



# भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

क्रमांक: एएआई/आरटीआई/टी. ऑडिट/2025-26/93

13 अप्रैल, 2026

क्षेत्रीय कार्यकारी निदेशक,  
भारतीय विमानपत्तन प्राधिकरण  
उत्तरी/पूर्वी/पश्चिमी/दक्षिणी/उत्तर-पूर्वी क्षेत्र:  
दिल्ली/कोलकाता/मुंबई/चेन्नई/गुवाहाटी

विमानपत्तन निदेशक  
भारतीय विमानपत्तन प्राधिकरण  
कोलकाता / चेन्नई हवाई अड्डा  
कोलकाता / चेन्नई

**विषय: सूचना के अधिकार (आरटीआई) अधिनियम, 2005 की धारा 4 के अनुपालन के तहत वर्ष 2025-26 के तृतीय पक्ष पारदर्शिता आडिट के संबंध में।**

सूचना अधिकार अधिनियम, 2005 आम जनता की जानकारी के लिए संगठन से संबंधित अधिकतम जानकारी अपनी वेबसाइट पर अपलोड करने और प्रणाली (व्यवस्था) में पारदर्शिता लाने का प्रावधान करता है। इसका उद्देश्य सार्वजनिक संस्थानों में पारदर्शिता मानकों में उत्तरोत्तर सुधार करना है।

2. इस संबंध में, केंद्रीय सूचना आयोग (सीआईसी) से एक पत्र दिनांक 07.04.2026 को प्राप्त हुआ है जिसमें सार्वजनिक प्राधिकरणों को सॉफ्टवेयर के माध्यम से वर्ष 2025-26 के लिए तृतीय पक्ष आडिट अभ्यास प्रक्रिया शुरू करने का परामर्श/निर्देश दिया गया है।

3. उपरोक्त के आलोक में, यह अनुरोध किया जाता है चूंकि आप संबंधित क्षेत्र/हवाई अड्डे के नोडल अधिकारी हैं, अतः कृपया सुनिश्चित करें कि आपके क्षेत्र/हवाई अड्डे/विभाग से संबंधित सभी जानकारी, जैसे कि नियम एवं विनियम, नीतियां, नियमावली आदि और सीआईसी द्वारा निर्धारित संलग्न प्रारूप में, निर्धारित समय सीमा के भीतर, एएआई की वेबसाइट पर तुरंत अद्यतन और अपलोड कर दी जाए, ताकि एएआई का स्व-मूल्यांकन फ़ार्म सीआईसी को ऑनलाइन प्रस्तुत किया जा सके। यह भी अनुरोध किया जाता है कि आरटीआई अधिनियम, 2005 की धारा 4 के तहत स्वतः प्रकटीकरण पर ज़रूरी दिशानिर्देशों के तहत अनुपालन सुनिश्चित किया जाए।

4. अनुपालन रिपोर्ट 23 अप्रैल, 2026 तक आरटीआई सेल, सीएचक्यू (ईमेल: rti.chq@aaai.aero) को प्रस्तुत की जानी चाहिए। सभी संबंधित पक्षों से अनुपालन रिपोर्ट प्राप्त होने के बाद, आरटीआई सेल, सीएचक्यू सीआईसी पोर्टल पर एएआई का स्व-मूल्यांकन प्रस्तुत करेगा।

संलग्नक: उपर्युक्त अनुसार।

( निवेदिता दुबे )

सदस्य, (मानव संसाधन)

वितरण:

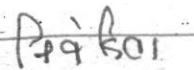
1. निगमित मुख्यालय के सभी विभागाध्यक्ष/प्रथम अपीलीय प्राधिकारी
2. प्रधानाध्यापक, सीएटीसी, प्रयागराज (यूपी)

समान कार्रवाई करने और कड़ाई अनुपालन सुनिश्चित करने हेतु।

प्रति:

अध्यक्ष के ओएसडी

सदस्य (वित्त) / योजना / एएनएस / संचालन

  
( निवेदिता दुबे )

सदस्य (मानव संसाधन)



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No. AAI/RTI/T. Audit/2025-26/ 33

13<sup>th</sup> April, 2026

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

The Airport Director  
Airports Authority of India  
**Chennai / Kolkata Airport**

**Subject: Third Party Transparency Audit for the year 2025-26 with respect to compliance under Section 4 of RTI Act, 2005.**

The RTI Act, 2005 provides uploading of maximum information relating to the organization on its website for information of the general public and bring transparency in the system. The purpose is to progressively improve transparency standards in the public institutions.

2. In this regard, a communication is received from Central Information Commission (CIC) on 07.04.2026 conveying and requesting the public authorities to start the process of carrying out Third Party Audit exercise for the year 2025-26 through the software.

3. In light of the above, it is requested that being Nodal Officer of your Region / Airport concerned, please ensure that all the information such as Rules & Regulations, Policies, Manuals etc., relating to your Region / Airport / Department and detailed itemized in the attached format prescribed by CIC, have been updated and uploaded on AAI Website **immediately** so that the self-appraisal form of AAI may be **submitted online to CIC within stipulated timeline**. It is also requested to undertake suo-motu disclosure and ensure compliance based on guidelines issued on suo-motu disclosure under Section 4 of RTI Act, 2005.

The Compliance Report to be submitted to RTI Cell, CHQ (email: [rti.chq@aai.aero](mailto:rti.chq@aai.aero)) by 23<sup>rd</sup> April, 2026. After receipt of Compliance Report from all concerned, RTI Cell CHQ will submit Self Appraisal of AAI on CIC portal.

Encls: As above.

( Nivedita Dubey )  
Member (HR)

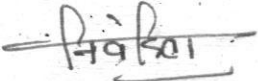
Distribution:

1. All HOD's/First Appellate Authority at CHQ}
2. The Principal, CATC, Prayagraj (UP) }

For similar action and with the request to ensure strict Compliance.

Copy to:

OSD to Chairman  
Member (Finance) / Planning / ANS / Operations

  
( Nivedita Dubey )  
Member (HR)

## A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

### 1. Organisation and Function

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	
		(ii) Head of the organization	
		(iii) Vision, Mission and Key objectives	
		(iv) Function and duties	
		(v) Organization Chart	
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	

1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	
		(iv) Exercised	
		(v) Work allocation	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	
		(ii) Final decision making authority	
		(iii) Related provisions, acts, rules etc.	
		(iv) Time limit for taking a decisions, if any	
		(v) Channel of supervision and accountability	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	

1.6	Categories of documents held by the authority under its control  [Section 4(1)(b) (vi)]	(i) Categories of documents	
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	
		(ii) Telephone , fax and email ID	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	
		(ii) System of compensation as provided in its regulations	

1.10	Name, designation and other particulars of public information officers  [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	
		(ii) Address, telephone numbers and email ID of each designated official.	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken  (Section 4(2))	No. of employees against whom disciplinary action has been	
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI  (Section 26)	(i) Educational programmes	
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		

## 2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	<ul style="list-style-type: none"> <li>(i) Total Budget for the public authority</li> <li>(ii) Budget for each agency and plan &amp; programmes</li> <li>(iii) Proposed expenditures</li> <li>(iv) Revised budget for each agency, if any</li> <li>(v) Report on disbursements made and place where the related reports are available</li> </ul>	
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	<ul style="list-style-type: none"> <li>(i) Budget</li> <li>(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.               <ul style="list-style-type: none"> <li>a) Places visited</li> <li>b) The period of visit</li> <li>c) The number of members in the official delegation</li> <li>d) Expenditure on the visit</li> </ul> </li> </ul>	
		<ul style="list-style-type: none"> <li>(iii) Information related to procurements               <ul style="list-style-type: none"> <li>a) Notice/tender enquires, and corrigenda if any thereon,</li> <li>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</li> <li>c) The works contracts concluded - in any such combination of the above-and</li> <li>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</li> </ul> </li> </ul>	

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i)	Name of the programme of activity	
		(ii)	Objective of the programme	
		(iii)	Procedure to avail benefits	
		(iv)	Duration of the programme/ scheme	
		(v)	Physical and financial targets of the programme	
		(vi)	Nature/ scale of subsidy /amount allotted	
		(vii)	Eligibility criteria for grant of subsidy	
		(viii)	Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i)	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	
		(ii)	Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i)	Concessions, permits or authorizations granted by public authority	
		(ii)	For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]		CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	

### 3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	<p data-bbox="557 467 818 783">Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of</p> <p data-bbox="557 820 818 847">[Section 4(1)(b)(vii)]</p> <p data-bbox="557 884 818 943">[F No 1/6/2011-IR dt. 15.04.2013]</p>	<p data-bbox="841 467 1691 528">Arrangement for consultations with or representation by the members of the public</p> <p data-bbox="875 536 1691 596">(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p data-bbox="875 608 1691 831">(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day &amp; time allotted for visitors c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p data-bbox="841 839 1691 866">Public- private partnerships (PPP)</p> <p data-bbox="875 874 1691 901">(i) Details of Special Purpose Vehicle (SPV), if any</p> <p data-bbox="875 909 1691 936">(ii) Detailed project reports (DPRs)</p> <p data-bbox="875 944 1691 971">(iii) Concession agreements.</p> <p data-bbox="875 979 1691 1007">(iv) Operation and maintenance manuals</p> <p data-bbox="875 1015 1691 1075">(v) Other documents generated as part of the implementation of the PPP</p> <p data-bbox="875 1083 1691 1166">(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government</p> <p data-bbox="875 1174 1691 1201">(vii) Information relating to outputs and outcomes</p> <p data-bbox="875 1209 1691 1270">(viii) The process of the selection of the private sector party (concessionaire etc.)</p> <p data-bbox="875 1278 1691 1305">(ix) All payment made under the PPP project</p>	

3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	
		(i) Policy decisions/ legislations taken in the previous one year	
		(ii) Outline the Public consultation process	
		(iii) Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in	
		(i) Electronic format	
		(ii) Printed format	
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available	
		(i) Free of cost	
		(ii) At a reasonable cost of the medium	

#### 4. E. Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i)	Grievance redressal mechanism	
		(ii)	Details of applications received under RTI and information provided	
		(iii)	List of completed schemes/ projects/ Programmes	
		(iv)	List of schemes/ projects/ programme underway	
		(v)	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(vi)	Annual Report	
		(vii)	Frequently Asked Question (FAQs)	
		(viii)	Any other information such as	
			a) Citizen's Charter	
			b) Result Framework Document (RFD)	
	c) Six monthly reports on the			
	d) Performance against the benchmarks set in the Citizen's Charter			
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i)	Details of applications received and disposed	
		(ii)	Details of appeals received and orders issued	
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given		

**5. Information as may be prescribed**

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	
		(ii) Details of third party audit of voluntary disclosure  (a) Dates of audit carried out (b) Report of the audit carried out	
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD  (a) Date of appointment (b) Name & Designation of the officers	
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure  (a) Dates from which constituted (b) Name & Designation of the officers	
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI  (a) Dates from which constituted (b) Name & Designation of the Officers	

**6. Information Disclosed on own Initiative**

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	

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