

Received 4. 13.25 (19:39)

## RTI REQUEST DETAILS (आरटीआई अनुरोध विवरण)

|  |   |  |                   |
|--|---|--|-------------------|
| Registration Number (पंजीकरण संख्या) :   | AAIGU/R/E/25/00036  | Date of Receipt (प्राप्ति की तारीख) :                | 12/08/2025        |
| Type of Receipt (रसीद का प्रकार) :   | Online Receipt  | Language of Request (अनुरोध की भाषा) :               | English           |
| Name (नाम) :   | Sourav Paul   | Gender (लिंग) :                                      | Male              |
| Address (पता) :  | Parniyamatpur, Ranaghat, West Bengal, Pin:741255  |  |                   |
| State (राज्य) :  | West Bengal   | Country (देश) :                                      | India             |
| Phone Number (फोन नंबर) :  | +91-9233159548  | Mobile Number (मोबाईल नंबर) :                        | +91-9233159548    |
| Email-ID (ईमेल-आईडी) :   | souravphysics1997@gmail.com   |  |                   |
| Status (स्थिति)(Rural/Urban) :   | Rural   | Education Status :                                   | Above Graduate    |
| Is Requester Below Poverty Line ? (क्या आवेदक गरीबी रेखा से नीचे का है?) :                                       | No  | Citizenship Status (नागरिकता) :                      | Indian            |
| Amount Paid (राशि का भुगतान) :   | 10 ) (original recipient)   | Mode of Payment (भुगतान का प्रकार) :                 | Payment Gateway   |
| Does it concern the life or Liberty of a Person? (क्या यह किसी व्यक्ति के जीवन अथवा स्वतंत्रता से संबंधित है?) : | No(Normal)  | Request Pertains to (अनुरोध निम्नलिखित संबंधित है) : | Gian Batra - CPIO |
| Information Sought (जानकारी मांगी):  | Kindly provide the following information from the records held by your office:<br>Provide a copy of the latest Airports Authority of India circulars, office orders, or rules prescribing the complete list of documents to be submitted by an AAI employee for enlisting his/her parents as dependents, along with any regional variations (including for the North Eastern Region) mentioned in such records. |  |                   |
| <input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Close"/>    |   |  |                   |



# भारतीय विमानपत्तन प्राधिकरण

## AIRPORTS AUTHORITY OF INDIA

File No:- AAI/NER/HR/MIS/RTI/ACT-18/03/

Date:-01/09/2025

To,  
Sourav Paul  
Parniyamatpur,Ranaghat,  
West Bengele  
Pin:- 741255

Email:- souravphysics1977@gmail.com

Sub:- **Information Sought under Right to Information Act-2005.**

Reference is made RTI Registration No. AAIGU/R/E/25/00036 dated 12.08.2025.

The information/ reply in respect of AAI, North East Region sought is as under:

| Sl.No | Point.No | Information sought  | Reply of RTI                          |
|-------|----------|---|---------------------------------------|
| 1     | 1        | Provide a copy of the Latest Airports Authority of India Circulars, Office Orders, or rules prescribing the complet list of documents to be submitted by an AAI employee for enlisting his/ her parents as dependents, along with any regional variations (including for the North Eastern Region) mentioned in such records. | Copy of CHRM No. 33(a)/2020 enclosed. |

In case you are not satisfied with the information provided, then you are at the liberty to file an appeal before the First Appellate Authority / Regional Executive of India, N.E. Region, Guwahati-781015 within the statutory time period.

Yours faithfully,

  
1.9.2025  
(Gian Batra)

General Manager (HR)/PIO

Copy to:-

- 1) RTI Cell, RHQ, NER for information.



आजादी का  
अमृत महोत्सव

भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No: A.60011/30/2017/HRPC/Pt.1/283

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

Date: 26<sup>th</sup> August, 2022

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, Prayagraj

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

### Corporate HRM Circular No. 33 (a) /2020

#### Sub: Medical Dependency reg.

In supersession to CHRM Circular No. 17/2014 dated 23.04.2014, CHRM Circular No. 17(a)/2014 dated 23.12.2014, clause 2(b, c) & 3 of CHRM Circular No. 33/2020 dated 20.05.2020 and in partial modification to clause 3 of AAI (Medical Attendance) Regulations, 2003, the Competent Authority has decided the following:

- An employee may be allowed to either include or remove a given family member as medical dependent so as to allow them to avail the medical facilities under AAI Medical Benefit Scheme subject to meeting the dependency conditions (such as financial income from all sources including pension to be not more than Rs. 9000/- p.m) and as stipulated from time to time. However, the medical benefit in case of such dependents will commence from the date of their inclusion as dependents under the said employee for medical benefit in official records.
- The employee will also give a self-declaration in the enclosed format that, none of the eligible dependents as declared by him, is availing medical benefit from any other source to ensure that there is no dual benefit/ duplication of claims. (Annexure- 1)
- An employee may exercise the above option not more than twice in a financial year giving proper justification/ documentary proof

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राजीव गांधी भवन  
Rajiv Gandhi Bhawan

सफ़दरजंग हवाई अड्डा नई दिल्ली- 110003  
Safdarjung Airport, New Delhi-110003

दूरभाष : 011-24632950  
Phone : 011-24632950

2. It is further clarified that, clause 2(a) of CHRM Circular No. 33/2020 dated 20.05.2020 will remain in force.

3. This issues with the approval of competent authority.

  
(R Prabhu)

**Executive Director (HR)**

Distribution:-

- ❖ OSD to Chairman
- ❖ DGM (ESI to Member (Plg & HR)/ Member (Fin)/ Member (ANS & Ops)/ CVO
- ❖ ED (Admin)
- ❖ All HoDs at CHQ / Operational Office / AAI Office Complex
- ❖ All GM (HR) at CHQ
- ❖ GM (IT) for uploading on AAI Website
- ❖ GS (AAEU) / GS (IAKU) / GS (AAIEG) / GS (ATCGII) / GS (IAAIOA) / GS – AA: SC/ST EWA / GS – AA: SC/ST/OBC (NF) EWA
- ❖ Hindi version will follow

**ANNEXURE - 1**

**DECLARATION FORM**

I, \_\_\_\_\_ (*Name of the employee*) working as \_\_\_\_\_ (*Designation of the employee*) at \_\_\_\_\_ (*Place of Posting*) do hereby request to **add / remove** \_\_\_\_\_ (*Name of the family member*) the following family members as dependents under me for **availing / not availing** \_\_\_\_\_ (*Whether availing medical benefits from AAI*) medical benefits from AAI.

| S.No. | Name of the Family Member | Relationship | ADD or REMOVE as Medical Dependent | Documentary Proof** | Whether availing medical benefits from any other source (YES / NO) |
|-------|---------------------------|--------------|------------------------------------|---------------------|--|
|       |                           |              |                                    |                     |  |
|       |                           |              |                                    |                     |  |
|       |                           |              |                                    |                     |  |
|       |                           |              |                                    |                     |  |

\*\* : to be submitted in an affidavit attested by a Notary

Signature \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

TO,

HO of concerned Establishment Section - HR in-charge at Stations *through Reporting Office*



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No: A.60011/16/2020/HRPC (Pt.I)/162

Date: 20 May, 2020

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  
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, Prayagraj

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

**Corporate HRM Circular No. 33 / 2020**

**Sub: Dependency Condition for Medical Facility – Clarification reg.**

Further to CHRM No. 17/2014 dated 23.04.2014 and 17(a)/2014 dated 23.12.2014 on the subject cited above, various queries have been received from the newly inducted female employees for opting her parents or parents-in-laws after marriage as medical dependents and also from newly inducted employees whose spouse are working in other organization to opt for medical benefits citing the said CHRM No. 17/2014 dated 23.04.2014

2. In this regard, the following is clarified:

- a) in accordance with the para 3(5) of the AAI Medical Attendance and Treatment Regulations, 2003 which inter-alia states that, "A female employee shall be given the choice to include either her parents or her parents-in-law for the purpose of availing of the benefits of the medical concessions under these regulations and instructions issued from time to time, subject to the conditions of dependency and residence as stipulated in these regulations", it is clarified that all those female employees who got married after issuance of CHRM No. 17/2014 or married female employees who got recruited after issuance of CHRM No. 17/2014 dated 23.04.2014 or those female employees who got recruited after issuance of CHRM No. 17/2014 and subsequently got married, can give their option to include their

dependent parents or parent in-laws as medical dependents subject to fulfillment of all other terms & conditions of AAI medical policy. **This option must be exercised immediately after her marriage or married female inducted in AAI as the case may be but not later than 3 months, failing which their claim will be lapsed.**

b) Further, it is also clarified that those newly inducted AAI officials (both male and female) who got married after issuance of CHRM No. 17/2014 dated 23.04.2014 or married person inducted in AAI after issued of the said circular or those employees who got recruited after issuance of CHRM No. 17/2014 and subsequently got married, and whose spouse is working in some other organization, can choose their option for availing medical benefits either from AAI or from spouse organization subject to other terms & conditions of the CHRM No. 17/2014 dated 23.04.2014 and AAI medical policy in vogue. **This option must be exercised within 3 months from the date of their induction in AAI or as the case may be as referred above failing which their claim will be lapsed.**

c) However, after the above clarification, the existing eligible newly employees i.e. who inducted after issuance of CHRM No. 17/2014 may submit their option within 3 months from the date of issue of this circular, failing which their claims will be lapsed.

3. All other terms and conditions of CHRM No. 17/2014 dated 23.04.2014 and 17(a)/2014 dated 23.12.2014 and the existing medical policy will remain same except to the extent clarified above.

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

(Sanjay Jain)  
Executive Director (HR)

**Distribution: -**

- ❖ OSD to Chairman
- ❖ DGM (ES) to Member(HR)/Member(Ops)/Member(Plang)/Member(ANS)/Member (Fin)/CVO
- ❖ All HoDs at CHQ / Operational Office / AAI Office Complex
- ❖ ED (HR-II) / GM (HR)- GB/ND/RKJ/MN
- ❖ GM HR (SAP) – for adding the said functionality in SAP/ESS portal
- ❖ GM (IT) for uploading on AAI Website
- ❖ General Secretary- AAEU
- ❖ General Secretary- ATC (Guild) /CNS Officers Guild/AAI Engg. Guild/IAAIOA/ AAI SC/ST Association/AAI SC/ST/OBC(NE) EWA.



No. A/60011/53/2013-HRDs

भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

23 April, 2014

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

The Executive Director  
RCDU/FCU  
AAI, 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)  
Allahabad

The General Manager  
CRSD/E&M Workshop  
AAI, New Delhi

Corporate HRM Circular No.17/2014

Subject:- Dependency condition for medical facility – regarding

The Regulation 3 of the Airports Authority of India (Medical Attendance) Regulations, 2003 stipulates that medical facilities can be availed by an employee either from AAI or by his/ her spouse who is employed either with the Central Government, the State Government, PSU, local bodies or private organizations.

2. In this context, requests have been received from employees regarding grant of medical facility to their spouses/ dependents from AAI in respect of whom the same was hitherto being availed from the organizations of their spouses.

3. The issue has been deliberated upon in the Manpower Advisory Board and, accordingly, the following decision has been taken:-

- (i) "Request to include spouse and other dependents in whose case medical facility was being availed from spouse's organisation, may not be acceded to in view of AAI's own financial commitments. However, requests on the reason, viz unemployment of spouse/ dependents not getting any pensionary benefits or medical facilities from other sources, etc will be acceded to subject to submission of an affidavit, duly attested by a first class Magistrate, by the employee and on authentication of the same by the H.R. Directorate".

1/A

1/2

पता: ए. आर. टि. बिल्डिंग,  
ए. आर. टि. बिल्डिंग, नई दिल्ली-110001

प्राधिकरण का पता: ए. आर. टि. बिल्डिंग-110001  
Safdarjung Airport, New Delhi - 110001

दूरभाष: 24632956  
Phone: 24632956

फैक्स: 24632956  
Fax: 24632956





MINISTRY OF CIVIL AVIATION  
(AIRPORTS AUTHORITY OF INDIA)

## NOTIFICATION

New Delhi, the 24th June, 2003

F. No. AAU/Per/EDPA/Reg./2002.—In exercise of the powers conferred by Sub-section (1), read with clause (b) of Sub-section (2) of Section 42 of the Airports Authority of India Act, 1994 (55 of 1994) and in supersession of the International Airports Authority of India (Medical Attendance and Treatment) Regulations, 1976 and the National Airports Authority (Medical Attendance) Regulations, 1988, except as respects things done or omitted to be done before such supersession, the Airports Authority of India, with the previous approval of the Central Government, hereby makes the following regulations, namely:—

1. **Short title, commencement and application.**— (1) These Regulations may be called the Airports Authority of India (Employees Medical Attendance and Treatment) Regulations, 2003.
  - (2) They shall come into force from the date of their publication in the Official Gazette.
  - (3) They shall apply to all the employees of the Authority, except:
    - (a) Persons in casual or daily rated or part-time employment;
    - (b) Persons on deputation to the Authority, unless their terms of deputation provides otherwise;
    - (c) Persons employed on contract unless the terms of contract provide otherwise;
    - (d) Apprentices or trainees on a stipend.
2. **Definitions.**— (1) In these regulations, unless the context otherwise requires, —
  - (a) "Act" means the Airports Authority of India Act, 1994 (55 of 1994);
  - (b) "Authority" means the Airports Authority of India/ constituted under Section 3 of the Act;
  - (c) "Authorized Medical Officer" means a Medical Officer who is appointed by the Authority either in full time, part-time or retainer-ship basis or any registered medical practitioner possessing minimum qualification as Bachelor of Medicine and Bachelor of Surgery /Bachelor of Dental Surgery / Bachelor of Ayurvedic Medicine System / Bachelor of Unani Medicine System;
  - (d) "Chairperson" means the Chairperson of the Authority appointed under Clause (a) of sub-section (3) of Section 3 of the Act;
  - (e) "City" means the headquarters city or town of the employee;
  - (f) "Competent Authority" means the Chairperson or a whole-time Member or any other Officer authorized by the Chairperson in this behalf;
  - (g) "Dispensary" means a dispensary established by the Authority under these regulations;
  - (h) "Employee" means a whole time employee of the Authority;

- (i) "Family" means a employee's wife or husband, as the case may be, and parents (not step parents), children and step children, adopted children (if adoption is permissible under Personal law), sister, widowed sister, widowed daughter, minor brothers, wholly dependent on the employee as per the laid down conditions for dependency;
- (j) "Hospital" means a dispensary or Medical Inspection Room established or run by the Authority or maternity centre administered by the Central Government or State Government or a local authority or Public Sector Undertaking, Military Hospital, Railway Hospital, All India Institute of Medical Science (AIIMS), any Medical Institute or College or Research Centre established or run or recognised by the Central Government or State Government or University established by University Grants Commission or Medical Council of India ; or any hospital notified by the Authority from time to time;
- (k) "Medical Attendance" means attendance by an Authorised Medical Officer or any other registered Medical Practitioner possessing minimum qualification as Bachelor of Medicine and Bachelor of Surgery /Bachelor of Dental Surgery / Bachelor of Ayurvedic Medicine System / Bachelor of Unani Medicine System in a hospital or Nursing Home or at clinic or at the residence of the employee and includes any examination for the purpose of diagnosis and/or treatment as may be considered necessary by the said Medical Officer or Practitioner;
- (l) "Member" means the member of the Authority other than ex-officio member;
- (m) "Nursing Home" mean Nursing Homes on the panel of the Authority;
- (n) "Pay" means basic pay, special pay or other emoluments classified as pay drawn by the employee at the time of treatment;
- (o) "Treatment" means the use of medical and/or surgical facilities as are considered necessary by the Authorized Medical Attendant and includes,
  - (i) the employment of pathological, bacteriological, radiological and other methods;
  - (ii) the supply of medicines, vaccines, sera or other therapeutic substances;
  - (iii) ordinary dental treatment except supply of dentures, crown work, bridge work, orthodontic work and other specialized dental work;
  - (iv) treatment of eyes and testing of eye sight except supply of spectacles;
  - (v) prenatal, confinement and post-natal treatment;
  - (vi) insulin treatment in the case of patients suffering from diabetes recommended by concerned specialist and whenever required;
  - (vii) anti-rabbit treatment;
  - (viii) ordinary nursing and hospital accommodation appropriate to the status of the employee; and
  - (ix) special tests or investigations referred by concerned specialist.

(2) Words and expressions used and not defined in these regulations but defined in the Act or any rule or regulations made there under, shall have the same meaning respectively as assigned to them in that Act or rules or regulations made thereunder.

**3. Conditions for dependency.** - (1) A member of the family whose total income from all sources including pension, temporary increase on pension or stipend, etc. does not exceed Rs. 1500/- per month is deemed to be wholly dependant on the employee. However, husband and wife shall be considered as one unit for the purpose of these regulations and dependency limit shall not be applicable to wife or husband.

**Note.** (i)The Competent Authority may alter the dependency limit or conditions of dependency delete or add or alter any additional condition for the members of the family (including spouse) under these regulations;

(ii) Each employee shall furnish a declaration every year about the status and dependency of his parents and other family members at the beginning of the year to allow them to avail the medical facilities under these regulations.

Explanation. - (i) The residential condition for members of families is not essential. Family members may have medical attendance and treatment if they do not stay with the employee. Parents can live away from the employee at another station with other members of the family, provided the employee has not claimed Travelling allowance or Daily Allowance at the time of transfer for parents and family.

(ii) Recurring income from sources such as business, employment, property, agriculture, houses, land holding, etc., shall be taken into account for the purpose of assessing income.

(iii) Lump-sum non-recurring income, such as, Contributory Provident Fund Benefits, Government of India Price Bonds, Gratuity, Commuted Gratuity, Insurance Benefits, etc. shall not be regarded as a part of income.