



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No. AAI/ER/RTI/PIO/2025/140

Dated : 10/03/25

To

Smt Anna Kurian,

Subject : Information under RTI Act. 2005.

Madam,

Reference is made to your RTI application no. AAIKO/R/E/25/00015 dated 24-02-25.

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

Encl : As above.

Sincerely Yours

*H.S. Biswas*  
10/03/25

(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.



Airports Authority of India  
क्षेत्रीय कार्यपालक निदेशक का कार्यालय  
O/o The Regional Executive Director

No. AAI/ER/HR/Estate & Revenue/RTI/Anna/2025/01

Date: 06.03.2025.

**Intra Office Note**

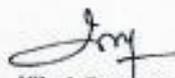
Subject: Information under RTI Act, 2005 i.r.o. Smt Anna Kurian.

Reference is made to your letter no. AAI/ER/RTI/PIO/2025/116 dated 24.02.2025 regarding the above-mentioned subject.

In this regard, the point wise reply of the information sought by Smt Anna Kurian are appended below: -

Sl No	Information sought	Reply
1	As per the applicable rules and policies, is an AAI employee on transfer permitted to retain an AAI quarter at the previous station? If yes, what is the maximum permissible duration for such retention?	Copy of policy enclosed
2	If an employee retains an AAI quarter at the previous station, is House Rent Allowance (HRA) payable during the retention period?	
3	Can a quarter be allotted to a newly transferred employee who requests a quarter allotment at the new station, while their family stays in a quarter at the previous station?	
4	Is it permissible for an employee to occupy an allotted AAI quarter at the new station while simultaneously retaining an AAI quarter at the previous station where their family is residing? If yes, what is the maximum permissible duration allowed for the transition of personal goods and family members?	
5	Kindly provide copies of the official rules, circulars, or Office orders governing the retention and occupation of AAI quarters during transfers.	

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

  
[Shuk Deo Ray]  
Manager (HR-ER)  
For General Manager (HR-ER)

To  
Shri H. S. Biswas,  
GM(CNS-ER)/PIO-RHQ-ER,  
NSCBI Airport, Kolkata-52.

EXTRACT FROM CHA, CHRM CIRCULAR No. 8(b)/2018 dt: 23.10.2018

5. Transfer  
Normal General  
stations in India

(a) Maximum permissible period is two months.

(b) Further details regarding retention are as mentioned below.

(i) The employees on their transfer to the new place of posting shall be entitled to get transit guest house accommodation wherever available for the maximum period of 60 days or regular allotment of entitled class of accommodation whichever is earlier.

(ii) In case of employees' allotted AAI residential accommodation leased accommodation at old station, irrespective of allotment leased accommodation at new station, he/she has to vacate the same within 60 days. In some extreme circumstances, the employees on their request shall be permitted to retain AAI accommodation at old station till 31<sup>st</sup> March or 6 months whichever is later. In that case, the recovery of license fee at old station shall be charged as under.

Retention period for quarter	Class of Cities			
	Mumbai	Delhi	other X category	Y category
First two months	Normal license fee*			
Beyond two months upto 6 months or 31 <sup>st</sup> March whichever is later	Double the license fee*			

\*Plus actual electricity and water charges.

In case the employee retains AAI accommodation lease accommodation beyond the above said period, it shall be treated as unauthorized occupancy and damage charges shall be recovered besides the eviction process under PPL Act AAI Act.

(iii) For the first two months, employee will receive HRA as per norms in the new place of posting but, after completion of two months, the employee will get HRA in the new place of posting only on vacating of accommodation in the previous place of posting otherwise, his/her HRA will be withheld till he/she vacates the accommodation in the previous place of posting. The crucial date for calculation of two months' time period will be reckoned from the last date of joining as mentioned in the transfer order.

6. On proceeding on  
foreign service in India  
or on deputation in  
India or outside India

Two months

7. Study leave in India or  
outside India

Four months

8. Proceeding on training

1 or the full period of training.