



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. AAI/ER/RTI/PIO/2025/97

Dated : 25/02/25

To

Shri Susanta Panda,

Subject : Information under RTI Act. 2005.

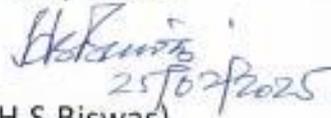
Sir,

Reference is made to your RTI application no. AAOIN/R/E/25/00008 dated 04-02-25.

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

Encl : As above.

Sincerely Yours


25/02/2025

(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.



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

संदर्भ सं./No.: AAI/BA/HR/E-52/1063

दिनांक/Date: 24.02.2025

सेवा में/To,

महा प्रबंधक (सिएनएस-पू. क्षेत्र / पी.आई.ओ./The General Manager (CNS-ER)/PIO,
क्षेत्रीय मुख्यालय-पू. क्षेत्र./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. Susanta Panda के ऑनलाइन पंजीकरण No. AAIKO/R/E/25/00008 दिनांक 04.02.2025 से प्राप्त आरटीआई आवेदन का संदर्भ लें।

Reference is made to your RTI application with registration No. AAIKO/R/E/25/00008 dated 04.02.2025 of Mr. Susanta Panda.

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:

Application	Information sought for	Reply
No. AAIKO/R/E/25/00008 dated 04.02.2025 of Mr. Susanta Panda.	Para-1: Is there any provision for HOD, Airports Authority of India Fire Services to avail reserved quarter at Airport Residential Colony.	As per CHRM Circular No.12/2023, Copy attached.
	Para-2: Please provide the residential accommodation policy	
	Para-3: Is HOD, Fire Services at B P I Airport Bhubaneswar, availing reserved quarter at Residential Colony?	In the absence of getting willingness from HoD's (Fire) department from time to time, the same reserved quarter was allotted to other department on temporary basis.

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

No: A.60011/23/2022/HRPC/199

The Regional Executive Director
Airports Authority of India
Northern/Western/Eastern/Southern/North-East Region
Delhi/Mumbai/Kolkata/Chennai/Guwahati

The Airport Director
Airports Authority of India
Kolkata/Chennai Airport

The Principal,
Civil Aviation Training College (CATC),
Bamrauli, **Prayagraj**

Date: 3rd July, 2023

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

Corporate HRM Circular No. 12/ 2023

Subject: Reg. Review of AAI Residential Accommodation Allotment Policy.

In partial modification to para 15 of CHRM circular 8(b)/2018 dated 23rd October 2018 & para 4 of CHRM 48/2019 dated 2nd August 2019 on subject cited above. The management has felt need to review the policy for Hostel accommodation & Guest House, to the extent as given below:

- i. If there is any requirement of quarters at any region/airport/station, then, in such cases single/double room hostel accommodation will be constructed. And, for the time being no new residential quarters will be constructed at regions/stations/airports.
- ii. Wherever more than 5% of total quarters are vacant as on date and there is a probability that they will remain vacant in future too in such cases the vacant quarters may be converted into single/double room hostel accommodation subject to their requirement at a given location.
- iii. **Guest House Accommodation:**
 - The specification and facility/amenities that is to be provided in Guest House accommodation, shall be decided by Planning dte. in consultation with the respective regions.
 - The charges for Guest House accommodation will be decided by the APD's/RED's on the basis of the parameters decided by the planning dte.

1 of 2

R. Prathu

iv. **Hostel Accommodation:**

- The specification & facility/amenities that is to be provided in single/double room hostel accommodation, shall be decided by Planning dte. in consultation with the respective regions.
- On allocation of single/double room hostel accommodation to an employee, license fee will be charged as mentioned below:
 - a. For Single room hostel accommodation - an amount equivalent to 25% of HRA
 - b. For Double room hostel accommodation - an amount equivalent to 40% of HRA
 - c. The above will be reviewed after every two years with reference to increase in market rent.
- The employees will be eligible for HRA as admissible to the place of posting.
- However, electricity/water charges shall be deducted from the salary of employee on actuals on monthly basis.
- In case due to non-availability of separate hostel rooms for each employee, if AAI management decides to allot the hostel room on sharing basis, then, the amount to be recovered in the form of charges towards hostel accommodation will be equally shared between the employees. This arrangement shall be of temporary nature and will be considered only in case of non-availability of vacant hostel accommodation till an independent hostel accommodation is allotted to the employee. For e.g. if single room hostel accommodation is shared by two employees, then, an amount equivalent to 12.5% of HRA shall be recovered from both employees.

2. This issues with the approval of the competent authority.


(R. Prabhu)
Executive Director (HR)

Distribution:

- ❖ OSD to Chairman
- ❖ DGM (ES) to Member(HR)/ Member(Ops)/ Member(Plg)/ Member(ANS)/ Member (Fin)/ CVO
- ❖ All HoD's at CHQ / Operational Office / AAI Office Complex
- ❖ ED (Admin) / All GM (HR) at CHQ
- ❖ GM (IT) for uploading on AAI Website
- ❖ GS, AAIEG/ GS, ATCG(I)/ GS, IAAIOA/ GS, AAI SC/ST EWA/ GS, AAI SC/ST/OBC (NE) EWA

(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

23rd October, 2018

A.60011/17/2017/HRPC/318
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: 8 (b) / 2018

Subject: Revision of AAI Residential Accommodation Allotment Policy

Reference to the CHRM 08/2018 dated 9th March 2018 and CHRM 08(a)/2018 dated 31st May 2018.

2. In this regard, it is informed that above issued circulars shall be read as *AAI Residential Accommodation Allotment Policy* in lieu of **Revision of AAI Residential Accommodation Allotment Rules**. Accordingly, the policy is annexed as Annexure A.
3. Therefore, CHRM 08/2018 dated 9th March 2018 and CHRM 08(a)/2018 dated 31st May 2018 stands modified as mentioned at para 2.
4. This issues with the approval of competent authority.


(Sanjay Jain)
Executive Director (HR)

Distribution:

- DGM (ES) to Chairman
- DGM (ES) to Member (Planning / Fin / HR / ANS / Ops) / CVO
- All HODs at CHQ/Operational Office/AAI Office Complex
- GM(IT) for uploading on AAI website/All GM(HR)
- GS - AAOA (I)/ ATC Guild (I) / IAAIOA / AAI Engg. Guild(I)/ AAI SC ST Association
- GS-AAFU

AIRPORTS AUTHORITY OF INDIA

POLICY ON AAI ALLOTMENT OF RESIDENTIAL ACCOMMODATION

THE AIRPORTS AUTHORITY OF INDIA (ALLOTMENT OF RESIDENTIAL ACCOMMODATION) POLICY FOR THE EMPLOYEES OF AAI HAS BEEN REVIEWED AND MODIFIED AS UNDER:

2. DEFINITIONS.

In this policy unless the context otherwise requires:

- 2.1 "Allotment" means the grant of permission to occupy a residence in accordance with the provisions of this policy as may be in force from time to time.
- 2.2 "Competent Authority" means the Chairman of the Authority and it shall include an authority declared by the Chairman as competent to exercise powers under any or all of this policy.
- 2.3 "Authority" means the Airports Authority of India.
- 2.4 "Chairman" means the Chairman, Airports Authority of India, unless otherwise stated.
- 2.5 "Employee" means a person appointed against a regular post and includes probationers and deputationists but excludes Trainees, Apprentices and casual employees in the Authority.
- 2.6 "Family" means wife or husband, as the case may be and children, step-children, legally adopted children, parents, brothers or sisters ordinarily may reside with and dependent on the employee.
- 2.7 "License Fee" means the sum of money payable by the employee monthly in accordance with the provisions of this policy in respect of a residence allotted under this policy.
- 2.8 "Watch Keeping Staff" means those members of the staff who are required to perform regular shift duties or whose presence at the Aerodrome is essential without reference to any fixed hour of duty for operational purpose.
- 2.9 "Priority Date" for any type of residence is, for the purpose of initial allotment, the date from which an officer has been continuously posted at a station. Temporary absence from the station either on leave or temporary transfer will not in any way effect the priority date, provided that:-
 - 2.9.1 In the case of an officer already in occupation of accommodation and who subsequently, qualifies for higher type, the "priority date" for higher type will be the date on which he/she becomes eligible for such type of accommodation.
 - 2.9.2 If two or more officers have the same priority date, the priority among these shall be determined by the amount of emoluments and if emoluments are equal, the length of period from which such emoluments are drawn.
 - 2.9.3 All conditions as stipulated in 2.9.1 and 2.9.2 being equal, seniority in age will reckon the "Priority date".
- 2.10 "Sub-letting" includes sharing of residence by an allottee with another person with or without payment of license fee by such other person but does

not include a casual guest.

Explanation: Any sharing of accommodation by an allottee with his close relations shall not be deemed to be sub-letting. The question as to whether a person is in a close relation or not shall be decided by the Competent Authority.

2.11 "Temporary transfer" means a transfer which involves an absence for a period not exceeding four months.

2.12 "Type" in relation to an employee means the type of residence to which he/she is eligible under *para 5*.

3. ELIGIBILITY FOR ALLOTMENT OF ACCOMMODATION

3.1 If the husband and wife are both employees of the Authority and working at the same station, only one of them will be eligible for allotment.

3.2 No officer shall be allotted a residence under this policy if his/her spouse has already been allotted a residence either in Authority or Government or Semi-Government or another Public Sector Undertaking or Autonomous Body, unless such residence is surrendered.

Provided that sub-para 3.2 mentioned above, shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by competent Court.

3.3 Where two officers in occupation of separate allotted residence either by the Authority or Government or Semi-Government or another Public Sector Undertaking or Autonomous Body marry each other, they shall within one month of the marriage surrender one of the residences.

3.4 If a residence is not surrendered as required by sub-para 3.3 mentioned above, the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period and if the residences are of the same type, the allotment of such one of them as the Competent Authority may decide shall be deemed to have been cancelled on the expiry of such period.

3.5 Where both husband and wife are eligible for allotment of accommodation by Authority, the eligibility of each of these for allotment of accommodation under this policy shall be considered independently.

3.6 Notwithstanding anything contained in sub-para 3.1 to 3.5 mentioned above, if the spouse of an employee, who is an allottee of an accommodation under this policy is subsequently allotted a residential accommodation at the same station from its employer, she or he, as the case may be, shall surrender any one of the residence within one month of such allotment.

Provided that this policy shall not apply where the husband and wife are residing separately in pursuance of an order or judicial separation made by Competent Court.

rule
3.6.1 Where two Officers, in occupation of separate residences at the same station, one allotted under this policy and another from

Govt., Semi Government or Autonomous Body or Public Sector Undertaking marry each other, any one of them shall surrender any of the residences within one month of such marriage.

3.6.2 If a residence is not surrendered as required under sub-para 3.6.1 mentioned above, then the allotment of the residence made under this policy shall be deemed to have been cancelled on the expiry of such period.

3.7 If father or mother and unmarried son and or daughter are both employed in Authority and working at the same station, then only one of them will be eligible for allotment.

3.8 Normally bachelors will be allotted shared accommodation.

4. AD-HOC ALLOTMENT IN THE NAME OF NEAR RELATIONS OF AUTHORITY STAFF, WHO DIES WHILE IN SERVICE.

4.1 When an employee of Authority, who is an allottee of accommodation dies while in service, his/her son, unmarried daughter or wife or husband as the case may be, or father/mother may be allotted accommodation on an ad-hoc basis, provided the said relation is an employee of Authority.

4.2 The following procedure shall be adopted for allotment of accommodation on an ad-hoc basis and recovery of licence fee thereon:-

4.2.1 The eligible employee as mentioned above in Para 4.1 will be allotted accommodation one type below his / her entitlement, provided that in no case, except otherwise specified, allotment shall be made of a higher type of accommodation than in occupation of the deceased officer.

Provided further that where the eligible officer is entitled to type II or any higher type of accommodation, he/she may be allotted accommodation on ad-hoc basis in type II even if the deceased employee was occupying type I accommodation.

4.2.2 The clearance of all dues outstanding in respect of the premises in occupation of the deceased officer shall be an essential condition for the consideration of an allotment to an eligible dependent.

5. ENTITLEMENT OF ACCOMMODATION

Save as otherwise provided in this policy, an officer shall be eligible as per basic pay for allotment of a residence of the type shown below in the table:-

Sl.No.	Residential accommodation category in AAI	Plinth Area in Sq.mtr.	Entitlement of basic pay (Rs.)*
1	A1	22-34	10200-12749
2	A2	35-55	
3	B1	56-63	12750-17379

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4	B2	64-84	17380-33599
5	C1	85-97	33600-40549
6	C2	98-164	33600-40549

The Assistant General Manager and DGM shall be eligible for allotment of Type D and Jt. GM and above for E quarters; -

Sl. No.	Residential accommodation category in AAI	Plinth Area in Sq.mtr.	Entitlement of basic pay (Rs.)
7	D	165-195	40550-55019 *
8	E	Above 195	55020 & above **

* AGM/DGM only

** Jt.GM and above

6. **ENTITLEMENT OF BASIC PAY FOR ALLOTMENT OF HOSTEL ACCOMMODATION:**

The following are the existing Basic Pay for allotment of Hostel Accommodation:

Sl. No.	Hostel Accommodation	Entitlement of basic pay (Rs.) *
1	Single Room	36599 & below *
2	Double Room	36600 & above* (AGM & above)
3	Transit	

Note: *On revision of pay scale effective from 01.01.2017 the above entitlement of basic pay will change correspondingly.

7. **CATEGORY OF QUARTERS:**

Category	Plinth area in Sq. Mtr.
A1	22-34
A2	35-55
B1	56-63
B2	64-84
C1	85-97
C2	98-164
D	165-195
E	Above 195
Hostel Accommodation	Single Room
	Double Room
Transit	Transit

Explanation

- 7.1 The barrack accommodation will be classified into types of accommodation as defined above (i.e. Type A1 to Type D) depending on the plinth area and the facilities available and termed temporary accommodation. This classification will be done by the local AAI Quarters Allotment Committee.
- 7.2 Basic pay drawn on or before the date of block allocation would reckon towards eligibility to type of accommodation.
- 7.3 In case the employee is provided with the lower type of accommodation and not entitled type of accommodation, the license fee shall be charged against

the lower type of accommodation based on the plinth area of the category of the accommodation allotted.

- 7.4 An officer eligible to Type D and above shall also be eligible to the next below type of residence.

8. PROCEDURE FOR ALLOTMENT

- 8.1 An officer posted at the station and eligible for allotment shall apply in writing to the Competent Authority for allotment of residence.
- 8.2 The Competent Authority shall maintain the list of eligible employees as per scales mentioned in Para (5) above for the entire officers/staff posted at the stations for each type of accommodation in the order of priority for allotment as and when accommodation falls vacant in the Watch Keeping and non-Watch Keeping Pool. The Watch Keeping Block will be further sub-divided into Aerodrome, Communications and Maintenance staff. The lists so prepared will be published in April and October every year.
- 8.3 Subject to the provisions of para 5 and 6 the accommodation of the entitled type as per pay slabs will be allotted to the employees on recommendations of Allotment Committee as provided hereinafter.
- 8.4 A limited number accommodation is to be reserved for the posts specified in para 24 hereinafter. All other accommodation will be unreserved and are required to be allotted as soon as they become vacant to eligible employee.
- 8.5 The block distribution of 70:30 are to be maintained same in both RHQ and APD Stations. In case quarters fallen vacant in APD stations, excess vacant of operational quota (70%) quarters may be diverted to the respective RHQ and vice versa for further allotting to the operational category employees.

9. CONSTITUTION OF AAI QUARTER ALLOTMENT COMMITTEES

The following composition of AAI Quarter Allotment Committee for RHQ, APD stations, and other stations will consist of:

9.1 Regional Headquarters:

Regional Executive Director	- Chairperson
The General Manager of Communication, ATC and Engineering Discipline. In case of non-availability of GM (Engg.), the Senior most next below executive	- Member
One Senior most executive from the non-operation discipline to be co-opted by RED	- Member
GM(HR) HoD of HR	- Member Secy.
One representative from recognized staff Union/Association	- Member

9.2 APD Stations:

Airport Director	- Chairperson
Heads of disciplines of Com./ATC/Engg.	- Member
One Senior executive from the non-operation discipline to be co-opted by APD	- Member
GM(HR)/DGM(HR)/HoD of HR	- Member Secy.
One representative from recognized staff Union/Association	- Member

9.3 Other Stations:

Senior most officer in the station	- Chairperson
Head of Com./ATC/Engg. Discipline except from the disciplines which the Chairperson belongs to	- Member
HoD of HR or any other nominated officer	-Member Secy.
One representative from recognized staff Union/Association	- Member

9.4 CATC:

Principal	- Chairperson
Senior officer from each discipline (i.e. Communication, ATC & Engg.)	-Member
HoD of HR	- Member Secy.
One representative from recognized staff Union	-Member

Explanation

- (a) In the absence of the Chairperson or any other member, the officer who is officiating in their absence, shall also officiate for them on this Committee.
- (b) The Officer-in-charge of Estate at Safdarjung and Juhu will act as Co-opted member of the Allotment Committee at Delhi and Mumbai respectively in addition to the three Members indicated in sub-clause 9.1, 9.2 & 9.3 above.
- (c) At Delhi, the General Manager, Administration (CIQ)/HoD of Administration will also be a member of the Allotment Committee.
- (d) The Chairperson/Member Secretary shall call the meeting of the Allotment Committee as provided herein after.

10. FUNCTIONS OF ALLOTMENT COMMITTEES

The functions of this Allotment Committee shall be:-

- 10.1 To decide on the Block distribution of all available quarters among officers of the various disciplines of the Authority entitled to accommodation at Civil Aerodrome/Civil Enclave or Authority Establishment. The Block distribution should be worked out into two Blocks namely- "Watch Keeping" employees and "Non-Watch Keeping" employees and all employees eligible for allotment will be classified under these categories. The Block distribution among Watch Keeping/ operational category staff and remaining non-Watch Keeping Blocks non-operational category of employees will be in the ratio of 70:30 respectively, in each type except Type A1, A2 & B1. The maintenance staff and executives of Electrical Wing looking after maintenance shall be treated as operational category. Personnel belonging to Electrical Wing(including IMU), Plumber of the Civil Engineering Wing and Chowkidars shall be treated as Watch Keeping Staff for purpose of allotment of Type A1, A2 & B1 quarters including IMU at CHQ. In CHQ the IT Officers and staff deployed at Data Centre for ERP and E-TAPS, CNS officers working in control room at RG Bhawan shall be treated as operational for House Allotment Purpose.
- 10.2 The Allotment Committee will consider the cases of eligible employees and subject to policies laid down herein, will recommend allotments.
- 10.3 To consider the merits of the claims of employees for adhoc allotment.
- 10.4 To consider any other matter that may be referred to it by Officer-in-charge of Estates, Head of Administration (Hqrs.) or Principal of Training School as the case may be.
- 10.5 To consider any request or representation from recognized staff union regarding un-fair or wrong allotment.
- 10.6 To earmark and reserve certain residences at the aerodrome for officers eligible as per para 24. If a reserved accommodation specified in para 24 hereunder remains vacant for more than a month, the question of its allotment on a temporary basis should be discussed in the Allotment Committee and recommendation of the committee shall be approved by the respective RED.
- 10.7 The non-watch keeping category is further bifurcated into transferable and non-transferable category. As per AAI general service conditions Rules 2003, all the employees are liable to be transferred anywhere in India. However, officials who are there in a particular station continuously for 10 years and more will come under non-transferable category for allotment purpose.
- 10.8 20% quota is reserved for transferable category and 10% for non-transferable category within total non-watch block distribution as defined in Para (10.7) above.

- 10.9 The employees who have acquired their own residential accommodation within a distance of 25 kms from the workplace through availing HBA from AAI or through obtaining loan from financial institutions, etc. in his/her own name or in the name of his/her spouse or in the name of dependent children shall not be entitled for allotment of AAI accommodation/leased accommodation.

Explanation:

- (i) The AAI Quarter Allotment Committee shall not allot residence of type higher than that to which the applicant is eligible under *Para 5*.
- (ii) The AAI Quarter Allotment Committee shall not compel any applicant to accept a residence of a lower type than to which he/she is entitled under *Para 5*. However, if the applicant has made a request for the allotment of lower type, the allotment committee may allot the same.

11. MEETING OF ALLOTMENT COMMITTEE

As and when accommodation are available for allotment the allotment committee, in order to make use of available accommodation shall meet but not later than once every six months. the proceedings of the Allotment Committee shall be conducted in accordance with this policy. Decisions should be reached on the basis of consensus of the Committee during the meeting. The Block allotment would be worked out twice a year, based on actual staff strength statements as on April 01st and October 01st of each year.

12. OUT OF TURN ALLOTMENT:

Out of turn allotment is normally discouraged. On some exceptional circumstances such as on exigencies of work or on extreme medical grounds, the cases may be considered. However, the out of turn allotment of quarter will be done from the respective quota (i.e) watch keeping/Non-watch keeping to which the concerned official belong. A 3(Three) member committee has been constituted comprising of Member (HR) and Member(Fin.) and co-opted by any other Member as the case may be of the employee department concerned. The recommendation of committee shall be put up for approval of Chairman. On approval of Chairman, the allotment will be made by ED (Admin)/GM (Admin)/ HoD of Administration (CHQ).

13. NON-ACCEPTANCE OF ALLOTMENT OR FAILURE TO OCCUPY THE ALLOTTED ACCOMMODATION:

- 13.1 If an officer fails to accept allotment of accommodation made to him under this policy within five days, or having accepted the allotment, fails to take possession within eight days from the date of receipt of the letter of allotment, the allotment shall be cancelled by the Competent Authority and the officer shall not be eligible for another allotment for a period of one year from the date of the allotment letter. (This however will not be applicable in case of allotment of accommodation on a temporary basis or in respect of unsafe barrack allotted after obtaining indemnity bond). Occupation of an unsafe barrack will also not effect

priority date and incumbent would be deemed to have no accommodation.

Provided AAI may allot accommodation of the eligible type to its employees at stations where such accommodation is surplus notwithstanding that the officer concerned has not applied in writing as provided in clause 7.1 of Para 7. An employee who refuses to accept such allotment of accommodation and the accommodation remains vacant due to availability of surplus accommodation at the station, shall not be eligible for drawal of house rent allowance.

- 13.2 If an officer when allotted residence of his entitled type refuses to accept the same and retains the residence of a lower/higher type, the allotment of the lower/higher type of residence will be cancelled within eight days from the date of intimation of allotment of the entitled accommodation and from that date declared as an unauthorized occupant. In such event, rent at damage rate shall be recovered from him/her without prejudice to any disciplinary action and eviction proceedings under the provisions of Public Premises (Eviction of Unauthorized Occupants) Act, 1971/AAI Act.

14. RETENTION OF ACCOMMODATION IN AAI RESIDENTIAL COLONY

14.1 An allotment shall be effective from the date on which it is accepted by the officer and shall continue in force until:

- (a) The expiry of the permissible period under sub para 14.2 mentioned below;
- (b) It is cancelled by competent authority or is deemed to have been cancelled under any provision of this policy; or
- (c) It is surrendered by the employee; and
- (d) The employee ceases to occupy the accommodation.

14.2 An accommodation allotted to an employee may be retained on the happening of any of the events specified below and for the period indicated against each provided that the accommodation is required for bonafide use of the employee or members of his family:

Sl. No.	In the case of	Permissible period for retention of quarter
1.	Resignation, removal or termination of service, dismissal, <i>unauthorised absence/abscconding</i>	Two months

2.	Separation Retirement	<p>Two months.</p> <p>Retention permitted and recovery charges are illustrated as under:</p> <table border="1" data-bbox="699 427 1433 703"> <thead> <tr> <th rowspan="2">Retention period for quarter</th> <th colspan="5">Class of Cities</th> </tr> <tr> <th>Mumbai</th> <th>Delhi</th> <th>other X category</th> <th>Y category</th> <th>Z category</th> </tr> </thead> <tbody> <tr> <td>First two months</td> <td colspan="5">Normal License Fee *</td> </tr> <tr> <td>Additional two months</td> <td colspan="5">20 times of License Fee *</td> </tr> <tr> <td>Further retention of two months</td> <td colspan="5">40 times of License Fee*</td> </tr> </tbody> </table> <p>* Plus actual electricity and water charges.</p> <p>- In case of Company Lease facility, the retention period of beyond 2 months is not permissible.</p> <p>The employee is required to submit a request for retention of quarters in writing one month prior to date of retirement and authorize the management to withhold an amount of Rs. 2,00,000/- for Group A; Rs.1,50,000/- for Group B;Rs 1,00,000 for Group C and Rs 60,000 for Group D employees from his/her retirement dues such as E.L.HPL, etc as the case may be.</p>	Retention period for quarter	Class of Cities					Mumbai	Delhi	other X category	Y category	Z category	First two months	Normal License Fee *					Additional two months	20 times of License Fee *					Further retention of two months	40 times of License Fee*				
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3.	Separation - VRS	<p>Two months.</p> <p>(i) Retention may be permitted for a period of only two months on normal license fee*</p> <p>(ii) Beyond the permissible period of retention shall be treated as unauthorized occupancy and damage charges shall be recovered besides the eviction process under PPE Act/AAI Act.</p>																													
4.	Death of allottee	<p>Six months or till 31st March whichever comes later.</p> <p>a) The recovery for retention period will be the normal license fee*.</p> <p>b) Beyond the permissible period of retention shall be treated as unauthorized occupancy and damage charges shall be recovered besides the eviction process under PPE Act/AAI Act.</p>																													

5.	Transfer Normal General stations in India:	<p>(a) Maximum permissible period is two months.</p> <p>(b) Further details regarding retention are as mentioned below :</p> <p>(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.</p> <p>(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 31st March or 6 months whichever is later. In that case, the recovery of license fee at old station shall be charged as under :</p> <table border="1" data-bbox="598 694 1332 974"> <thead> <tr> <th rowspan="2">Retention period for quarter</th> <th colspan="4">Class of Cities</th> </tr> <tr> <th>Mumbai</th> <th>Delhi</th> <th>other X category</th> <th>Y category</th> <th>Z category</th> </tr> </thead> <tbody> <tr> <td>First two months</td> <td colspan="4">Normal License fee *</td> </tr> <tr> <td>Beyond two months (upto 6 months or 31st March whichever is later)</td> <td colspan="4">Double the license fee *</td> </tr> </tbody> </table> <p>* Plus actual electricity and water charges.</p> <p>- 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 PPE Act/AAI Act.</p> <p>(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 vacation 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.</p>	Retention period for quarter	Class of Cities				Mumbai	Delhi	other X category	Y category	Z category	First two months	Normal License fee *				Beyond two months (upto 6 months or 31 st March whichever is later)	Double the license fee *			
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Beyond two months (upto 6 months or 31 st March whichever is later)	Double the license fee *																					
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	For the full period of training.																				

ms

9.	Transfer to remote areas/North-East.	<p>- The Executives and Non-executives transferred to specified places such as North Eastern states, Andaman & Nicobar Islands, Leh, Lakshadweep and Srinagar or the places specified modified by Govt. of India from time to time may be permitted to continue to retain AAI accommodation at rear station. On return after completion of their tenure in the above specified station postings, the employee has to vacate the accommodation within 60 days.</p> <p>Double HRA : The employees who are posted to the specified places such as North Eastern states, Andaman & Nicobar Islands, Leh, Lakshadweep and Srinagar or the places specified modified by Govt. of India from time to time, are entitled for HRA admissible to them at the old station as well as the rates admissible at the new place of posting, in case they leave their family behind at their old station in rented houses or in their own house.</p> <p>The benefits of two HRAs is admissible also to those employees who on their transfer, keep their families in the previous station in own hired accommodation after vacating Authority accommodation due to their transfer to North Eastern states, Andaman & Nicobar Islands, Leh, Lakshadweep and Srinagar.</p> <p>Further, if the employees shift his family to any other place location from his old station, the entitlement of HRA will be restricted to previous place of posting or new place, whichever is less.</p> <p>This policy is also applicable mutatis-mutandis in case of leased accommodation.</p>
10.	Officers on repatriation to their parent Department (Central/State Govt.) from AAI	<p>(i) Officers on repatriation to his parent Department will be allowed to retain accommodation for 2(two) months on normal License fee *.</p> <p>(ii) Additional 4(four months) on double the License Fee*.</p> <p>* Plus actual electricity and water charges.</p> <p>Beyond the above permissible period, the occupation of quarter will be treated as unauthorised and damage charge will be recovered besides eviction process.</p>

Explanation:

- (1) In case of quarter allotted on watch-keeping quota, the employee on transfer from Airport to RHQ/CHQ the officer/staff would have to vacate the accommodation. In the event of no alternative accommodation being offered, the officer /staff would have to make arrangements for leasing of accommodation within the prescribed period of retention.
- (2) The allotment shall be deemed to be automatically cancelled on the expiry of the permissible period mentioned above.

15. LICENCE FEE:

The License fee will be charged from the employee on allotment of quarter residence from the date of taking possession and it is the liability of the employee for payment of license fee as prescribed by the Authority from time to time.

The details of the revised Standard License Fee are as follows:

Category of quarters	Revised rate of License fee per month 01.04.2017	Revised rate of license fee for old houses(25 years old and declared as non-standard) per month w.e.f. 01.04.2017
A1	₹121	₹103
A2	₹108	₹262
B1	₹150	₹183
B2	₹563	₹479
C1	₹750	₹518
C2	₹875	₹744
D	₹1565	₹1330
E	₹1835	₹1565
Single Room	₹335	₹267
Double Room	₹650	₹553
Transit	₹130	₹111

Note: The above mentioned Standard License Fee shall further be revised on implementation of 3rd pay revision based on Government norms.

16. SUBLETTING AND SHARING OF A RESIDENCE.

- 16.1 No officer will sublet a residence allotted to him/her or any portion thereon, or any of the out houses appurtenant there to except with the prior permission of the competent Authority. Subletting includes sharing the residence.
- 16.2 Permission for sharing of residence shall be granted only on an application being made to the Competent Authority in the prescribed form subject to the conditions mentioned therein. The application shall be made as early as possible but not later than seven days prior to the date the residence is to be shared.
- 16.3 Such permission for sharing may be granted to an officer only if the sharing of the accommodation is with:-
- An employee of the Airports Authority of India;
 - Employee of departments other than the Airports Authority of India specifically permitted by the Chairman AAI.
 - The member of a family of an employee of the Authority:
 - who has been transferred out to an unpopular station for the period of posting of such an employee at that station provided the sharing of the accommodation is genuinely needed by the members of the family (wife, husband and children) of the employee; and
 - who has been transferred out of the station during the academic year, for the period up to the end of the academic year provided the son(s) and/or daughter(s) of such employee are actually

studying in educational institutions whose academic session stretches beyond the date of transfer of the employee. Any further extension in this regard can only be granted by the Chairman, AAL.

Notwithstanding anything contained in this policy:

- (i) no officer, who or any member of whose family owns a house, shall share with or sublet to any person the residence allotted to such officer any of the out-houses, garages or appurtenant thereto.
- (ii) no officer shall share with or sublet to, any person who or any member of whose family owns a house, the residence allotted to the officer or any of the out-houses, garages or appurtenant thereto.

16.4 Conditions for granting sharing permission:

- (i) No profiteering is involved in the sharing;
- (ii) The allottee also continuously lives in the accommodation;
- (iii) At the time of vacation full vacant possession of the premises including the portion occupied by the sharer will be handed over to the competent authority or his nominee failing which damages are payable by the allottee till the date of vacation of the entire premises;
- (iv) There is no other sharer with the allottee;
- (v) The allottee will remain personally responsible for all charges by way of licence fee/damages, electricity and water payable in respect of the residence.
- (vi) In case of sub Paraf(a) of Para 16.3 above, the HRA will be recovered from both the employee.

16.5 If an officer shares a residence allotted to him/her or any portion thereof or any of the out-houses appurtenant thereto without the permission of the competent authority, he/she will render himself/herself liable to any or all of the following penalties in addition to any disciplinary action that may be taken:-

- a) The allotment of the residence will be cancelled;
- b) He/she will be debarred from being allotted another residence at the aerodrome for a period of one year;
- c) He/She will be liable to pay damages for the period of such sub-letting; and
- d) He/She will be evicted from the residence.

17. PERSONAL LIABILITY OF THE OFFICERS FOR PAYMENT OF LICENCE FEE TILL THE RESIDENCE IS VACATED AND FURNISHING OF SURETY OF TEMPORARY OFFICER

- 17.1 The officer to whom a residence has been allotted shall be personally liable for the licence fee thereof and for any damages claimed in respect of the residence, furniture or fittings or services provided during the period for which the residence has been and remains allotted to him, or where the allotment has been cancelled under any of the provisions of this policy, until the residence along with the outhouses, appurtenant thereto have been vacated and full vacant possession thereon has been restored to the competent authority.
- 17.2 Where the officer to whom a residence has been allotted is neither a permanent nor a quasi-permanent employee of the Authority Government, he/she should execute Surety Bond before occupying the residence in the format **Annexure II** with a surety who shall be permanent employee of the Authority for due payment of licence fee and other charges due from him in respect of such residence and services and any other residence provided in lieu.
- 17.3 If the surety ceases to be in the service of Authority or becomes insolvent or ceases to be available for any other reasons, the officer shall furnish a fresh bond executed by another surety, within thirty days from the date of his/her acquiring knowledge of such event or fact, and if he/she fails to do so, the allotment of the residence to him/her shall, unless otherwise decided by the Chairman, be deemed to have been cancelled with effect from the date of that event.

18. MAINTENANCE OF RESIDENCE

- 18.1 The employee to whom a residence is allotted shall when he/she takes possession and occupies vacates the residence, sign an inventory of the fixtures etc. taken over/handed over.
- 18.2 The employee to whom a residence is allotted shall maintain the residence and premises in a sanitary and clean state to the satisfaction of the Competent Authority/Municipal Authority. He/she shall comply with all orders issued in this regard from time to time.

19. SURRENDER OF AN ALLOTMENT AND PERIOD OF NOTICE

An employee surrendering an allotment shall give a minimum notice of ten days to the competent authority before the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the 11th day on which the letter is received by the competent authority provided an officer who is proceeding on transfer immediately may give a lesser notice of vacation of residence.

In these cases the notice of vacation shall be given to the Competent Authority immediately the transfer orders are received. The allotment then shall be deemed to be cancelled with effect from the date the officer actually leaves the station on transfer. If an allottee fails to give due notice he/she shall be charged

licence fee for the number of days by which the notice falls short of 10 days, at the rate at which the licence fee was being recovered immediately preceding the date he/she ceased to be an allottee.

20. CHANGE OF RESIDENCE

An officer to whom a residence has been allotted under this policy may be allowed one change in the same type of accommodation from temporary to temporary and or permanent to permanent, on request in writing. However, change from temporary to permanent accommodation should be regulated in the normal course according to the "priority date".

21. CONSEQUENCES OF BREACH OF TERMS AND CONDITIONS

If an officer to whom a residence is allotted commits any breach of this policy or uses the residence or premises or permits the residence or premises to be used for any purposes which is considered to be improper or if it is found that the officer has knowingly furnished incorrect information with a view to securing an allotment, the Competent Authority may without prejudice to any other disciplinary action that may be taken against him/her:

- (a) cancel the allotment of the residence to him/her; and
- (b) declare him/her to be ineligible for allotment under this policy for a period of one year.

For the purpose of this regulation, "improper use" will include:

1. charging of excessive rent from persons sharing accommodation;
2. erecting unauthorized structures in any part of the residence;
3. using the residence or a portion thereof for purposes other than for living in;
4. taking unauthorized extension from electric and water connections or tampering therewith;
5. planting of trees which may cause damage to building or foundations; and
6. keeping domestic live stock such as cows, buffaloes, goats, poultry, etc without prior permission.

22. OCCUPATION OF RESIDENCE WITHOUT ALLOTMENT

Occupation of residence without allotment in accordance with this policy shall be regarded as unauthorized occupation. Any person doing so shall be liable for payment of damages charges, besides the initiation of action under Public Premises (Eviction of Unauthorized Occupants) Act, 1971/AAI Act.

22.1 CHARGING OF DAMAGES FOR UNAUTHORIZED OCCUPATION

If an employee is not vacating the quarter after the permissible periods, the

retention will be considered as unauthorized occupancy and the action will be taken as per PPE Act/AAI Act. The following damages charges will be charged.

Class of cities		Multiple times of Licence Fee
X category	Mumbai	120 times of Licence Fee
	Delhi	100 times of Licence Fee
	Other X category cities	55 times of Licence Fee
Y category	Cities covered under Y category	40 times of Licence Fee
Z category	Cities covered under Z category	30 times of Licence Fee

- 22.2 The market/penal rent shall be replaced by damage charges under allotment of residential accommodation Policy for the purpose of unauthorized occupancy and hence the market rent/penal rent and damages charges are one and the same. Further the damages charges will also be applicable in case of retention of quarter on retirement as reflected at Para (v) (retirement) of para (14.2).

23. OVERSTAY IN RESIDENCE AFTER CANCELLATION OF ALLOTMENT

Where after an allotment has been cancelled or is deemed to be cancelled under this policy, the residence remains in occupation of the officer to whom it was allotted or any person claiming through him/her, such officer shall be liable to pay damages charges for use and occupation of these residence. This will be without prejudice to the disciplinary action or action under the Public Premises (Eviction of unauthorized occupants) Act, 1971/AAI Act that may be taken against him/her.

Provided that an officer, in special cases, may be allowed by the Chairman, AAI to retain a residence on payment of twice the flat rate of licence fee for a period not exceeding six months beyond the period permitted under para 14. An allottee under this policy shall be an occupant of the accommodation allotted to him/her and will not acquire any rights as tenant under any circumstances. The allotment of accommodation ceases automatically on the severance of employer-employee relationship or on cancellation of allotment of accommodation.

24. RESERVATION OF RESIDENCE FOR SPECIFIED OFFICERS

Notwithstanding anything contained in this policy, certain residence at the Aerodrome/Regional offices shall be reserved and earmarked for occupation for the following executives. On allotment, these executives must stay in their reserved accommodations. Wherever reserved residential

accommodation is available, executives shall not be permitted to stay outside. If any exemption/relaxation is required in this regard on the ground of non-availability of entitled class of accommodation or dilapidated condition of accommodation etc., it may be granted only with the approval of the Chairman.

- 24.1 Regional Executive Director & General Managers of Communication, ATC looking after ANS Operations of Delhi/Mumbai/Kolkata/Chennai/Guwahati and Engineering Disciplines at

RHQs. In case of non-availability of GM in engineering discipline, the senior most executive in the Engineering discipline at RHQs.

24.2 Airport Directors.

24.3 Heads of disciplines of ATC, Communication, Operations, Electrical, Civil, Fire & Rescue Services, E&M workshop in Airports.

25. **VACATION OF SERVANT QUARTER AND GARRAGE ON TRANSFER**

The servant quarter and garage provided with the residential accommodation wherever applicable needs to be vacated immediately on vacation of the quarter made by the official on his/her superannuation, transfer and any other case as applicable.

26. **INTERPRETATION OF POLICY**

In case of any doubt or dispute regarding the interpretation of this policy, the decision of the Chairman, AAI shall be final.

27. **RELAXATION OF POLICY**

The Chairman, AAI may for reasons to be recorded in writing, relax all or any of the provisions of this policy in the case of any employee or residence or class of employee or type of residence.

28. **DELEGATION OF POWERS OR FUNCTIONS**

The Chairman, AAI may delegate any or all the powers conferred upon him/ by the policy in this section to any officer under his control subject to such conditions as he may deem fit to impose.

29. **AMENDMENT OF POLICY**

The Chairman, AAI may amend, add, alter, vary, delete or modify all or any provisions of this policy at any time without giving any notice or assigning any reasons therefor.



APPLICATION FORM FOR SHARING PERMISSION IN AN AUTHORITY RESIDENCE

1. Name of the applicant :
2. Office to which attached :
3. Particulars of the residence allotted :
4. Monthly salary of the applicant :
5. License fee paid by the allottee :
6. Name of previous sharer if any :
7. Whether the previous sharer is still residing or has since left :
8. Name and office address of the person with whom the applicant wants to share his quarter :
9. Details of accommodation to be placed or placed at the disposal of the sharer :
10. Monthly rent to be charged from the sharer (amount of rent, electric and water charges proposed to be charged should be stated clearly and separately. No vague statement e.g. Proportionate rent will be accepted) :
11. Declaration of the applicant :

I undertake full responsibility for the vacation of the residence details in column 3 above in the event of the allotment of the residence being cancelled in my name and also abide by the conditions laid down in the Allotment Policy

Signature of the applicant



SURETY

I _____ hereby stand surety (which expression shall include my heirs, executors and administrators) to the Chairman, AAI hereinafter called "the Authority" (Which expression shall include his successors and assignees) for payment by _____ of license fee and other dues in respect of _____ now allotted to him as also for any residence that may be allotted to him from time to time by Authority. I, the surety, will indemnify the Authority against all loss and damage until delivery of vacant possession of the same is made to the Authority.

The obligation undertaken by me shall not be discharged or in any way affected by an extension of time of any other indulgence granted by the Authority to the said allottee Shri / Ms. _____.

Signed and delivered by the Surety Shri / Ms. _____ At This _____ dated of _____ in the presence of

(Signature)
Address & occupation
Witness

Signature of Surety
Designation
office to which attached
(Full Address)

Certified that the above surety is a permanent employee of the Authority.

Signature of the Head of the Department of the office in which the surety is employed

(Office Stamp)

Dated:





भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

A.60011/17/2017/HRPC/PL/ 408

02 Aug, 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. 48/2019

Subject: Review of Entitlement of residential quarters in AAI Township.

This is further to CHRM Circular No. 8(b)/2018 dated 9th March, 2018 on the subject matter.

2. Consequent upon revision of pay scales for both Executives and Non-Executives w.e.f. 01.01.2017 in AAI it has been decided by the Management to revise the existing entitlement for allotment of AAI residential quarters for officials as per new revised Basic Pay as mentioned below:

S.No.	Residential Accommodation Category in AAI	Plinth Area in Sq. mtr.	Existing Entitlement of basic pay (Rs.)	REVISED Entitlement of Basic Pay (Rs.)
1	A1	22-34	10200-12749	25000-32189
2	A2	35-55		
3	B1	56-63	12750-17379	32190-43879
4	B2	64-84	17380-33599	43880-84819
5	C1	85-97	33600-40549	84820-102359
6	C2	98-164	33600-40549	84820-102359

The AGM and DGM shall be eligible for allotment of Type D and JGM and above for Type E quarters as mentioned below:

S.No.	Residential Accommodation Category in AAI	Plinth Area in Sq. mtr.	Exiting Entitlement of basic pay (Rs.)	REVISED Entitlement of Basic Pay (Rs.)
1	D	165-195	40550-55019	102360-138889*
2	E	Above 195	55020 & above	138890 & above**

*AGM/DGM only
**Jt. GM and above

4. Entitlement of Basic Pay for allotment of Hostel Accommodation will be as follows:

S.No.	Hostel Accommodation	Exiting Entitlement of basic pay (Rs.)	REVISED Entitlement of Basic Pay (Rs.)
1	Single Room	36599 & below	89999 & below
2	Double Room	36600 & above (AGM & Above)	90000 & above

5. All the other terms & conditions for allotment of residential accommodation in AAI shall remain the same.

6. This issues with the approval of Competent Authority.

(Sanjay Jain)
Executive Director (HR)

Distribution:

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

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