,
कोलकाता -52

विषय: सूचना का अधिकार अधिनियम की धारा 6 (1) के तहत जानकारी।

महोदय,

Sl. No.	Information Sought	Reply
1	a) What are the working days for non-executive employees performing general duty in all Departments (HR, Fin, OL, OPS etc) at all stations, RHQs, and CHQ.	Monday to Friday 0930 Hrs to 1800 Hrs.
	b) What are the ideal or prescribed office timings with weekly schedules for non-executive employees of the Airports Operations Department performing General Duties.	NIL (No Non-Executive posted from OPS dept. at VSS Airport, Jharsuguda. (Regarding Circular, Memos or policies-pertains to CHQ)
2	• Provide Last month's roster and attendance records for non-executive employees only of Airport Operations performing general duties across all regions, stations, RHQ and CHQ.	NIL (No Non-Executive posted from OPS dept. at VSS Airport, Jharsuguda.
3	• Can Airport Operations non-executive claim overtime allowance?	NIL (No Non-Executive posted from OPS dept. at VSS Airport, Jharsuguda.
	• Can a concerned HOD approve overtime allowance citing shortage of manpower than sanctioned strength on a particular station.	Not Applicable
	• Provide the last month's or the last roster's claimed overtime amount details of each non-executive employees performing shift duties in the Airport Operations Department across all stations of all the regions in below format:	

Sl. No.	Airport Name	Name of the Employee	Designation	Amount Claimed
1	VSS Airport, Jharsuguda	NIL	N/A	NIL

धन्यवाद,

भवदीय
संदीप
02/01/25
(संदीप कुमार तिवारी)
विमानपत्तन निदेशक एवं
जन सूचना अधिकारी



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Ref. No.: AAI/VEPY/APD/RTI Reply/2024/ 8344

Date: 13.01.2025

To,
The Public Information Officer,
Regional Headquarters, Eastern Region,
Airports Authority of India,
NSCBI Airport,
Kolkata - 52

Subject : Information under Right to Information Act, 2005

Sir / Madam,

Reference may please be made to online RTI Application with registration nos. AAIKO/R/T/24/00118 dated 26.12.2024 received from Sh./Smt./Ku. Afsan Shaik and forwarded to this office vide email dated 26.12.2024 from PIO, RHQ - ER.

In this regard, the below information is submitted pertaining to Pakyong Airport.

Sl. No.	Information Sought	Reply pertaining to Pakyong Airport
1	Working Days for General Duty:	
a)	What are the working days for non-executive employees performing general duty in all Departments (HR,Fin,OL,OPSetc) at all stations, RHQs, and CHQ?	Working days for non-executive employees performing general duty in all departments (HR/FIN/OL/OPS etc) at Pakyong Airport is from Monday to Friday (09.30 am to 06.00 pm)
b)	What are the ideal or prescribed office timings with weekly schedules for non-executive employees of the Airport Operations Department performing general duties? Request: Provide copies of official circulars, memos, or policies if any that specify these working days and office timings.	As per AAI policy pertaining to CHQ.
2	Attendance Records:	
	Provide Last month's rosters and attendance records for non-executive employees only of Airport Operations performing general duties across all regions, stations, RHQ, and CHQ. Request: Share the attendance sheets, registers, or any other official document used to record attendance.	No Non Executive officials available in Ops Department at Pakyong Airport. Not Applicable.
3	Overtime Details	
	Can Airport operations non-executive claim overtime allowance?	As per AAI Policy pertaining to CHQ

13/01/25
APD



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Can a Concerned HOD approve overtime allowance citing shortage of manpower than sanctioned strength on a particular station?	As per AAI Policy pertaining to CHQ
Provide the last month's or last roster's claimed overtime amount details of each non-executive employee performing shift duties in the Airport Operations Department across all stations of all the regions. Request: Include copies of shift rosters.	As per AAI Policy pertaining to CHQ Not Applicable.

Submitted for kind information and onward action please.

Kind regards,


(B.T. Pote)

Offtg. Airport Director,
Pakyong Airport



The Airport Director
JPNR Airport, Patna-800014

Ref No. AAI/PAT/RTI/

Dated: 27/12/2024

RTI Application Reg. No. — AAIKO/R/T/24/00118

Sub: Information furnished under Right to information Act-2005

RTI Reply		
Point No.	Information Sought	Information Provided.
1.	1. Working Days for General Duty; a) What are the working days for non-executive employees performing general duty in HR department at Patna Airport	Non-executive employees in HR Department are generally expected to work during standard business days, in accordance with the specific schedule and requirements set by the organization.
	Provide copies of official circulars, memos or policies if any that specify these working days and office timings.	Relevant CHRM Circular No. 01/2016 dated 06/01/2016 has been attached.

Signature of HOD

Name - *N. D. Dash*

Designation - *Manager (HR)/Off.*

AAI JPNR Airport

Patna - 800014

N. D. Dash
27/12/24

1/C (HR)

Dated: - 03th Jan 2025

The Public Information Officer (PIO)
Regional Headquarter (RHQ) – ER
Airports Authority of India
NSCBI Airport
Kolkata - 700052

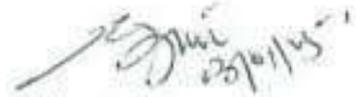
Sub.: Reply under Right to Information Act, 2005- reg.

Sir,

Please refer to the RTI application registration no.- AAIKO/R/T/24/00118 of Shri Afsan Shaik, Mukeem ahemad, Khakaruru , Fatehpur, U.P, Pin:-212656

Accordingly, information received from custodian is attached herewith for your kind information.

Regards.



(Jawed Akhter)

Off. Airport Director / PIO

Encl ;

1. Information copy
2. RTI application AAIKO/R/T/24/00118



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

A-60011/36/2015-HRPC

06th January, 2016

The Regional Executive Director
Airports Authority of India
Northern/Western/Eastern/Southern/North East 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

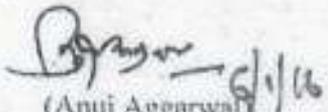
The General Manager
Airports Authority of India
CRSD/E&M Workshop
New Delhi

CHRM CIRCULAR No. 01/2016

Subject: Review of Working hours of AAI

In accordance with the decision taken in the 167th Board Meeting in line with DOPT and MOCA guidelines, the working hours in Airports Authority of India for Non Operational duties has been changed from 0930 Hrs to 1800 Hrs. (with lunch break from 1330 Hrs to 1400 Hrs.).

2. The above timings will be effective with immediate effect. All concerned officials are hereby directed to strictly adhere to the above working timings.


(Anuj Aggarwal)
Member (HR)

Distribution:

- OSD to Chairman
- DGM (ES) to Member(Planning)/Member(Fin)/Member(HR)/Member(ANS)/ Member(Ops)/ CVO
- All HODs at CHQ/Operational Office/AAI Office Complex
- GM(IT) for uploading on AAI website
- General Secretary -AAOA(I)/ATC (G)/ACOA(I)/AAI Engg. Guild(I)/ IAAIOA
- General Secretary, AAEU



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

06 जनवरी, 2016

ए-60011/36/2015/एचआरपीसी
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,
बनारसी,
इलाहाबाद

कार्यपालक निदेशक,
भारतीय विमानपत्तन प्राधिकरण
रेडियो निर्माण एवं विकास एकांक / उडान निरीक्षण एकांक,
नई दिल्ली

निदेशक,
भारतीय विमानन अकादमी
नई दिल्ली

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

निगमित मा.सं.प्र. परिपत्र सं. 01/2016

विषय: भाविप्रा में कार्यालयीन समय की समीक्षा

167वीं बोर्ड बैठक में लिए गए निर्णय के अनुसार, जो की कार्मिक एवं प्रशिक्षण विभाग तथा नागर विमानन मंत्रालय के दिशानिर्देशों के अनुकूल है, भाविप्रा में गैर-प्रचालन कार्यों हेतु कार्यालयीन समय को 0930 बजे से 1800 बजे (गोपनीयता 1330 बजे से 1400 बजे) तक का किया गया है।

2. उपरोक्त समयावधि तत्काल प्रभाव से लागू होगी। सभी सम्बद्ध कार्मिकों को उपरोक्त कार्यालयीन समय के सफल अनुपालन हेतु एतद्वारा निर्देशित जाता है।


(अनुज अन्वयल)

सदस्य (मानव संसाधन)

प्रतिलिपि:

- अध्यक्ष के विशेषाधिकारी
- सदस्य (योजना)/(एचआरएस)/(प्रचालन)/(डिल)/(मानव संसाधन)/मुख्य सतर्कता अधिकारी के उपमहाप्रबंधक (कार्यालय भाविप्रा)
- निगमित मुख्यालय/प्रचालन कार्यालय/भाविप्रा कार्यालय कॉम्प्लेक्स के सभी विभागप्रमुख
- महाप्रबंधक (सूचना प्रौद्योगिकी) - परिपत्र को भाविप्रा वेबसाइट पर अपलोड करने हेतु
- अध्यक्ष/महासचिव- एएओए(आई)/आईएएआईओए/एसीओए(आई)/एटीसी गिन्ड(आई)/ भाविप्रा इन्टी. गिन्ड/ भाविप्रा अनुसूचित जाति एवं अनुसूचित जनजाति कल्याणकारी संघ
- महासचिव (एएईयू)



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

संदर्भ क्रमांक: एएआई/ईआर/पीबी/आरटीआई/2025/02
Ref. No.: AAI/ER/PB/RTI/2025/02

दिनांक: 20.01.2025
Date: 20.01.2025

को/ To,
जीएम (सीएनएस-ईआर)/पीआईओ-आरएचक्यू ईआर/ The GM (CNS-ER)/PIO-RHQ ER,
भारतीय विमानपत्तन प्राधिकरण/ Airports Authority of India
एनएससीबीआई हवाई अड्डा/ NSCBI Airport,
कोलकाता-700052/ Kolkata-700052

विषय/ Sub: - श्री. अफसन शौक के संबंध में आरटीआई अधिनियम 2005 के तहत मांगी गई जानकारी प्रस्तुत है।/
Furnishing of Information sought under RTI Act 2005 -in r/o Shri. Afsan Shaik -reg.

महोदय/ Sir,

कृपया श्री अफसन शौक के आरटीआई आवेदन संख्या AAIKO/R/T/24/00118 दिनांक 26.12.2024 एवं AAIKO/R/X/24/00120 दिनांक 30.12.2024 का संदर्भ लें, जो इस कार्यालय को क्रमशः 20.12.2024 एवं 01.01.2025 को ई-मेल के माध्यम से प्राप्त हुआ था। एएआई, वीएसआई एयरपोर्ट, श्री विजय पुरम के संबंध में मांगी गई जानकारी संबंधित विभाग से प्राप्त अनुसार प्रस्तुत की गई है।

Reference may please be made to the RTI application of Shri. Afsan Shaik vide Letter No. AAIKO/R/T/24/00118 dated 26.12.2024 and AAIKO/R/X/24/00120 dated 30.12.2024, which was received by this office via e-mail on 26.12.2024 and 01.01.2025 respectively. The sought information i.r.o. AAI, VSI Airport, Sri Vijaya Puram is furnished herewith as received from the concerned department.

क्र.सं/ S. No.	मांगी गई जानकारी/ INFORMATION SOUGHT	जानकारी उपलब्ध करायी गयी/ INFORMATION SUPPLIED
1.	Working Days for General Duty: a) What are the working days for non-executive employees performing general duty in all Departments (HR, Fin, DL, OPS etc) at all stations, RHQs, and CHQ? b) What are the ideal or prescribed office timings with weekly schedules for non-executive employees of the Airport Operations Department performing general duties?	Monday to Friday 9.30am to 6.00pm
2.	Attendance Records: • Provide Last month's rosters and attendance records for non-executive employees only of Airport Operations performing general duties across all regions, stations, RHQ, and CHQ.	No non-executive staff available at Airport Operation NA



Azadi Ka
Amrit Mahotsav

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

	<ul style="list-style-type: none">Request: Share the attendance sheet, registers, or any other official document used to record attendance.	
3.	<p>Overtime Details:</p> <ul style="list-style-type: none">Can Airport operations non-executive claim overtime allowance?Can a Concerned HOD approve overtime allowance citing shortage of manpower than sanctioned strength on a particular station?Provide the last month's or the last roster's claimed overtime amount details of each non-executive employee performing shift duties in the Airport Operations Department across all stations of all the regions in below format:	<p>NA</p> <p>NA</p> <p>non-executive staff are not available at Airport Operation</p>

धन्यवाद/ Thanking You.

संयुक्त. जीएम (सीएनएस)/डीपीआईओ-आरटीआई/ Jt. GM(CNS)/DPIO-RTI,
वीएसआई हवाई अड्डा, श्री विजय पुरम / VSI Airport, Sri Vijaya Puram.

कॉपी में/ Copy To:

1. हवाई अड्डा निदेशक, वीएसआई हवाई अड्डा, श्री विजय पुरम / The Airport Director, VSI Airport, Sri Vijaya Puram



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA



क्रमांक : भाविप्रा/रापु/ई-21 / 251

दिनांक: 21/01/2025

सेवा में,
पी आई ओ, पू.क्षे.मु.,
भारतीय विमानपत्तन प्राधिकरण
ने.सु.च.बो.अं. अवाई अड्डा,
कोलकाता-52

विषय:- सूचना के अधिकार अधिनियम 2005 के तहत जानकारी प्रदान करने बाबत।

महोदय,

सूचना के अधिकार अधिनियम 2005 के तहत श्री अफसान शैक के आवेदन क्रमांक AAIKO/R/T/24/00118 दिनांक 26/12/2024 में मांगी गयी रायपुर विमानतल से संबंधित जानकारी निम्नानुसार है :-

Sl. No.	Sought Information	Reply
1	<p>Working Days for General Duty :</p> <p>a) What are the working days for non-executive employees performing general duty in all departments (HR, Fin, OL, OPS etc.) at all Stations, RHQs, and CHQ?</p> <p>b) What are the ideal or prescribed office timings with weekly schedules for non-executive employees of the Airport Operations Department performing general duties?</p> <p>Request: Provide copies of official circulars, memos or policies if any that specify these working days and office timings.</p>	<p>a) Working days for non-executive employees performing general duty in all departments (HR, Fin, OL) at Raipur Airport is 5 days in a week.</p> <p>b) Ideal or prescribed office timings with weekly schedules for non-executive employees of the Airport Operations Department performing general duties is 09:30-18:00 Hrs.</p> <p>Copy of Biometric attendance Circular (No. 11/2016 dated 19/08/2016) is attached.</p>
2	<p>Attendance Records:</p> <ul style="list-style-type: none">• Provide Last month's rosters and attendance records for non-executive employees only of Airport Operations performing general duties across all regions, stations, RHQ, and CHQ.• Request: Share the attendance sheets, registers, or any other official document used to record attendance.	<p>No Non-Executive is Performing General Duty in Airport Operation Department at AAI, Raipur.</p>



3	Overtime Details <ul style="list-style-type: none">• Can Airport operations non executive claim overtime allowance?• Can a Concerned HOD approve overtime allowance citing shorage of manpower than sanctioned strength on a particular station?• Provide the last month's or the last roster's claimend overtime amount details of each non-executive employee performing shift duties in the Airport operations Department across all stations of all the regions. <p>Request include copies of shift rosters.</p>	<ul style="list-style-type: none">• Yes.• Yes.• No Non-Executive performing shift duties in Airport Operations department has claimed Over Time Last Month.
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भवदीय,

21/01/25
(डॉ. एस. डी. शर्मा)

विमानपत्तन निदेश / पीआईओ



भारतीय विमानपत्तन प्राधिकरण
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. II/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.

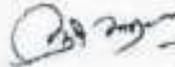
2. Biometric Attendance System (BAS) is only an enabling platform. There is no change in the instructions relating to office hours.
3. The instructions related to punctuality and steps to be taken for enforcing it are as follows:
 - (i) In the morning, the time recorded from 09.30 to 09.40 will not be 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.

Bm

- (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/RL taken during previous month shall be sent to administration department by 7th of the following month. They must also ensure that duly recommended leave applications of nature such as EL/Commuted Leave/HPL etc. are sent to HR department promptly. HR department shall ensure that all such leaves for the month are duly sanctioned by 7th of the following month with an information to Administration/HR department, which is nodal point for monitoring of BAS.



- (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 5th 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.


13/08/16
(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 /AAIOA/AAI SCT Association.
6. General Secretary, AAEU

Copy for information to:

- DGM (ES) to Chairman



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

केवल ईमेल द्वारा
दिनांक: 20.01.2025

भा.वि.प्रा./रांची/भा.सं./आर टी आर्क/आइएन-11/2024/130-31

सेवा में/To,

सहायक (सीएनएस-पूर्वी क्षेत्र)-जी.ए.ए.- क्षेत्रीय मुख्यालय- पूर्वी क्षेत्र
General Manager (CNS-ER)/PO-ER
भारतीय विमानपत्तन प्राधिकरण/Airports Authority of India,
प्रशासन कार्यालय (सर्वदा) Operational Building,
ने.सु.पं.बी.अ. हवाई अड्डा/ N.S.C.B.I. Airport,
कोलकाता-700052/Kolkata-700052

विषय: सूचना का अधिकार अधिनियम, 2005 के तहत सूचना से संबंधित।
Subject: Information under RTI Act, 2005 reg.

श्री/श्री/से,

उपरोक्त विषय के संबंध में इस कार्यालय में श्री Shri Ahsan Shaik के आरटीआई आवेदन पंजीकरण संख्या AAIKO/R/T/24/000118 दिनांक 26.12.2024 एवम AAIKO/R/X/24/00020 दिनांक 30.12.2024 का हदों रहण करें।
इस संबंध में उक्त आरटीआई द्वारा मांगी गयी भा.वि.प्रा., बिरसा मुंडा हवाई अड्डा, रांची से संबंधित जानकारी निम्नलिखित है:-

Information sought (as per original RTI test)	Reply
1. Working Days for General Duty:	
a) What are the working days for non-executive employees performing general duty in all Departments (HR, Fin, OL, OP, etc.)	Questions/queries about the nature and quality of actions – why, what, when and whether – not covered under RTI as per CIC decision
b) What are the ideal or prescribed office timings with weekly schedules for non-executive employees of the Airport Operations Department performing general duties?	Questions/queries about the nature and quality of actions – why, what, when and whether – not covered under RTI as per CIC decision
Request: Provide copies of official circulars, memos, or policies if any that specify these working days and office timings.	The matter pertains to CHQ.
2. Attendance Records:	
• Provide last month's rosters and attendance records for non-executive employees only of Airport Operations performing general duties across all regions, stations, RHQ and CHQ.	No non-executive employee is posted in Airport Operations discipline at B.M. Airport, Ranchi.
• Request: Share the attendance sheets, registers, or any other official document used to record attendance.	Not applicable
3. Overtime Details:	
• Can Airport operations non-executive claim overtime allowance?	
• Can a concerned HOD approve overtime allowance citing shortage of manpower than sanctioned strength on a particular station?	Not applicable

*** हिंदी पत्रों का स्वागत है ***

कार्यालय, विमानपत्तन निदेशक बिरसा मुंडा हवाई अड्डा, रांची-834002 टेलि: 0651-2253395 ईमेल: apd_verc@aal.aero
O/o The Airport Director Birsra Munda Airport, Ranchi-834002 Tel: 0651- 2253395 E-mail : apd_verc@aal.aero



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

- Provide the last month's or the last roster's claimed overtime amount details of each non-executive employee performing shift duties in the Airport Operations Department across all stations of all the regions in below format:

Sr No.	AIRPORT NAME	NAME OF THE EMPLOYEE	DESIGNATION	AMOUNT CLAIMED
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Request: Include copies of shift rosters

भवदीय,

शशि
22/01/25

(आर.आर. मौर्या)

विमानपत्तन निदेशक/ पी.आई.ओ.

प्रतिनिधि

1. क्षेत्रीय कंट्रोलर निदेशक- (पूर्वी क्षेत्र)।

*** हिंदी पत्रों का स्वागत है ***

कार्यालय: विमानपत्तन निदेशक
D/o The Airport Director

बिरसा मुण्डा हवाईअड्डा, राँची-834002 टेलि: 0651-2253395 ईमेल: apd_verc@aaiaero
Birsamunda Airport, Ranchi-834002 Tel: 0651-2253395 E-mail: apd_verc@aaiaero