



No. AAI/ER/RTI/PIO/2024/326

Dated : 26-09-24

To
Smt Jyoti, New Delhi.

Subject : Information under RTI Act. 2005.

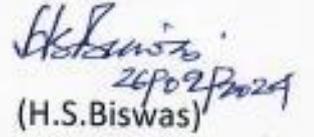
Madam,

Reference is made to your RTI application no. AAIKO/R/T/24/00081 dated 03-09-24.

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

Encl : As stated.

Sincerely Yours,


(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.



भारतीय विमानपत्तन प्राधिकरण, पाक्योंग हवाईअड्डा, सिक्किम
AIRPORTS AUTHORITY OF INDIA, PAKYONG AIRPORT, SIKKIM



No. AAI/VEPY/APD/RTI Reply/2024-RTI-

Date: 26.09.2024

सेवा में,
महाप्रबंधक (सीएनएस-ईआर), पीआईओ
-आरएचक्यू-ईआर, एनएससीबीआई एयरपोर्ट,
कोलकाता-52।

विषय: सूचना का अधिकार अधिनियम 2005 के तहत सूचना

श्रीमान ,

कृपया आरटीआई आवेदन, पंजीकरण संख्या AAIKO/R/T/24/00081 दिनांक 03.09.2024, का संदर्भ लें। जिसके अंतर्गत श्रीमती ज्योति द्वारा अंक क्रमांक 1 से 6 तक के संबंध में मांगी गयी जानकारी, जो की 04.09.2024 को ई-मेल के माध्यम से महाप्रबंधक (सीएनएस), आरएचक्यू-ईआर, कोलकाता से प्राप्त हुआ था।

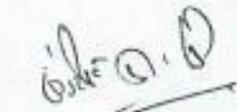
पाक्योंग हवाईअड्डे से संबंधित उपरोक्त आरटीआई के संबंध में बिंदुवार जानकारी निम्नानुसार है:

Sl No	Query	Reply
	Under the provision of RTI Act, 2005, I request you to kindly provide the information regarding the Imprest policy and its application at Pakyong Airport, Sikkim. Specifically, under the Terminal Managers jurisdictions.	
1	Imprest allowance details: - What is the maximum allowance of imprest that is allowed to the Terminal manager in a month. - Are there any specific criteria or limit set for the usage of this imprest amount?	- The imprest amount to terminal is sanctioned as per DOP para 9.51. There is no limit as such for the amount. However, the imprest is sanctioned on the basis of average expenditure of the unit per month in the previous year in consultation with finance section. - Imprest amount is used for Terminal expenses and for VIP lounge or for the purposes permitted by the APD.
2	Utilization of imprest: - Please provide detailed information on the categories or purposes for which the imprest amount can be spent. - Is there any restriction on the types of expenses that can be covered using this imprest?	- Imprest amount used for terminal expenses and for VIP lounge or for the purpose permitted by the APD. - There are no express restrictions regarding the expenses of the Terminal imprest.
3	Process of re-issue: - What is the process for re-issuing the imprest amount once the initial amount is utilized?	- Re-issue is on the bases of recoupment of the earlier expenditure. - Recoupment must be approved by the competent authority i.e. Airport Director.

	- Are there any mandatory procedures or approvals required before the imprest can be re-issued?	
4.	<p>Bill submission requirements:</p> <ul style="list-style-type: none"> - What are the requirements for submitting bills for expenses incurred using the imprest amount? - Is there a specific format or timeline within which these bills need to be submitted? 	<ul style="list-style-type: none"> - Bills should be properly countersigned and dated. Wherever possible GST bills must be encouraged. - No specific format available. There is no specific timeline for submission of the bills. But the funds should not be kept ideal for a very long time.
5.	<p>Ground practices:</p> <ul style="list-style-type: none"> - What is the exact practice followed on the ground concerning the use and management of the imprest amount? How does it differ, if at all, from the official policy? 	<ul style="list-style-type: none"> - Imprest of all sections must be for official use only. No expenditure should be permitted for personal use. Official policy is very much clear in this regard. The expenditure must be for official use only.
6.	<p>Details for FY 2023-24:</p> <ul style="list-style-type: none"> - Please provide the complete details of the imprest issued for the Terminal management at Pakyong Airport for the financial year 2023-24. - Kindly provide a detailed list of all expenses incurred, including the bills submitted against the imprest amount for the aforementioned financial year. (Please provide the requested information in form of certified copies/documents or electronic format) 	<ul style="list-style-type: none"> - Total amount issued to Terminal for imprest during the period 2023-24 is Rs.96,441.00 - Major list of expenses incurred towards - Tea & snacks provided to VIPs, Medicines procured for MI room, Garbage disposal expenses, some expenses towards items procured for VIP room and Baby care room.

कृपया सूचनार्थ एवं अग्रिम कार्यवाही हेतु प्रस्तुत है ।

भवदीय



(संजीव कुमार सिंह)
निदेशक विमानपत्तन
पक्योंग हवाईअड्डा