



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No. AAI/ER/RTI/PIO/2025/95

Dated : 12/02/25

To  
Shri Rohit Singh,  
Subject : Information under RTI Act, 2005.

Sir,

Reference is made to your RTI application no. AAIKO/R/T/25/00008 dated 16-01-25.

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

Encl : As above.

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.

दूरभाषण कार्यालय : 2511 9600

भारतीय विमानपत्तन प्राधिकरण  
पूर्वी क्षेत्र, ने.सू.प्र.व.अ, विमानपत्तन, कोलकाता

संदर्भ संख्या.....

दिनांक.....



Tel. Office : 2511 9600

**AIRPORTS AUTHORITY OF INDIA**  
Eastern Region, N S C R I, Airport, Kolkata-92

Ref. No. AAI/ER/HR/RTI/2025

Date 19.02.2025

**INTRA OFFICE NOTE**

Sub: **Application under Right to Information Act,2005- i.r.o. Shri Rohit Singh (Reg. No. AAIKO/RT/25/00008 dated 16.01.2025).**

Reference is made to your office letter no. AAI/ER/RTI/PIO/2025/54 dated 17.01.2025 regarding above-mentioned subject.

In this regard, the reply of the information sought by Shri Rohit Singh is appended below:

Sl. No.	RTI Query	Reply
01.	Are biometric authentication systems being used for marking employee attendance in the Airports Authority of India?	The information sought for is in the form of Question / Answer from a Public Authority, which does not fall under the ambit of definition of information under Sec 2(f) of the RTI Act,2005.
02.	Provide the list of airports under AAI where biometric authentication systems are currently implemented for employee attendance.	<u>Under Eastern Region</u> Enclosed as <b><u>Annexure - I</u></b>
03.	Provide the number of airports under AAI using biometric attendance systems, categorized region-wise (e.g. Northern Region, Southern Region, Eastern Region, Western Region, and North-Eastern Region).	
04.	Provide the list of airports under AAI that are not using biometric attendance systems.  Specify the reasons for not implementing biometric attendance systems at these airports.	No recorded information available.
05.	When was the biometric authentication system for attendance introduced in AAI managed airports?	Enclosed as <b><u>Annexure - II</u></b>
06.	Provide copies of any policy documents or guidelines issued by AAI regarding the implementation and use of biometric attendance systems.	Enclosed as <b><u>Annexure - III</u></b>
07.	Are monthly airports-wise attendance reports generated? If yes, are these reports reviewed by the HR department? Provide details on the process of reviewing these reports and any actions taken based on the review for 2022, 2023, 2024.	Same as point no. 1.
08.	Are there any plans to extend the use of biometric authentication systems to airports where it is not yet implemented? If yes, provide the expected timeline.	

The above information is provided under the purview of RTI Act, 2005.

(Sushil Kumar Gupta)  
General Manager (HR)-ER

To  
The Public Information Officer, RHQ-ER, Kolkata

**Annexure - I**

Sl.No.	loc_name
1	Acs, Katihar
2	Ats Building, Rhq, Kolkata
3	B.M.Airport, Ranchi
4	B.P.I.Airport, Bhubaneswar
5	Bagdogra Airport
6	Cns Store, Rhq, Kolkata
7	Cooch Behar Airport
8	Darbhanga Airport
9	Driver Room, Rhq, Kolkata
10	Durgapur Airport
11	E and M Workshop, Birati, Kolkata
12	Fstc, Kolkata
13	Gaya Airport
14	Hf Rx (Badu), Kolkata
15	Hf Tx (Bagjola), Kolkata
16	J.P.N.I.Airport, Patna
17	Jamshedpur Airport
18	Jharsuguda Airport
19	M. T. Pool, NTB, Kolkata
20	Mssr Site, Behrampur
21	Mt Pool (Birati), Kolkata
22	New Operational Offices Building, Rhq, Kolkata
23	Old Remote (Vhf) & Cmu, Kolkata
24	Outer Marker/Outer Locator, Kolkata
25	Pakyong Airport, Sikkim
26	S. V. Airport, Raipur
27	V.S.I.Airport, Port Blair

Annexure - II

## Office Location Report

Location	OfficeLocationName	CreationDate	Status
10541	Acs, Katihar	04-11-2016 16:45	Y
10525	Ats Building, Rhq, Kolkata	04-11-2016 16:33	Y
10536	B.M.Airport, Ranchi	04-11-2016 16:40	Y
10534	B.P.J.Airport, Bhubaneswar	04-11-2016 16:39	Y
10538	Bagdogra Airport	04-11-2016 16:44	Y
10533	Cns Store, Rhq, Kolkata	04-11-2016 16:38	Y
10545	Cooch Behar Airport	04-11-2016 16:48	Y
22172	Darbhanga Airport	07-05-2024 12:20	Y
10528	Driver Room, Rhq, Kolkata	04-11-2016 16:35	Y
10543	Durgapur Airport	04-11-2016 16:47	Y
11065	E and M Workshop, Birati, Kolkata	09-12-2016 15:06	Y
10526	Fstc, Kolkata	04-11-2016 16:33	Y
4246	Gaya	06-01-2017 12:15	N
10537	Gaya Airport	04-11-2016 16:44	Y
10530	Hf Rx (Badu), Kolkata	04-11-2016 16:36	Y
10531	Hf Tx (Bagjola), Kolkata	04-11-2016 16:37	Y
10535	J.P.N.I.Airport, Patna	04-11-2016 16:40	Y
10540	Jamshedpur Airport	04-11-2016 16:45	Y
10542	Jharsuguda Airport	04-11-2016 16:46	Y
11066	M. T. Pool, NTB, Kolkata	09-12-2016 15:12	Y
10544	Mssr Site, Behrampur	04-11-2016 16:48	Y
10527	Mt Pool (Birati), Kolkata	04-11-2016 16:34	Y
10524	New Operational Offices Building, Rhq, Kolkata	04-11-2016 16:31	Y
10529	Old Remote (Vhf) & Cmu, Kolkata	04-11-2016 16:36	Y
10532	Outer Marker/Outer Locator, Kolkata	04-11-2016 16:38	Y
16971	Pakyong Airport, Sikkim	15-01-2019 20:11	Y
10892	S. V. Airport, Raipur	25-11-2016 17:14	Y
10539	V.S.I.Airport, Port Blair	04-11-2016 16:43	Y



Annexure - III

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. 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.

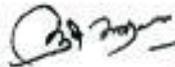
3. The instructions related to punctuality and steps to be taken for enforcing it are as follows:

- (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.

- (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.

*GA*

- (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.

  
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