भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. AAI/ER/RTI/PIO/2025/131 Dated : 03/03/25

To
Smt Shyamali Prakash Kumar,
Subject : Information under RTI Act. 2005.

Madam,

Reference is made to your RTI application no. AAIKO/R/E/25/00003 dated 20-01-25.

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

Enclo : 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.

दूरभाष कार्यालय : 2511-9600
भारतीय विमानपत्तन प्राधिकरण
पूर्वी क्षेत्र, ने.मु.च.ब अ. विमानपत्तन, कोलकाता
संदर्भ संख्या.....
दिनांक .....

Tel. Office : 2511-9600
AIRPORTS AUTHORITY OF INDIA
Eastern Region, N.S.C.B.I. Airport, Kolkata-52
Ref. No. AAI/ER/HR /RTI/2025
Date 28.02.2025

INTRA OFFICE NOTE

Sub: **Application under Right to Information Act,2005- i.r.o. Smt Shyamali Prakash Kumar (Reg. No. *AAIKO/R/E/25/00003 dated 20.01.2025*).**

Reference is made to your office letter no. AAI/ER/RTI/PIO/2025/59 dated 20.01.2025 regarding above-mentioned subject.

In this regard, the reply of the information sought by Smt Shyamali Prakash kumar is appended below:

Sl. No.	RTI Query	Reply
1.	Norms of Bio-Metric Attendance for Operational Duty Personnel:Kindly provide the norms and guidelines govering the Bio-Metric attendance system for personnel involved in operational duties.	Attached CHRM Circular no.11/2016;03/2017;11A/2019; 11/2019
2.	Night of Allowance Rules for Operational Duty Personnel in AAI: I request information regarding the rules and regulation governing night allowances provided to operational within the Airports Authority of India (AAI).	Corporate HRM Circular No. A60011/67/2010-PP/243. Date-08/05/2019. enclosed.
3.	Runway Inspection by GRF Trained Personnel: Please provide information on the timing and regulations for carrying out runway inspections by GRF (Global reporting format) trained personnel including the responsible authority for these inspections.	Matter pertains to OPS Directorate
4.	Manpower Requirements for Fire Categories at Airport: Kindly provide details regarding the manpower required for each fire category at various airport stations, as well as information about the actual manpower which are providing Fire category and the deputation of duty personnel at these stations.	Please refer to Fire Safety Manual Chapter16 (ARFF Manning Norms), Table No. 16.3-16.12. Also document available on AAI official website.

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

28/2/25

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

To
The Public Information Officer, RHQ-ER, Kolkata

1224590/2022/O/o GM(HR)

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 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.

1224590/2022/O/o GM(HR)

(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.

12/08/16

(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

1224590/2022/O/o GM(HR)

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. A.60011/36/2015/HRPC/343

01st July 2019

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 (a) / 2019

Sub : Biometric Attendance System – Restoration of Flexi Timings

Reference CHRM Circular No. 11/2016 dated 19.08.2016 and 1/2019 dated 07.02.2019, the provision of flexi timing as contained in para 3(ii) of CHRM Circular No. 11/2016 is restored with immediate effect. Thus the office timings shall continue to be 0930 AM to 6 PM with a provision of late coming upto 30 minutes i.e. upto 10 AM subject to the condition that late coming is compensated by sitting late in evening by additional 30 minutes i.e upto 6.30 PM on the same day.

The other conditions as reflected in the CHRM Circular No. 11/2016 dated 19.08.2016 will remain same.

This issues with the approval of the Competent Authority.

(Sanjay Jain) 1/7/19
Executive Director (HR)

Distribution:

- DGM(ES) to Chairman
- DGM(ES) to Member(Fin) /Member(HR)/ Member(Ops)/ Member(Plg)/ Member(ANS) / CVO
- ED (Administration) / All HoDs at CHQ/Operational Offices/AAI Office Complex
- All HODs at CHQ/Operational Offices/AAI Office Complex/All GMs in HR
- GM(IT) for uploading on AAI website
- General Secretary – AAOA (I)/ ATC Guild(I) / IAAIOA / AAI Engg. Guild (I)/ AAI SC ST Association
- General Secretary – AAEU

1224590/2022/O/o GM(HR)

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भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

[illegible] RPC/21

15th January 2017

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. 03/2017

Sub : Biometric [illegible]

Reference CHQ CHRM Circular No.11/2016 dated 19.08.2016.

2. The flexi timing is introduced with immediate effect:-

   i. The existing office timing will remain same i.e. 09.30 AM to 06.00 PM.

   ii. The employees who mark their attendance between 09:00 AM to 09:30 AM shall be permitted to leave the office from 05:30 PM to 06:00 PM on the same day so as to maintain the total 8 ½ working hours (including half an hour lunch time).

   iii. The other conditions as reflected in the above CHRM Circular No.11/2016, will remain same.

3. This issues with the approval of the Competent Authority.

(R N Srivastava)
Executive Director (HR)

Distribution

- DGM(ES) to Chairman
- DGM(ES) to Member(Plg)/Member(Fin.)/Member(HR)/Member(ANS)/Member(Ops)/CVO
- All HoDs at CHQ/Operational Offices/AAI Office Complex
- GM(IT) for uploading on AAI website
- General Secretary-AAOA(I)/ATC(G)/ACOA(I)/AAI Engg. Guild (I)/CNS Officers' Guild/IAAIOA/AAI SC/ST Association
- General Secretary, AAEU

1224595/2022/O/o GM(HR)

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

A-60011/36/2015/HRPC-04

Dated: 07.02.2019

The Regional Executive Director
Airports Authority of India
Northern/Western/Eastern/Southern/NE Region
New Delhi/Mumbai/Kolkata/Chennai/Guwahati

The Airport Director
Airports Authority of India
Kolkata/Chennai Airport

The Principal,
Civil Aviation Training College (CATC)
Bamrauli, Allahabad

The Executive Director,
Airports Authority of India
RCDU/FIU,
New Delhi

The Director,
Indian Aviation Academy
New Delhi

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

CHRM Circular no 11/ 2019: Withdrawal of Flexi Timings

1. Reference CHRM circular no 03/2017 dated 18.01.2017 wherein the provision of flexi timings was introduced. The said provision of flexi timings and para 3(ii) of CHRM circular no 11/2016 dated 19.08.2016 stands withdrawn with immediate effect. Therefore, the office timings shall now be 0930 Hrs to 1800 Hrs (with Lunch break from 1330 Hrs to 1400 Hrs).

2. All the Units/Stations are directed to strictly follow the above mentioned instructions.

3. All other terms and conditions, except to the extent modified above, shall remain same as mentioned in CHRM circular no 11/2016.

4. This issues with the approval of competent authority.

(Sanjay Jain)
Executive Director (HR)

Distribution: -

- OSD to Chairman
- DGM (ES) to Member (Fin) /Member (HR)/Member (Ops)/Member (Plng.)/Member (ANS)/CVO
- All HoDs at CHQ / All GM (HR) Operational Office / AAI Office Complex
- GM (IT) for uploading on AAI Website
- General Secretary- AAOA(I)/ATC (Guild)(I)/ AAIEU/ IAAIOA/ AAI SC/ST Association.
- General Secretary- AAEU
- Hindi Version will follow.

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

AAI/HRM/ES I/BAS / 7049

24.10.2019

Office Order

Subject: Bio-Metric Attendance System

Bio-Metric Attendance System (BAS) was implemented in CHQ 3 years back. It has brought discipline among employees working in CHQ. A HR audit was conducted by PWC & given its observation to strengthen the monitoring system of BAS. This observation was also approved by AAI Board.

The present monitoring system is working with 3 levels of monitoring.

Level 1: Nodal officer of each directorate.

Level 2: AAI nodal officer (an officer from Administration directorate)

Level 3: CHQ SAP team (part of ES1 section of directorate of HR)

To further strengthen the monitoring system of BAS, following are the roles and responsibilities of 3 officers' team.

Role and Responsibility of Directorate Nodal officer.

1. Nodal officer of each directorate is responsible to check the BAS attendance of each employee in the directorate on daily basis.
2. Nodal officer of each directorate to send a monthly report in a form as per annexure A.
3. Nodal officer of each directorate shall also report the transfer in and transfer out report of the directorate every month.
4. Nodal officer of each directorate is responsible that circular related to BAS is followed and leaves are deducted for late coming as per circular.
5. Nodal officer of each directorate is responsible that employee who took leave during month has applied leave on ESS.

Role and responsibility of AAI nodal officer

1. Nodal officer of AAI is responsible for smooth functioning of BAS at CHQ.
2. Nodal officer of AAI shall see that all the directorates at CHQ had a Nodal officer.
3. Nodal officer of AAI shall check that all employees of CHQ are registered on BAS and are marking their attendance on BAS.
4. Nodal officer of AAI shall delimit the BAS number of employees who are transferred out from CHQ or who are separated.
5. Nodal officer of CHQ shall see that all the new employees joining AAI are registered on BAS.
6. Nodal officer of CHQ shall see that all the employee who join CHQ on transfer are transferred in or they are registered in BAS.

S.R.(A) - TSD

7. Nodal officer of AAI shall change the directorate of the employee when he/she is transferred from 1 directorate to another based on the report from nodal officer of the directorate.
8. Nodal officer of AAI shall randomly match the report sent by Nodal officer of directorate with the BAS data and check the validity of the report.
9. Nodal officer of AAI shall send the report to SAP team of CHQ for verification with leave data of the employee.
10. GM (HR) of administration directorate looking after BAS shall monitor the working of the AAI nodal officer.

Role and responsibility of CHQ SAP team.

1. CHQ SAP team shall send a monthly report of employees separated, transfer out, transfer in and new joining to AAI nodal officer.
2. CHQ SAP team shall match the report of nodal officer of directorate with the leave data of employee.
3. CHQ SAP team shall mail the request to nodal officer of directorate in case an employee has not applied leave for the period mentioned in the report sent.
4. If an employee does not apply leave even after request from CHQ SAP team, CHQ SAP team shall deduct the leave from employees account after approval of GM (HR) of ESI.
5. CHQ SAP team shall see that leaves for late attendance is deducted from the leave account of the employee as per circular on BAS.
6. CHQ SAP team shall see that BAS number of an employee is updated in SAP-ERP system

In addition to above the officer to whom these nodal officer's / team is reporting shall see that the all them are performing their roles and responsibilities as stated in the officer order and submit a report to Executive Director of concerned directorate each month.

This office order shall be implemented from the month of November 2019 onwards & reports shall be submitted in the 1st week of subsequent month. This is issued with the approval of competent authority.

(Sanjiv Jain)
Executive Directorate

- EA to Chairman
- EA to Member (HR)/Member (Ops)/Member (Finance)/Member (ANS)/Member (Planning)
- All Executive Director of CHQ
- GM (Law)/GM (CC)

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

सं. ए.60011/67/2010-पीपी/243

दिनांक: 08.05.2019

क्षेत्रीय कार्यपालक निदेशक
भारतीय विमानपत्तन प्राधिकरण
उत्तरी/पश्चिमी/पूर्वी/दक्षिणी/उत्तर-पूर्वी क्षेत्र
नई दिल्ली/मुंबई/कोलकाता/चेन्नई/गुवाहाटी

कार्यपालक निदेशक
भारतीय विमानपत्तन प्राधिकरण
रे.नि.वि.ए./उ.नि.ए.
नई दिल्ली

विमानपत्तन निदेशक
भारतीय विमानपत्तन प्राधिकरण
कोलकाता/चेन्नई हवाईअड्डा

निदेशक
भारतीय विमानन अकादमी
नई दिल्ली

प्रधानाचार्य,
नागर विमानन प्रशिक्षण महाविद्यालय(सीएटीसी)
बमरौली, इलाहाबाद

महाप्रबंधक
भारतीय विमानपत्तन प्राधिकरण
के.रे.भं.डि./वि.एवं यां.कार्यशाला
नई दिल्ली

नि.मा.सं.प्र.परिपत्र सं. 26 / 2019

विषय: कार्यपालकों को नाइट वेटेज प्रतिपूर्ति

दिनांक 28.01.2006, 26.10.2010 के समसंख्यक पत्र तथा नि.मा.सं.प्र.परिपत्र सं.11/2011 दिनांक 11.05.2011 के अनुक्रम में सक्षम प्राधिकारी ने कार्यपालकों को नाइट वेटेज प्रतिपूर्ति की दरों को निम्नलिखित रूप में संशोधित करने का निर्णय किया है:

कार्यपालकों का स्तर	एसडीसी की दर (रु. में)
ई-1 से ई-3	370 प्रति नाइट शिफ्ट
ई-4 से ई-5	400 प्रति नाइट शिफ्ट
ई-6 से ई-7	500 प्रति नाइट शिफ्ट

2. उपर्युक्त संशोधनों के अतिरिक्त अन्य सभी नियम एवं शर्तें यथावत रहेंगी ।

3. उपर्युक्त दरें 01.05.2019 से प्रभावी होंगी ।

4. यह सक्षम प्राधिकारी के अनुमोदन से जारी किया गया है ।

(संजय जैन)
कार्यपालक निदेशक (मा.सं.)

वितरण: -

- अध्यक्ष महोदय के विशेष कार्य अधिकारी
- सदस्य(वित्त) / सदस्य(मा.सं.) / सदस्य(प्रचालन) / सदस्य (एएनएस) / सदस्य(योजना) / मुख्य सतर्कता अधिकारी के उ.म.प्र.(का.स.)
- निगमित मुख्यालय/प्रचालन कार्यालय/भाविप्रा कार्यालय परिसर में सभी विभागाध्यक्ष
- का. नि. (प्रशासन)
- म.प्र. (मा.सं.) -केएन/जीबी/एनडी/आरकेजे/बीएम
- म.प्र. (सू. प्रौ.)-भाविप्रा की वेबसाइट पर अपलोड करने हेतु
- महासचिव – एएईयू
- महासचिव – एएओए(आई)/एटीसी(गिल्ड)(आई) /एएआईईजी/आईएएआईओए/ एएआई एससी एसटी एसोसिएशन

- **नोट: विवाद उत्पन्न होने की स्थिति में अंग्रेजी पाठ अधिकृत माना जाएगा ।**

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No.A.60011/67/2010-PP/ 243

Date: 8th May, 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

Corporate HRM Circular No.26 / 2019

Sub: Night Weightage Compensation to Executives

Further to letter of even No. dated 28.01.2006, 26.10.2010 and CHRM No. 21/2011 dated 11.05.2011, the Competent Authority has decided to revise the rates of Night Weightage Compensation for Executives as follows:

Level of Executive	Rate of SDC (in INR)
E-1 to E-3	370 per night shift
E-4 to E-5	400 per night shift
E-6 to E-7	500 per night shift

2. All other terms and conditions shall remain the same except to the extent modified above.

3. The above rates will be effective from 01.05.2019.

4. This issues with the approval of the Competent Authority.

8/5/19

(Sanjay Jain)
Executive Director (HR)

Distribution: -

- OSD to Chairman
- DGM (ES) to Member (Fin)/ Member (HR) / Member (Ops)/ Member (ANS)/ Member (Planning)/ CVO
- All HoDs at CHQ / Operational Office / AAI Office Complex
- ED (Admn)
- GM (HR)- KN/GB/ND/RKJ/BM
- GM (IT) for uploading on AAI Website
- General Secretary- AAEU
- General Secretary- AAOA(I)/ ATC Guild (I)/ AAIEG/ IAAIOA/ AAI SC/ST Association.

(Hindi version will follow. In case of any discrepancy between the meanings of any translated versions of this Circular, the meaning of the English version shall prevail)

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

संदर्भ सं / Ref. No. भा.वि.प्रा/बाग/आरटीआई/24-25/1320-21

दिनांक / Date .....27.02.2025.....

सेवा/ To
महाप्रबन्धक (संचार – पूर्वी क्षेत्र)/ पीआईओ
The General Manager (CNS-ER)/PIO,
पूर्वी क्षेत्र ने सु च बो हवाई अड्डा,
Eastern Region, N.S.C.B.I. Airport,
कोलकाता/Kolkata -700052

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

महोदय/ Sir

क्षेत्रीय मुख्यालय-पूर्वी क्षेत्र कोलकाता के पीआईओ के द्वारा प्रेषित दिनांक: 24.02.2025 के मेल के आलोक में, आरटीआई आवेदक श्रीमाती श्यामली प्रकाश कुमार, द्वारा पॉइंट नंबर -3 पर मांगी गई बागडोगरा हवाई अड्डे से संबान्धित प्रत्युत्तर निम्नवित है।

क्रम संख्या Sl No	मांगी गई जानकारी/ Information Sought	बागडोगरा एयरपोर्ट का जवाब/ Reply for Bagdogra Airport
3.	Runway Inspection by GRF Trained Personnel: Please provide information on the timing and regulations for carrying out runway inspections by GRF(Global reporting format) trained personnel including the responsible authority for these inspections.	Bagdogra Airport is a Joint User Airfield. Runway comes under the purview and jurisdiction of Indian Air Force(IAF) Bagdogra. Hence, Runway Inspection is being carried out by IAF. Therefore, the matter does not pertain to AAI, Bagdogra Airport. Civil Enclave and operational area is under ATC, Indian Air force (IAF), Bagdogra.

धन्यवाद /Thanking you,

भवदीय/ Yours faithfully,

27.2.25

[मोहम्मद आरिफ/MOHAMMAD ARIF]
निदेशक विमानपत्तन/AIRPORT DIRECTOR

प्रतिलिपि /Copy to:- संयुक्त महाप्रबन्धक (प्रचालन)/The Jt. General Manager (Ops),पूर्वी क्षेत्र, ने सु च बो हवाई अड्डा/Eastern Region, N.S.C.B.I. Airport,कोलकाता/ Kolkata -700052

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Ref.NO-AAI/DBR/RTI/APD/2025/178 Date: - 24.02.2025

To,
The Joint General Manager (OPS-ER),
Airports Authority of India,
NSCBI Airport, Kolkata-52

Subject- Regarding RTI Application No. AAIKO/R/E/25/00003 dated 20.01.2025.

Sir,
Attached herewith please find the RTI reply forwarded with the vide registration no. AAIKO/R/E/25/00003 dated: 20.01.2025, received in this office by mail dated: 24.02.2025.

The pointwise reply is as follows: -

Sl. No	Query	Reply;
3.	Runway Inspection by GRF Trained Personnel: Please provide information on the timing and regulations for carrying out runway inspections by GRF (Global reporting format) trained personnel including the responsible for these inspections.	Darbhanga Airport is a civil enclave & Operational area is being looked after by IAF Darbhanga.

Submitted for kind information please.

24/2/25
Airport Director
Darbhanga Airport

Copy: -

1. Shri H.S Biswas, General Manager (CNS-ER)/PIO-RHQ-ER, NSCBI Airport, Kolkata-52

केवल ईमेल द्वारा
दिनांक: 26.02.2025

भाविप्रा/रांची/भा.सं.अधि टी आई/आइडब्ल्यू-11/2025/335-37

सेवा में/To,
उप महाप्रबंधक (परिचालन)-पूर्वी क्षेत्र/DGM (Ops)-ER
भारतीय विमानपत्तन प्राधिकरण/Airports Authority of India,
परिचालन कार्यालय भवन/Operational Building,
ने.सु.ब.बो.अं.हवाई अड्डा/ N.S.C.B.I. Airport, Kolkata-700052.

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

महोदय/सर,

उपरोक्त विषय के संबंध में इस कार्यालय को प्रेषित Smt Shyamali Prakash Kumar के आरटीआई आवेदन पंजीकरण संख्या AAIKO/R/E/25/00003 दिनांक 21.01.2025 का संदर्भ ग्रहण करें ।

इस संबंध में उक्त आरटीआई द्वारा मांगी गयी भा.वि.प्रा., बिरसा मुंडा हवाई अड्डा, रांची से संबन्धित जानकारी निम्नलिखित है:-

Sl. No.	Information sought (as per original RTI text)	Reply
1	Runway inspection by GRF Trained personnel: Please provide information on the timing and regulations for carrying out runway inspections by GRF (Global Reporting Format) trained personnel including the responsible authority for these inspections.	**(a) Timing:** Reporting of the Runway Surface Condition shall continue to reflect significant changes until the runway is no longer contaminated. When this situation occurs, a runway condition report that states the runway is wet or dry as appropriate will be issued. A change in the runway surface condition used in the Runway Condition Report (RCR) is considered significant whenever there is: 1. Any change in the Runway Condition Code (RWYCC) 2. Any change in the Contaminant type (Wet, Standing Water, Slippery Wet, etc.) 3. Any change in the reported percent coverage of the contaminant according to the following table:

Assessed Percentage	Reported Percentage
10-25	25
26-50	50
51-75	75
76-100	100

B.M. Airport, Ranchi does not experience weathers where it has to deal with Runway contaminants like Frost/Slush/Snow/Ice. Therefore, for non-Winter operations, any change in the contaminant depth is reportable as under:

Contaminant	Valid Values to be reported	Significant Change
Standing Water	4mm, the assessed value	3mm upto and including 13mm

(b) Regulations: Guidelines for conducting Runway inspections for dissemination of RCR are contained in DGCA Aerodrome Advisory Circular 01 of 2021 dated 25.08.2021, AAI Operations Circular 04 of 2021 dated 01.10.2021, AAI ATM Circular 02 of 2021 dated 27.10.2021.

(c) Responsible Authority: Airport Director, B.M. Airport, Ranchi is the responsible for establishing a system to verify the competency of deployed/trained/identified personnel for carrying out Runway inspections for dissemination of RCR in Global Reporting Format.

भवदीय,

21/19/25 26/02/25

(आर.आर. मौर्या)
विमानपत्तन निदेशक/ पी.आई.ओ.

प्रतिलिपि:

1. क्षेत्रीय कार्यपालक निदेशक- (पूर्वी क्षेत्र) ।
2. महाप्रबंधक (सीएनएस-पूर्वी क्षेत्र)-ने.सु.अ.- क्षेत्रीय मुख्यालय- पूर्वी क्षेत्र

कार्यालय: विमानपत्तन निदेशक बिरसा मुण्डा हवाईअड्डा, राँची–834002 टेलि.: 0651–2253395 ई मेल: apd_verc@aai.aero
O/o The Airport Director Birsa Munda Airport,Ranchi-834002 Tel: 0651- 2253395 E-mail : apd_verc@aai.aero

भारतीय विमानपत्तन प्राधिकरण

AIRPORTS AUTHORITY OF INDIA

प्रचालन निदेशालय

DIRECTORATE OF OPERATIONS

OPERATIONAL CIRCULAR NO. 04 OF 2021

Runway Surface Condition Reporting Format using Standard Runway Condition Report (RCR)

1. Introduction

1.1 DGCA has issued Advisory Circular 1 of 2021 which requires that Aerodrome Operator should report runway surface conditions to Pilot in a standardized manner, through **Global Reporting Format (GRF)**, in order to determine aircraft take-off and landing performance more accurately which will become applicable from 04th November 2021.

1.2 The Global Reporting System for assessing and reporting runway surface conditions, commonly known as the Global Reporting Format (GRF)) involves all stakeholders involved in collecting data, converting the data into structured operational information and bringing the structured information to the end users for utilizing the structured information. In simple terms GRF is a method of advising the Airline Pilots on the presence of RWY surface contaminants, their coverage, and the resultant slipperiness of the runway using a string of information mostly expressed in numerical codes.

1.3 The Aerodrome Operators have been mandated to assess the runway surface condition by using a **Runway Condition Assessment Matrix (RCAM)** and assign a Runway Condition Code (RWYCC) to each third of runway i.e. one of the longitudinal sections of equal length of RWY based on the type, depth and coverage of water or contaminants.

1.4 The main purpose of these setup of guidelines is to help Airports to quickly understand and implement GRF.

2. Runway Surface Condition Reporting

2.1 The concept of the **Runway condition Report (RCR)** is premised on:

a) an agreed set of criteria used in a consistent manner for runway surface condition assessment, aeroplane (performance) certification and operational performance calculation;

b) a unique **Runway Condition Code (RWYCC)** linking the agreed set of criteria with the aircraft landing and takeoff performance table, and related to the braking action experienced and eventually reported by flight crews;

c) reporting of contaminant type and depth that is relevant to take-off performance;

d) a standardized common terminology and phraseology for the description of Runway Surface Conditions that can be used by Aerodrome Operator Inspection Personnel, Air Traffic Controllers, Aircraft Operators and Flight Crew; and

e) globally harmonized procedures for the establishment of the RWYCC with a built-in flexibility to allow for local variations to match the specific weather, infrastructure and other particular conditions.

2.2 For obvious safety reasons, Pilots need relevant and reliable information about the nature of contaminants, the depth and coverage of contamination, and their effect on friction between the runway and the aircraft's wheels. Consequently, ICAO has developed a new Globally Harmonized Methodology for runway condition assessment and reporting.

2.3 The RWYCC reflects the runway braking capability as a function of the surface conditions. With this information, the Pilots can derive the necessary stopping distance of an aircraft

during landing under the prevailing conditions based on the performance information provided by the Aeroplane Manufecturer.

2.4 The standard procedures should be followed when providing assessed information on the runway surface conditions to ensure that safety is not compromised when aeroplanes use wet or contaminated runways.

2.5 The **RCR** should consist of the

a) Aeroplane Performance Calculation Section; and

b) Situational Awareness Section

2.6 The information should be included in an information string in the following order

a) Aeroplane performance calculation section:

(i) Aerodrome Location Indicator
(ii) date and time of assessment
(iii) lower Runway designation number
(iv) RWYCC for each runway third
(v) per cent coverage contaminant for each runway third
(vi) depth of loose contaminant for each runway third
(vii) condition description for each runway third and
(viii) width of runway to which the RWYCC apply is less than the published width

b) Situational awareness section

(i) reduced runway length
(ii) drifting snow on the runway
(iii) loose sand on the runway
(iv) chemical treatment on the runway
(v) snowbanks on the runway
(vi) snowbanks adjacent to the runway & twy
(vii) taxiway conditions
(viii) apron conditions and
(ix) plan language remarks

3. Description of change

3.1 A fundamental change in the new reporting system is the introduction of **Runway Condition Code (RWYCC)**. The assessment process of assigning a RWYCC is a deterministic process, starting with the identification of the various contaminants that determines the initial RWYCC required to be reported. Based on all other information available, this initial RWYCC can be downgraded or upgraded.

3.2 Further, revised scale i.e. **GOOD, GOOD TO MEDIUM, MEDIUM, MEDIUM TO POOR and POOR** is used by the flight crew to characterize perceived braking action and lateral control of the aeroplane during landing roll. RWYCCs are mapped to this terminology in the **Runway Condition Assessment Matrix (RCAM)** and describe a consistent runway surface condition in relation to its effect on aircraft braking performance and lateral control.

3.3 Another fundamental change is that WET runway conditions are included in the **Runway Condition Report (RCR)** on a regular basis.

4. Responsibilities of Airport Director (APD)/Airport In-charge:

4.1 The Airport Director at AAI airports are responsible to ensure that trained personnel who have undergone training on Global Reporting Format (GRF) shall assess the condition of the runway for each third of the runway and issue a Runway Condition Report. The report contains the RWYCC (Runway Condition Code) and information which described the runway surface condition i.e. type of contamination, depth, coverage for each third of the runway etc and other relevant information.

4.2 The complete physical length of the RWY shall be divided into three equal parts and local methods should be developed for identification of each third part of RWY which shall not be in contravention of DGCA CAR Section 4 Series B Part I and create confusion to Pilot/Visual Navigation.
4.3 The measurement of depth of contaminant may be done using indigenous tools.
4.4 Station level SOP may be developed for the:

- Collection of data;
- Production of RCR;
- Dissemination of information to ATM/CNS, and;
- Updating of RCR.

4.5 The recurrent/refresher training may be held at respective station.
4.6 Inform all stakeholders, including the General Aviation community and the defence authorities on Runway Condition Reporting (RCR) implementation, ideally through established safety committees.
4.7 Apply established change management process as per **Ops Circular 03/2020** and conduct a safety risk assessment to address any potential concerns.
4.8 Update occurrence reporting process to include new runway surface condition reporting as per SOP.

5. Overview of the Runway Condition Report (RCR) Format

5.1 The introduction of Runway Condition Report (RCR) based on Runway Condition Code (RWYCC) and Runway Condition Assessment Matrix (RCAM), in conjunction with new or existing performance data, establishes a clear link between the observation, reporting and accounting of runway surface conditions in aeroplane performance. The RCR is a validated method that replaces subjective judgements with objective assessments that are directly tied to criteria relevant for aeroplane performance determined by aeroplane manufacturers.
5.2 It is the duty of the inspecting personnel assessing and reporting Runway Surface Condition (RCR) to determine the RWYCCs that appropriately reflect the conditions on the runway and that are to be used for performance check by pilots.
5.3 Reporting of the Runway Surface Condition will continue to reflect significant changes until the runway is no longer contaminated. When this situation occurs, a runway condition report that states the runway is wet or dry as appropriate will be issued. If current RCR is declared with RWYCC 5 and below and runway condition is observed to be dried up, a onetime RCR with RWYCC 6/6/6 will be submitted to indicate that the runway is no longer wet.
5.4 A change in the runway surface condition used in the Runway Condition Report (RCR) is considered significant whenever there is:
a) any change in the RWYCC;
b) any change in contaminant type;
c) any change in reported percent coverage of contaminant according to the following Table.

Assessed Percent	Reported Percent
10-25	25
26-50	50
51-75	75
76-100	100

d) any change in contaminant depth according to the following Tables.
For Non-Winter operations

Contaminant	Valid Values to be reported	Significant Change
Standing Water	04mm, the assessed value	03mm up to and including 15mm

For Winter operations

Contaminant	Valid Values to be reported	Significant Change
Slush	03mm, the assessed value	03mm up to and including 15mm
Wet Snow	03mm, the assessed value	5mm
Dry Snow	03mm, the assessed value	20mm

e) Any other information e.g. a pilot report of runway braking action.

5.5 The physical length of RWY is required to be divided into three equal parts for the purpose of runway surface assessment and reporting.
5.6 The direction for listing the runway thirds for the purpose of preparing the runway condition report will be in the direction as seen from the lower designation number. However, when transmitting information on runway surface conditions by ATS to flight crews, the sections are referred to as the first, second or third part of the runway. The first part always means the first third of the runway as seen in the direction of landing or take-off.
5.7 Whenever any contamination is present on a runway, the description of the Runway Surface Conditions will be made available to ATC using the following procedure:

Step 1: Coverage of Contaminant
a. Assess the coverage of contaminant on each third of runway. The reporting of coverage will be done as per table below for each third.

% Covered	% Reported
<10	NR
10 – 25	25
26 – 50	50
51 – 75	75
76 – 100	100

Step 2: Runway Surface Condition and Type of Contaminant (Non-Winter Operations)
If the distribution of the contaminant is not uniform, the location of the area that is wet or covered by the contaminant is described in the plain language remarks part of the situational awareness section of the runway condition report.
If multiple contaminants are present, where the total coverage is more than 25 per cent but no single contaminant covers more than 25 per cent of any runway third, the RWYCC is based upon the judgment by inspecting official, considering what contaminant will most likely be encountered by the aeroplane and its likely effect on the aero plane's performance.

A. Airports with Non-winter Operations may have any of the following runway conditions as per RCAM.
a. **Dry:** Runway is reported to be dry if its surface is free of visible moisture and not contaminated within the area intended to be used. If 25 per cent or less area of a runway third is wet or covered by contaminant, a RWYCC 6 will be reported for that third.
The runway condition code for dry runway is 6.
b. **Wet:** The runway surface is considered wet when it is covered by;
i. Any visible dampness.
ii. Water is 3mm or less in depth.
The Runway Condition Code for a Wet Runway is 5.
c. **Slippery Wet.** A wet runway may be slippery where the surface friction characteristics of a significant portion of the runway have been determined to be degraded.

Some contributing factors that can create this condition include:
i. Rubber buildup.
ii. Groove failures/wear.
iii. Pavement macro/micro textures.
The method of assessment of slippery wet will be: -
- Friction measurement at significant portion of runway fall below the minimum defined level.
- Observation by civil engineering teams.
- Repeated reports by pilots or airline operators based on inputs by aircrew
- Analysis of aircraft stopping performance that indicates a degraded surface

The Runway Condition Code for a Slippery Wet Runway is 3.

d. **Contaminated Runway (Standing Water/Wet ice).** Water or running water of depth greater than 3 mm is reported as Standing Water.

The Runway Condition Code for Standing Water is 2.

e. The runway contaminated by hail will be reported as Wet Ice.

The Runway Condition Code for a Wet Ice is 0.

B. For winter operation runway, additional conditions as given in RCAM table may occur at runway surface.

Step 3: Depth of the Contaminant

As per RCAM methodology, the even distribution (mean distribution) of only Standing Water (for non-winter operations runway) on total maintained portion of the runway (to be assessed in all three thirds separately) will be reported.

For winter operations runways, the depth of slush, dry snow and wet snow will also be reported.

The inspecting official will assess the water depth by measuring it with the given scale at reasonable distances covering usable width of runway to arrive at mean depth.

Step 4: Adjustment of RWY Condition Code (RWYCC)

Upgradation of RWYCC

a. An assigned RWYCC 5, 4, 3 or 2 will not be upgraded.

b. An assigned RWYCC 0 can be upgraded using the following procedures:

i. if a properly operated and calibrated friction measuring device and all other observations support a higher RWYCC as judged by trained inspecting official;

ii. the decision to upgrade RWYCC 0 cannot be based upon one assessment method alone. All available means of assessing runway slipperiness are to be used to support the decision;

iii. when RWYCC 0 is upgraded, the runway surface is assessed frequently during the period the higher RWYCC is in effect to ensure that the runway surface condition does not deteriorate below the assigned code; and

iv. variables that may be considered in the assessment that may affect the Runway Surface Condition, include but are not limited to:

a) any precipitation conditions;
b) changing temperatures;
c) effects of wind;
d) frequency of runway in use; and
e) type of aeroplane using the runway.

v. a Pilot report of runway braking action can be used for upgrading purposes only if it is used in combination with other information qualifying for upgrading.

vi. upgradation of RWYCC 0 using the procedure mentioned above, is not permitted to go beyond RWYCC 3.

Down gradation of RWYCC

i. The RWYCC determined from RCAM assessment criteria may be appropriately downgraded considering all available means of assessing runway slipperiness, including the criteria given in downgrade assessment criteria of RCAM.

ii. Where available, the Pilot reports of runway braking action should be taken into consideration for downgrading purposes;

Pilot Reports (PIREPs)

i. Two consecutive pilot reports of runway braking action of POOR will trigger an assessment if an RWYCC of 2 or better has been reported.

ii. When one pilot has reported a runway braking action of LESS THAN POOR, the information will be disseminated, a new assessment will be made and the suspension of operations on that runway will be considered.

RCAM shows the correlation of pilot reports of runway braking action with RWYCCs.

RCAM is not a standalone document and shall be used in compliance with the associated procedures of which there are two main parts:

a) assessment criteria; and

b) downgrade assessment criteria.

Step 5: Preparation of Runway Condition Report (RCR)

The Runway Surface Condition information to be reported will be compliant with RCR which consists of the following two sections: -

i. Aeroplane Performance Calculation Section

ii. Situational Awareness Section

The syntax requirement (Format) as described hereunder will be strictly adhered to when providing the assessed information through the RCR.

Runway Condition Report—Aeroplane Performance Calculation Section

The aeroplane performance calculation section is a string of grouped information separated by a space " " and ends with a return and two-line feed "<cr>". This is to distinguish the aeroplane performance calculation section from the following situational awareness section or the following aeroplane performance calculation section of another runway.

a) Aerodrome location indicator: This information is mandatory.

Example, Kolkata airport: VECC

b) Date and time of assessment: date and time (UTC) when the assessment was performed by the AMI. This information is mandatory.

Format: MMDDhhmm

c) Lower runway designation number: a two- or three-character number identifying the runway for which the assessment is carried out and reported. This information is mandatory.

Format: nn[L] or nn[R] or nn

Example: 09 or 10 or 11L or 11R

d) Runway condition code for each runway third: a one-digit number identifying the RWYCC assessed for each runway third. The codes are reported in a three-character group separated by a "/" for each third. This information is mandatory.

Format: n/n/n

Example: 5/5/2

e) Percent coverage contaminant for each runway third: a number identifying the percentage coverage. The percentages are to be reported in an up-to-nine-character group separated by a "/" for each runway third. The assessment is based upon an even distribution within the runway thirds using the guidance given in step 1 above.

This information is conditional. It is not reported for one runway third if it is dry or covered with less than 10 per cent.

Format: [n]nn/[n]nn/[n]nn
Example: 25/50/100
With uneven distribution of the contaminants, additional information is to be given in the plain language remark part of the situational awareness section of the runway condition report.
f) Depth of loose contaminant for each one third of Runway: a two-digit number representing the assessed depth (mm) of the contaminant for each runway third. The depth is reported in a six-character group separated by a "/" for each runway third. The assessment is based upon an even distribution within the runway thirds as assessed by inspecting official. If measurements are included as part of the assessment process, the reported values are still reported as assessed depths, as the inspecting official has placed their judgment upon the measured depths to be representative for the runway third.
Format: nn/nn/nn
Example: 04/06/12 [STANDING WATER]
This information is conditional.
When the depth of the contaminants varies significantly within a runway third, additional information is to be given in the plain language remark part of the situational awareness section of the runway condition report.
g) Condition description for each runway third: to be reported in capital letters using any of the following condition type descriptions for each runway third and separated by an oblique stroke "/". This information is mandatory.
DRY
STANDING WATER
WET
WET ICE
Format: nnnn/nnnn/nnnn

Example: STANDING WATER/ STANDING WATER/ WET ICE

h) Width of runway to which the RWYCCs apply: If less than published width is the two-digit number representing the width of cleared runway in metres.

This information is optional.

Format: nn
Example: 30
If the cleared runway width is not symmetrical along the centre line, additional information is to be given in the plain language remark part of the situational awareness section of the runway condition report.

Runway condition report — Situational Awareness Section

All individual messages in the situational awareness section end with a full stop sign. This is to distinguish the message from subsequent message(s).

The information to be included in this section consists of the following:

a) Reduced runway length: This information is conditional when a NOTAM has already been published with a new set of declared distances affecting the LDA.

Format: RWY nn [L] or nn [R] LDA REDUCED TO [n]nnn
Example: RWY 22L LDA REDUCED TO 1450.

b) Drifting snow on the runway: This information is optional.

c) Loose sand on the runway: This information is optional.

Format: RWY nn[L] or nn[R] LOOSE SAND
Example: RWY 02R LOOSE SAND.

d) Chemical treatment on the runway: This information is mandatory.

Format: RWY nn[L] or nn[R] CHEMICALLY TREATED
Example: RWY 06 CHEMICALLY TREATED.

e) Snowbanks on the runway: This information is optional.

f) Snowbanks on taxiway: This information is optional.

g) Snowbanks adjacent to the runway penetrating level/profile set in the aerodrome snow plan: This information is optional.

h) Taxiway conditions: This information is optional.

Format: TWY [nn]n POOR
Example: TWY B POOR.

i) Apron conditions: This information is optional.

Format: APRON [nnnn] POOR
Example: APRON 35 POOR.

j) State-approved and published use of measured friction coefficient: This information is optional.

k) Plain language remarks using only allowable characters in capital letters: Where possible, standardized text should be used. This information is optional.

Format: Combination of allowable characters where use of full stop « . » marks the end of the message.

Allowable characters:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 / [oblique stroke] "." [period] "" [space]

Step 6. Reporting of Runway Surface Conditions using RCR

The RCR, prepared in accordance with Step 5 mentioned above shall be sent to ATC by RT in correct sequence and phraseology for necessary action. Few examples on reporting of Runway Surface conditions using RCR are given in Appendix A and sample RWY condition assessment sheet is attached as Appendix B.

6. Co-ordination between Airside operations and ATC

ATC will transmit on Radio-telephony (RT) all Pilot braking action reports (PIREPS) of "POOR" and "LESS THAN POOR" immediately to the airside operation personnel on duty for action. ATC shall immediately stop the operations upon receipt of a "LESS THAN POOR" PIREP, the same shall be reported to duty airside operations personnel on RT. This may be incorporated in the station level SOP.

7. Training

7.1 CAR Section 4 Series B Part 1 Para 2.9.4 mandates that aerodrome personnel assessing and reporting Runway Surface Conditions shall be trained and competent to perform their duties.

7.2 APD/Airport In-charge should establish a system to verify the competency of deployed personnel in a manner as required to ensure confidence and accuracy in assessing and reporting runway surface conditions. The station is required to maintain proper records of training / refresher trainings for inspection

This circular supersedes Operational Circular No.10 of 2019.

(Vivek Anand Chourey)
Executive Director (Operations)

******

(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 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.

15/08/16

(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, AAIEU

Copy for information to:

- DGM (ES) to Chairman

16.3 CATEGORY 5(1- SHIFT)

TABLE 16.3

Unit	Sr. Manager	Manager	Asstt. Manager	Sr. Supdt./Supdt.	Sr. Asstt.	Asstt./Jr. Asstt.
1* CFT & 1 Ambulance Station-in-Charge	-	-	1	-	-	-
Shift-in-Charge	-	-	-	-	-	-
Major CFT	-	-	-	1	1	3
Ambulance	-	-	-	-	-	1
Control Room F/st	-	-	-	-	1	-
Watch Tower	-	-	-	-	-	-
First Aid Room	-	-	-	-	1	-
Total	-	-	1	1	3	4
Total including 10% Leave/Trg. Reserve	-	-	1	1	3	5

16.4 CATEGORY 5 (2-SHIFT)

Unit	Sr. Manager	Manager	Asstt. Manager	Sr. Supdt./Supdt.	Sr. Asstt.	Asstt./Jr. Asstt.
1* CFT & 1 Ambulance Station-in-Charge	-	-	1	-	-	-
Shift-in-Charge	-	-	-	1x2.3= 2.3	-	-
Major CFT	-	-	-		1x2.3 = 2.3	3x2.3 = 6.9
Ambulance	-	-	-	-	-	1x2.3 = 2.3
Control Room F/st	-	-	-	-	1x2.3 = 2.3	-
Watch Tower	-	-	-	-	-	-
First Aid Room	-	-	-	-	1	-
Total	-	-	1	2	5	9

16.5 CATEGORY-6 (1-SHIFTS)

TABLE 16.4

Unit	Sr. Manager	Manager	Asstt. Manager	Sr. Supdt./Supdt.	Sr. Asstt.	Asstt./Jr. Asstt.
2 CFTs & 2 Ambulances Station-in-Charge	-	-	1	-	-	-
Shift-in-Charge	-	-	-	-	-	-
Major CFT	-	-	-	1x2= 2	1x2= 2	3x2= 6
Ambulance	-	-	-	-	-	1x2= 2
Control Room F/st	-	-	-	1	-	-
Watch Tower	-	-	-	-	1	-
First Aid Room	-	-	-	-	1	-
Total	-	-	1	3	4	8

16.6 CATEGORY-6 (2-SHIFT)

TABLE 16.5

Unit	Sr. Manager	Manager	Asstt. Manager	Sr. Supdt./Supdt.	Sr. Asstt.	Asstt./Jr. Asstt.
2 CFTs & 2 Ambulances Station-in-Charge	-	1	-	-	-	-
Shift-in-Charge	-	-	1x2= 2	-	-	-
Major CFT	-	-	-	2x2.3= 4.6	2x2.3= 4.6	6x2.3= 13.8
Ambulance	-	-	-	-	-	2x2.3= 4.6
Control Room F/st	-	-	-	1x2.3 = 2.3	-	-
Watch Tower	-	-	-	-	1x2.3= 2.3	-
First Aid Room	-	-	-	-	1x2.3= 2.3	-
Total	-	1	2	7	9	19

16.7 CATEGORY 6-(3-SHIFT)

TABLE 16.6

Unit	Sr. Manager	Manager	Asstt. Manager	Sr. Supdt./Supdt.	Sr. Asstt.	Asstt./Jr. Asstt.
2 CFTs & 2 Ambulances Station-in-Charge	-	1	-	-	-	-
Shift-in-Charge	-	-	1x3.5= 3.5	-	-	-
Major CFT	-	-	-	2x3.5= 7	2x3.5= 7	6x3.5= 21
Ambulance	-	-	-	-	-	2x3.5= 7
Control Room F/st	-	-	-	1x3.5= 3.5	-	-
Watch Tower	-	-	-	-	1x3.5= 3.5	-
First Aid Room	-	-	-	-	1x3.5= 3.5	-
Total	-	1	4	11	14	28

16.8 CATEGORY 7 (1-SHIFTS)

TABLE 16.7

Unit	Sr. Manager	Manager	Asstt. Manager	Sr. Supdt./Supdt.	Sr. Asstt.	Asstt./Jr. Asstt.
2 CFTs & 3 Ambulances Station-in-Charge	-	1	-	-	-	-
Shift-in-Charge	-	-	1	-	-	-
Major CFT	-	-	-	1x2= 2	1x2= 2	3x2= 6
Ambulance	-	-	-	-	-	1x3= 3
Control Room F/st	-	-	-	1	-	-
Watch Tower	-	-	-	-	1	-
First Aid Room	-	-	-	-	1	-
Total	-	1	1	3	4	9

16.9 CATEGORY 7 (2-SHIFTS)

TABLE 16.8

Unit	Sr. Manager	Manager	Asstt. Manager	Sr. Supdt./Supdt.	Sr. Asstt.	Asstt./ Jr. Asstt.
2 CFTs & 3 Ambulances Station-in-Charge	-	1	-	-	-	-
Shift-in-Charge	-	-	3	-	-	-
Major CFT	-	-	-	2x2.3= 4.6	2x2.3= 4.6	6x2.3= 13.8
Ambulance	-	-	-	-	-	3x2.3= 6.9
Control Room F/st	-	-	-	1x2.3= 2.3	-	-
Watch Tower	-	-	-	-	1x2.3= 2.3	-
First Aid Room	-	-	-	-	1x2.3= 2.3	-
Total	-	1	3	7	9	21

16.10CATEGORY 7 (3-SHIFTS)

TABLE 16.9

Unit	Sr. Manager	Manager	Asstt. Manager	Sr. Supdt./Supdt.	Sr. Asstt.	Asstt./Jr. Asstt.
2 CFTs & 3 Ambulances Station-in-Charge	-	1	-	-	-	-
Shift-in-Charge	-	-	4	-	-	-
Major CFT	-	-	-	2x3.5= 7	2x3.5= 7	6x3.5= 21
Ambulance	-	-	-	-	-	3x3.5= 10.5
Control Room F/st	-	-	-	1x3.5= 3.5	-	-
Watch Tower	-	-	-	-	1x3.5= 3.5	-
First Aid Room	-	-	-	-	1x3.5= 3.5	-
Total	-	1	4	11	14	32

16.11CATEGORY 8 (3-SHIFTS)

TABLE 16.10

Unit	Sr. Manager	Manager	Asstt. Manager	Sr. Supdt. / Supdt.	Sr. Asstt.	Asstt./ Jr. Asstt.
3 CFTs & 4 Ambulances Station-in-Charge	1	-	-	-	-	-
Shift-in-Charge	-	4	-	-	-	-
Major CFT	-	-	4	2x3.5= 7	3x3.5= 10.5	9x3.5= 31.5
Ambulance	-	-	-	-	-	4x3.5= 14
Control Room F/st	-	-	-	1x3.5= 3.5	-	-
Watch Tower	-	-	-	-	1x3.5= 3.5	-
First Aid Room	-	-	-	-	1x3.5= 3.5	-
Control Room NTB	-	-	-	-	1x3.5= 3.5	-
Total	1	4	4	11	21	46

16.12CATEGORY 9 (3-SHIFTS)

TABLE 16.11

Unit	Sr. Manager	Manager	Asstt. Manager	Sr. Supdt./Supdt.	Sr. Asstt.	Asstt./Jr. Asstt.
4 CFTs & 4 Ambulances Station-in-Charge	1	-	-	-	-	-
Shift-in-Charge	-	4	-	-	-	-
Major CFT	-	-	4	3x3.5= 10.5	4x3.5= 14	12x3.5= 42
Ambulance	-	-	-	-	-	4x3.5= 14
Control Room F/st	-	-	-	1x3.5= 3.5	-	-
Watch Tower	-	-	-	-	1x3.5= 3.5	-
First Aid Room	-	-	-	-	1x3.5= 3.5	-
Control Room NTB	-	-	-	-	1x3.5= 3.5	-
Total	1	4	4	14	25	56

16.13 Category 10 (3-shifts)

TABLE 16.12

Unit (RIV- 1 no., CFT- 4 nos., WT- 2 nos., Ambulance- 4 nos.)	Dy. General Manager	Sr. Manager	Manager	Asst. Manager	Sr. Supdtt. /Supdtt.	Sr. Asstt.	Asstt./ Jr. Asstt.
Station-in-Charge	1	-	-	-	-	-	-
Shift-in-Charge	-	-	4	-	-	-	-
RIV Vehicle	-	-	-	4	1	1	3
CFT	-	-	-	-	3	4	8
Water Tender	-	-	-	-	-	2	2
Ambulance	-	-	-	-	-	4	4
Watch Tower	-	-	-	-	2	-	-
Control Room-MFS	-	-	-	-	1	-	1
Control Room-Sub-I	-	-	-	-	-	-	-
Control Room-Sub-II	-	-	-	-	-	-	-
Fire Control Room	-	-	-	-	3	2	4
High Mast Light	-	-	-	-	-	1	-
Total	1	-	4	4	10	14	22
Round the Clock @3.5 (A)	-	-	-	-	35	49	77
General Duty:							
Head Section	-	-	-	-	-	-	-
F.P. Cell	-	1	1	1	2	1	2
Stores	-	-	-	-	2	-	-
Total (B)	-	1	1	1	4	1	2
Total (A+B)	-	1	5	5	39	50	79
10% Leave Reserve	-	-	-	-	3.9	5	7.9
Grand Total	1	1	5	5	43	55	87