

RTI REQUEST DETAILS (आरटीआई अनुरोध विवरण)

Registration Number (पंजीकरण संख्या) :	AAIGU/R/T/25/00059	Date of Receipt (प्राप्ति की तारीख) :	10/12/2025
Transferred From (से स्थानांतरित):	Airports Authority of India on 10/12/2025 With Reference Number : AAOIN/R/E/25/01893		
Remarks(टिप्पणी) :	Pertains to regions		
Type of Receipt (रसीद का प्रकार) :	Electronically Transferred from Other Public Authority	Language of Request (अनुरोध की भाषा) :	English
Name (नाम) :	Kushagra Saxena	Gender (लिंग) :	Male
Address (पता) :	Qtr B-50, AAI Residential Colony, Bajpe, Mangalore. Pin:574142		
State (राज्य) :	Karnataka	Country (देश) :	India
Phone Number (फोन नंबर) :	+91-8882095607	Mobile Number (मोबाईल नंबर) :	+91-8882095607
Email-ID (ईमेल-आईडी) :	kushagrasaxena1511@gmail.com		
Status (स्थिति)(Rural/Urban) :	Rural	Education Status :	Graduate
Requester Letter Number(निवेदक पत्र संख्या) :	Details not provided	Letter Date :	Details not provided
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

I am an employee of Airports Authority of India. I wish to avail the Guest House facility during official and personal visits to different airport cities. For this purpose, I request the following information under the Right to Information Act, 2005:

1. The list of all currently operational AAI Guest Houses across India.
2. The official booking email IDs for each Guest House.
3. The contact numbers and designation of the Guest House Manager / Officer-in-Charge at each location.
4. Any rules or guidelines related to booking eligibility and charges for AAI employees.

Information Sought (जानकारी मांगी):

I request that the information may please be provided in a consolidated format (PDF or Excel)

I am an employee of Airports Authority of India. I wish to avail the Guest House facility during official and personal visits to different airport cities. For this purpose, I request the following information under the Right to Information Act, 2005:

**Original RTI Text (मूल
आरटीआई पाठ):**

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4. Any rules or guidelines related to booking eligibility and charges for AAI employees.

I request that the information may please be provided in a consolidated format (PDF or Excel)

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ACTION HISTORY OF RTI REQUEST No.AAOIN/R/E/25/01893

Applicant Name Kushagra Saxena

Text of Application

I am an employee of Airports Authority of India. I wish to avail the Guest House facility during official and personal visits to different airport cities. For this purpose, I request the following information under the Right to Information Act, 2005: 1. The list of all currently operational AAI Guest Houses across India. 2. The official booking email IDs for each Guest House. 3. The contact numbers and designation of the Guest House Manager / Officer-in-Charge at each location. 4. Any rules or guidelines related to booking eligibility and charges for AAI employees. I request that the information may please be provided in a consolidated format (PDF or Excel)

Reply of Application

SN.	Action Taken	Date of Action	Action Taken By	Remarks
1	RTI REQUEST RECEIVED	03/12/2025	Nodal Officer	
2	REQUEST FORWARDED TO CPIO(S) AND TRANSFERRED TO OTHER PUBLIC AUTHORITY(S)	05/12/2025	Nodal Officer	10) AAI-Northern Region, Delhi : For information pertaining to your Region. ; 11) AAI-Airport Director, Chennai Airport : For information pertaining to your Airport. ; 12) AAI-Airport Director, Chennai Airport : Pertains to regions; 13) AAI-Airport Director, Kolkata Airport : For information pertaining to your Airport. ; 14) AAI-Airport Director, Kolkata Airport : Pertains to regions; 1) AAI-North East Region, Guwahati : For information pertaining to your Region. ; 2) AAI-North East Region, Guwahati : Pertains to regions; 3) AAI-Eastern Region, Kolkata : Pertains to regions; 4) AAI-Eastern Region, Kolkata : For information pertaining to your Region. ; 5) AAI-Southern Region, Chennai : For information pertaining to your Region. ; 6) AAI-Southern Region, Chennai : Pertains to regions; 7) AAI-Western Region, Mumbai : For information pertaining to your Region. ; 8) AAI-Western Region, Mumbai : Pertains to regions; 9) AAI-Northern Region, Delhi : Pertains to regions
3	REQUEST TRANSFERRED TO OTHER PUBLIC AUTHORITY	10/12/2025	Mani Prasad Tiwari-(CPIO)	10) AAI-Northern Region, Delhi : For information pertaining to your Region. ; 11) AAI-Airport Director, Chennai Airport : For information pertaining to your Airport. ; 12) AAI-Airport Director, Chennai Airport : Pertains to regions; 13) AAI-Airport Director, Kolkata Airport : For information pertaining to your Airport. ; 14) AAI-Airport Director, Kolkata Airport : Pertains to regions; 1) AAI-North East Region, Guwahati : For information pertaining to your Region. ; 2) AAI-North East Region, Guwahati : Pertains to regions; 3) AAI-Eastern Region, Kolkata : Pertains to regions; 4) AAI-Eastern Region, Kolkata : For information pertaining to your Region. ; 5) AAI-Southern Region, Chennai : For information pertaining to your Region. ; 6) AAI-Southern Region, Chennai : Pertains to regions; 7) AAI-Western Region, Mumbai : For information pertaining to your Region. ; 8) AAI-Western Region, Mumbai : Pertains to regions; 9) AAI-

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भारतीय विमानपत्तन प्राधिकरण

AIRPORTS AUTHORITY OF INDIA

File No.: AAI/NER/HR/MIS/RTI/ACT-18/19

Date: 24.12.2025

To,
Kushagra Saxena
Qtr B-50, AAI Residential Colony, Bajpe, Mangalore,
PIN: 574142

Email: kushagrasaxena1511@gmail.com

Subject: - Information sought under Right to Information Act., 2005

Reference is made RTI Registration No. AAIGU/RT/25/00059 dated 10.12.2025.

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

S. No.	Information sought	Reply
1	The list of all currently operational AAI Guest House across India.	20 rooms
2	The official booking email IDs for each Guest House.	ID: bedas@aai.aero
3	The contact numbers and designation of the Guest House Manager/Officer-in-Charge at each location.	9435138931
4	Any rules or guidelines related to booking eligibility and charges for AAI employee.	Copy attached

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,

(Gian Batra)

General Manager (HR) PIO

Copy to:-

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

File No.: AAI/NER/MIS/Accnt/1/3163-68

Date: 18/07/2025

CIRCULARSub: **Revised Tariff Structure for Accommodation & Facility Charge at RHQ NER Guwahati.**

In accordance with the decisions taken in the Meeting held on 18/06/2025 and with reference to the previous circulars & approvals on the subject matter, the following revised rates for the AAI Officers' Institute, AAI Hostel, Community Centre and RTC Hall are hereby notified with immediate effect. These rates shall be applicable to all eligible users.

1. Officers' Institute Tariff Details:

Category	Tariff (Per Day)	Duration	Eligibility
Executive Room	₹ 500	First 15 days	For all AAI employees
Executive Room	₹ 750	Beyond 15 days	
Suite Room	₹ 750	Up to 15 days	GM & above (with prior approval of RPD NER)

Note: Maximum continuous stay in Officers' Institute shall not exceed 15 days without prior approval

2. AAI Hostel RHQ NER Guwahati Revised Charges:

Category	Tariff (Per Day)	Duration	Remarks
AAI Employee/Dependent	₹ 500	Up to 30 days	
AAI Employee/Dependent	₹ 500	Beyond 30 days up to 60 days	With prior approval of GM (HR) NER
AAI Employee/Dependent	₹ 500	Beyond 60 days up to 90 days	With prior approval from RED NER. However, total staying period shall not exceed beyond 90 days.
Non-AAI Individuals referred by AAI employee including employees of other Departments like MoCA etc.	₹ 500	Up to 7 days	Subject to availability of rooms and approval of GM (HR) / RED NER
Non-AAI Individuals but requisition put up by AAI employee	₹ 300	Up to 7 days	Prescribed requisition form to be submitted at the O/o GM (HR) NER.

Note: Bookings for the AAI Hostel should be made at least one week in advance of the intended date of occupancy except in cases of genuine emergencies.

3. AAI Community Centre RHQ NER Guwahati Charges:

Particulars	Tariff (Per Day)	Tariff (Less than 04 hours)
Rental Charges	₹ 1,500	₹ 750
Water Charges	₹ 350	₹ 250
Cleaning Charges	₹ 1,000	₹ 1,000
Chair/Table Charges	₹ 500	₹ 500
Electricity Charges	On actual basis	
Security Deposit	₹ 10,000 (Refundable, subject to deductions if any)	

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- Booking allowed only for AAI employees (serving or retired) and their recorded dependents
- Half-day usage may be allowed with proportionate rent reduction, subject to a maximum duration of 04 hours. If the usage exceeds 4 hours, full-day charges may be applicable.
- Booking hours for 01 day shall be counted from 06:00 AM - 06:00 AM next day.
- Official events shall be prioritized and booked accordingly

4. RTC Hall Booking Charges:

Particulars	Tariff (Per Day)
Conference Hall with Projector	₹7,321/- + 8% GST (₹7,918/-) = ₹ 8,639/-

General Conditions for aforementioned Facilities:

1. All rates are exclusive of GST and other applicable statutory charges unless otherwise mentioned
2. All rates shall be made effective from the date of issuance of this circular.
3. All facilities are strictly for use by:
 - Serving and Retired AAI employees and their dependents.
 - MoC A Officers or any other Government Departments (subject to availability and approval)
 - Non-AAI Individuals/Guests only with proper requisition from AAI employees
4. Bookings will be made on a first-come, first-served basis
5. Requisition for self or non-AAI guests referred/requisition put up by AAI employee must be submitted in the prescribed format only (enclosed).
6. AAI employees shall be held responsible for the conduct of their guests, including any damage caused during their stay. In the event that such charges are not borne by the guest, the concerned AAI employee shall be liable to make the payment on their behalf.
7. Any damage to the property, if caused by an AAI employee, may lead to suitable deductions and necessary action, as deemed appropriate by the competent authority
8. Any or several overstay without approval may attract penal action
9. For bookings, communications to be made through bedasta.aai.aero
10. This Circular shall supersede all previous circulars and orders issued on the subject.

It is issued with the approval of Competent Authority.


 (Bipul Chandra Das)
 Deputy General Manager (MR)

Copy to:

1. All HODs/REQNTR
2. OIC, Guwahati Airport
3. OSD to REQNTR
4. Regional Secretary, AAEEU, NER
5. Regional Secretary, All AAI Associations, NER
6. All ADDs/OICs of NFR Stations/Airports