



No. CA&CS/RTI/2026/

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Dated: 18.05.2026

To
Ms. Shilpa
F3 Block 8, Sagar Apartment,
Hubballi, Pin-580030
Phone No. +91-6282293220
Email: fightnthrive@gmail.com

Sub: Information under RTI Act 2005.

Sir,

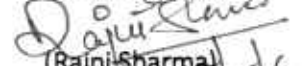
Please refer your RTI Application Reg. No. AAOIN/R/E/26/00693 dated 06.05.2026 received for seeking information under RTI Act, 2005.

In this regard, the information sought is as under.

Sl. No.	Information Sought	Reply of AAI
Point No. 1	Kindly provide the following information as per available on record with respect to 222nd Board meeting of AAI. Copy of Board Agenda Item No. 222.15 along with all annexures placed before the Board.	Copy of Agenda Item No. 222.15 is attached herewith.
Point No. 2	Copy of the approved minutes/resolution of the 222nd Board Meeting wherein the revised executive sanctioned strength of Operations Directorate was approved.	The information sought by the applicant is not specific in nature. However, a Certified True Copy of the extract of the Minutes of Agenda Item No. 222.15 is being provided herewith.

In case, if you are not satisfied with the information provided, you may appeal to the First Appellate Authority i.e. Shri J. B. Saini, ED(CA&CS), Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi – 110003 within 30 days from the date of receipt of this letter.

Yours Sincerely,


(Rajni Sharma)
Jt. GM(HR) & CPIO

राजीव गांधी भवन
Rajiv Gandhi Bhawan

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

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CONFIDENTIAL

AIRPORTS AUTHORITY OF INDIA

222ND BOARD MEETING

MEMORANDUM

[ITEM No. 222.15]

STANDARDIZATION OF MANPOWER IN OPERATIONS DTE.

1. INTRODUCTION

1. It was decided in the Chairman meeting dated 19.06.2023 that manpower in Operation dte. need to be strengthened, for efficient handling of Airport operations.
2. A presentation on manpower requirement in Operation department was presented to the Chairman, AAI on 25.09.2023 by Operation dte. Further, it was decided to standardize manpower for Operational cadres as per following: -
 - a. Manpower Requirement is to be standardized for different category of Airports.
 - b. Additional Manpower required for increase in Airport Operating hours/ Capacity/ Terminal building
 - c. For preparation of norms- functions of operation department to be clubbed into following 02 categories:
 - Airside Management (including Ground Handling)
 - Terminal Management (including city side operation, car parking, entry gates etc.)
 - d. Posts to be surrendered in case of cessation of Airport operations on account of PPP transition, closure of Airport, etc.
 - e. Based on above manpower requirement to be assessed for Operations of all AAI Airports and Civil Enclaves.

2. CURRENT STATUS

1. The current manpower status (Sanctioned/ Actual/ Vacant position) in Operation cadre are as below:

Agreed
AGM (CA & CS)
18/05/26

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Directorate of Company Secretary & Corporate Affairs
Airports Authority of India
Rajiv Gandhi Bhawan, Safdarjung Airport
New Delhi-110003

Post	Sanctioned Strength	Actual Strength	Vacancy	Remarks
GM	9	7	2	01 out of 09 posts is being operated in Security directorate since 11.09.2012
JGM/ DGM	47	43	4	
AGM/SM	92	26	66	
Manager	172	8	164	
Asst. Manager	163	161	2	
Jr. Executive	226	95	131	
Total	709	340	369	

Post	Sanctioned Strength	Actual Strength	Vacant
Supv./Sr.Assistant	93	40	53
Sr.Supdt/Supdt	105	67	38
Total	198	107	91

3. PROPOSAL FOR CONSIDERATION

A. FACTORS FOR DEFINING WORKLOAD PARAMETERS

1. The following manpower parameters have been taken into consideration to draw the manpower norms, for deriving the appropriate manpower for various category of Airports/ stations :

S. No.	Manpower Parameters	Denominations
I	Grade of Airport	Grade-I/ Grade-II/ Grade-III/ Grade-IV /Other
II	Airport Type	AAI managed Airport Civil Enclave JV-State Govt./ PSU Airport Private Airport
III	Terminals	Numbers
IV	Shift	24 Hours / 2 Shift/ 1 Shift
V	Operational Units at Airport	AOCC, Environment Cell etc.
VI	Customer Centric Requirements	Terminal Management City side Management - Car Parking, trolleys management Public Grievance, Facility Management (including Housekeeping) Facilitation/ Protocol functions

		Help desk, Lost & Found etc.
VII	Regulatory Requirement	Aerodrome Licensing, Aerodrome Compliance, Safety Management etc.

B. After considering the standardization of manpower, the following Manpower Norms have been proposed for the Operations discipline :-

I. Level of HoD at Airports :

Airport Category	Level of HoD	Remarks
Grade-I	GM (02)	1-Terminal Management 1- Airside Management
Grade-II	DGM/JGM (02)	1-Terminal Management 1- Airside Management
Grade-II CE	DGM/ JGM	
Grade-III	DGM/ JGM	
Grade-III CE	DGM/JGM	
Grade-IV	AGM/SM	
Grade-IV CE	AGM/SM	
APD below DGM Level	Manager	

II. Manpower Norms for General Shift at Airports:

Airport Category	Terminal Mgt.	Airside Mgt / Ground handling	Safety Mgt.	Total	Remarks
Grade-I	DGM-1 MGR-2*	DGM-2 MGR-2	DGM-1 MGR-1	DGM-4 MGR-5	*Incl. for contracts Mgt
Grade-II	SM-1	SM-1	SM-1	SM-3	
Grade-II CE	SM-2	SM-1		SM-3	
Grade-III (2/3 Shift)	SM-1	SM-1	SM-1	SM-3	
Grade-III (1 Shift)	SM-1	SM-1		SM-2	
Grade-III CE	SM-1	SM-1		SM-2	
Grade-III CE (I shift)	SM-1	SM-1		SM-2	
Grade-IV	MGR-1			MGR-1	
Grade-IV CE	AM-1			AM-1	

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ASMC&CS
18/05/26

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III. Manpower Norms for Shift Operation at Airports:

Airport Type/ Category	Hrs of Operation/ No of shift	Terminal Mgt	Airside Mgt	Total	Addl. Post per shift, if terminal increases	Remarks if any
Grade-I	24 Hrs	MGR-6 AM-3 JE/Supdt-3	MGR-6 AM-3 JE/Supdt-3	MGR-12 AM-6 JE/Supdt-6	MGR-1 AM-1 JE/Supdt-1	For 2 Terminals
Grade-II (No. of Terminal-1)	24 Hrs	AM-3 JE/Supdt.-3		AM-3 JE/ Supdt-3	AM-1 JE/ Supdt-1	For 1 Terminal
Grade-II CE	24 Hrs	AM-3 JE/Supdt.-3		AM-3 JE/ Supdt-3	AM-1 JE/ Supdt-1	
Grade-III	24 Hrs	AM-3 JE/Supdt.-3		AM-3 JE/ Supdt-3	AM-1 JE/ Supdt-1	
	2	AM-2 JE/Sr. Asst.-2		AM-2 JE/Sr. Asst.-2	-	
	1	AM-1 JE/ Sr. Asst.-1		AM-1 JE/SA-1		
Grade-III CE	2	AM-2 JE /Sr. Asst -2		MGR-1 AM-2 JE/SA-2		*Gen. Shift officer shall look after job of Shift In-charge in 1 st shift
	1	AM-1 JE/ Sr. Asst -1		AM-1 JE/SA-1		
Grade-IV	2	AM-2 JE /Sr. Asst -2		AM-2 JE/SA-2		
	1	AM-1 JE/ Sr. Asst -1		AM-1 JE/SA-1		
Grade -IV CE	2	AM-2 JE /Sr. Asst -2		AM-2 JE/SA-2		
	1	AM-1 JE/ Sr. Asst -1		AM-1 JE/SA-1		
Airport below DGM	1	AM-1 JE/ Sr. Asst -1		AM-1 JE-1		HoD shall look after job of Shift In-charge in 1 st shift

IV. **Manpower Norms for AOCC:**

Hrs of Operation/ No of shift	MGR/AM
24 Hrs	4
2 SHIFT	3
1 SHIFT	2

V. **Manpower Norms for CHQ :**

Functions	GM	DGM	SM	MGR/AM/JE	Total
Terminal Management	1	2	2	4	9
Airside Functions	1	2	2	4	9
Ground Handling	1	1	2	2	6
Aerodrome Licensing	1	1	2	2	6
Environment Cell		1	1		2
IAA (Training)		1	1		2
Total	4	8	10	12	34

VI. **Manpower Norms for RHQ :**

Functions	GM	DGM	SM	MGR/AM	Total
TERMINAL	1	1	1	1	4
AIRSIDE		1	1	1	3
Total (per RHQ)	1	2	2	2	7

VII. **Manpower Norms for Aviation Safety:**

Aviation Safety Vertical at	DGM	SM/MGR	TOTAL
CHQ	1	1	2
RHQ		1	1

C. The total manpower requirement shall be worked out based on the above parameters. Further following action shall be taken on addition/ reduction of Airports (on account of PPP transition/ non-operationalization etc.) :

- Manpower positions shall be augmented on operationalization of new Airports.
- Manpower positions shall be reviewed on addition of Terminal Building / expansion of Airport Operating Hours/ Airport category upgradation etc.
- Manpower positions shall be reduced on reduction of Airport/ Facility due to any reason.

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 18/05/26
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- iv. The Operation dte. shall utilize amongst existing posting/ officials on operationalization of newer Airport, till review of posts, which require approval of the Competent Authority, as per rule position in-vogue.
- v. Manpower positions currently available in sub-verticals of Operation, shall be merged with Operation cadre on vacation.
- vi. The posts available in non-executive Operation cadre shall also be taken into account for determining the manpower requirement for Operation functions.
- vii. Further, in view of volatility due to GoI mandate wrt National Monetization Pipeline (NMP)/ privatization of a number of Airports, a part of manpower in non-core domain may be utilized on outsource basis.
- viii. Based on above parameters, the manpower will be reviewed in Operation department and shall be put up for approval of the Competent Authority.

4. **RESOLUTION**

The AAI Board is "RESOLVED" to accord approval for proposal at Para 3 above for Standardization of Manpower in Operations Dte.



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

CERTIFIED TRUE COPY OF THE EXTRACT FROM THE MINUTES OF 222ND
BOARD MEETING OF AIRPORTS AUTHORITY OF INDIA HELD ON JUNE 20,
2024 AT NEW DELHI

222.15 STANDARDIZATION OF MANPOWER IN OPERATIONS DTE.

Shri S S Raju, ED (Ops.) informed the Board that:

(1) At present, there is an acute shortage of manpower in Ops. Dte., AAI. The Sanctioned Strength at Executive Level is of 709, while Actual Strength is 340 only. The last review of manpower requirements at Ops Dte. was carried out in 2014. Since then, the number of Airports, Aircraft Movements and Passenger Movements has increased considerably;

(2) At present new Airports/terminals are being constructed and existing facilities are also being upgraded to increase the airport capacity. Further, some of the AAI Airports are also being considered to be leased to private entities;

(3) At present, there are no existing norms for placing of manpower at Airport(s) in Operation Dte. of the concerned Airport;

(4) Therefore, it was considered necessary to develop the Standards for placing of manpower in Ops. Dte. at various Airports based on the following broad parameters:

- Workload Parameters
- Manpower Norms
- Criteria for addition/ reduction of Manpower at Airports on account of PPP transition/ non-operationalization etc.

(5) Further, Manpower Requirement is to be standardized for different category of Airports based on

- (i) Requirement of Additional Manpower for increased Airport Operating hours/ Capacity/ Terminal building,
- (ii) For preparation of norms- functions of operation department to be clubbed into following 02 categories:

- Airside Management (including Ground Handling)
- Terminal Management (including city side operation, car parking, entry gates etc.)

(6) Posts to be surrendered in case of cessation of Airport operations on account of PPP transition, closure of Airport, etc.,

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A GM CCA & CS
18/07/24

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Sr. Mgr. CCA & CS
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(7) Based on above principles manpower requirement to be assessed for Operations of all AAI Airports and Civil Enclaves.

(8) Following manpower parameters have been taken into consideration for deriving the appropriate manpower for various Airports/Stations:

- (i) Grade of Airport i.e. Grade -I/II/III/IV/other,
- (ii) Airport Type i.e. AAI managed Airport, Civil Enclave, JV - State Govt./PSU Airport, Private Airport,
- (iii) Number of Terminals at Airport,
- (iv) Operational Units at Airport i.e. AOCC, Environment Cell etc.
- (v) Regulatory Requirement i.e. Aerodrome Licensing, Aerodrome Compliance, Safety Management etc.

(9) Following action shall be taken on addition/ reduction of Airports (on account of PPP transition/ non-operationalization etc.):

- (i) Manpower positions shall be augmented on operationalization of new Airports,
- (ii) Manpower positions shall be reviewed on addition of Terminal Building / expansion of Airport Operating Hours/ Airport category upgradation etc.,
- (iii) Manpower positions shall be reduced on reduction of Airport/ Facility due to any reason,
- (iv) The Operation Dte. shall utilize amongst existing posting/ officials on operationalization of newer Airport, till review of posts, which require approval of the Competent Authority, as per rule position in-vogue,
- (v) Manpower positions currently available in sub-verticals of Operation, shall be merged with Operation cadre on vacation,
- (vi) The posts available in non-executive Operation cadre shall also be considered for determining the manpower requirement for Operation functions,
- (vii) Further, in view of volatility due to GoI mandate w.r.t. National Monetization Pipeline (NMP)/ privatization of number of Airports, a part of manpower in non-core domain may be utilized on outsource basis,
- (viii) Based on above parameters, the manpower will be reviewed in Operation department and shall be put up for approval of the Competent Authority,

After discussion, the Board passed the following resolution:

"RESOLVED THAT the approval of the Board be and is hereby accorded to the proposal at Para 3 of the Circulated Agenda Papers for Standardization of Manpower in Operations Dte."

Apil Agrawal
AAM CCA & CS
18/08/24
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Directorate of Company Secretary &
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Rajiv Gandhi Bhawan

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