



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

NO.AAC/RTI/2026/ 13
Shri Pranab Dey,

January 30, 2026.

Subject: Supply of Information under RTI Act, 2005.

Sir,

This has reference to the RTI Application No. DIRKA/R/E/26/00005 dated 20/01/2026 on the above subject.

The reply to the query is as under :-

Sl. No.	Information Sought.	Reply.
1.	Can Operation shift Executive avail compensatory off against performing duty on single closed holiday at night (1900 hrs to 0700 hrs)	AAI Leave Regulations, 2003 is enclosed as Annexure-I.

As per Section 19 of the Right to Information Act 2005, if you are not satisfied with the reply you can file an appeal with the First Appellate Authority within 30 days of the issue of this order, whose particulars are as under :-

Shri Vikram Singh
Airport Director,
Airports Authority of India,
Operational Office, NSCBI Airport,
Kolkata-700052.

Thanking you,

Yours faithfully,


(Manoj Kumar Behera)
General Manager (Ops.-ASM)/CPIO

Encl. a.a.

AAI (LEAVE) REGULATIONS, 2003

“In exercise of the powers conferred by sub-section (1) read with clause (b) of sub-section (2) and sub-section (4) of section 42 of the Airports Authority of India Act, 1994 (N0.55 Of 1994), the Airports Authority of India with the previous approval of the Central Govt. hereby makes the following Regulations.”

1. SHORT TITLE AND COMMENCEMENT

- (1) These Regulations may be called **Airports Authority of India (Leave) Regulations, 2003.**
- (2) They shall come into force from the date of publication in the Official Gazette (Published in the Gazette of India Extraordinary – Part III-Section 4 on 13th June, 2003).

2. APPLICATION

These Regulations shall apply to all employees of the Authority except:

- (a) persons on deputation to the Authority;
- (b) persons in casual or daily rated or part-time employment; and
- (c) persons employed on contract except when the contract provides otherwise.

3. DEFINITIONS

- (a) **“Authorised Medical Officer”** means a Medical Officer appointed by the Authority either on full time or part time basis or a Registered Medical Practitioner possessing minimum qualification as MBBS/BDS/BAMS/BHMS;
- (b) **“Authority”** means the Airports Authority of India;
- (c) **“Competent Authority”** means in relation to the exercise of any power, the Chairperson or any Member or any other Officer of the Authority to whom powers may be delegated by the Chairperson in this behalf provided that in the case of Chairperson and whole time Members of the Authority appointed by the Central Government the Competent Authority shall be the Central Government;
- (d) **“Completed year of service”** means continuous service of specified duration in the Authority and includes period spent on duty as well as leave including extraordinary leave;
- (e) **“Employee”** means a person in the whole time service of the Authority;
- (f) **“Form”** means a form appended to these regulations;
- (g) **“Hospital”** means any hospital/dispensary/Medical Inspection(M.I) Room established by the Authority or empanelled or recognized by the

Authority or under the Central or State Government or Municipal Authority or Local Body.

- (h) **“Nursing Homes”** means Nursing homes empanelled or recommended by the Authority;
- (i) **“Permanent Employee”** means an employee who has been appointed against a permanent post sanctioned on a permanent basis and has been confirmed against the post; and
- (j) **“Temporary Employee”** means an employee who has been appointed against a temporary post sanctioned for a specific period or appointed on a temporary basis against a permanent post and has not been confirmed.

4. RIGHT TO LEAVE

- (1) Leave cannot be claimed as a matter of right;
- (2) When the exigencies of service so require, leave of any kind may be refused or revoked by the Authority Competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for by the employee except at the written request of the employee.

5. REGULATION OF CLAIM OF LEAVE

An employee's claim to leave is regulated by the regulations in force at the time the leave is applied for and granted.

6. RETROSPECTIVE COMMUTATION OF ONE KIND OF LEAVE INTO ANOTHER

- (1) At the request of the employee, Competent Authority may, at its discretion, convert retrospectively leave of one kind taken earlier into leave of different kind which was due and admissible to him at the time the leave was granted if the employee's request is received within **30 (THIRTY) days** of his/her joining duty on the expiry of the relevant spell of leave availed by him.
- (2) Any amount of leave salary paid in excess shall be recovered or any arrears shall be paid after adjustment.

7. MAXIMUM OF CONTINUOUS LEAVE

Unless the Competent Authority, in view of the exceptional circumstances of the case otherwise determines, no employee shall be granted leave of any kind for a continuous period exceeding **5 (FIVE) years**.

8. ACCEPTANCE OF SERVICE OR EMPLOYMENT WHILE ON LEAVE

An employee while on leave, shall not take up any service or employment elsewhere including the setting up of a private professional practice such as accountant,

leave of absence is in lieu of the duty already performed and cannot be equated to holidays.

- (v) Not more than five days compensatory off should be sanctioned/availed at a time.
- (vi) In case the overtime/out of pocket allowance has been claimed by the employee, no compensatory off should be sanctioned.
- (vii) The compensatory off can be availed within a period of three months from the date on which it is earned with approval of RED/APD. However, the cases, if any beyond three months, may be forwarded to CHQ with due recommendations of RED/APD.
- (viii) The respective sectional/Departmental Head who are competent to sanction leave will be sanctioning Authority so far as the Compensatory off is concerned.
- (ix) Compensatory off is permissible upto the level of Joint General Manager on need basis at the discretion of REDs/APDs.
- (x) The executives who are performing shift duties are eligible for 12 days Casual leave in a year, which will not be carried forward to the next year as is applicable for others.
- (xi) In lieu of duties performed on the closed holidays, the Compensatory off may be granted.

(A.60011/78/2007-PP dated 10.03.2010 & 25.03.2010)

(5) HOLIDAYS

Holidays can be pre-fixed or suffixed to any kind of leave and to be treated as duty for the purpose of drawl of pay and allowances.

(6) SPEICIAL CASUAL LEAVE

The Special Casual Leave can be combined with Sundays, Restricted Holidays and other Holidays but not with any other kind of leave.

10. GRANT and RETURN FROM LEAVE

(1) APPLICATION FOR LEAVE

Any application for leave or for extension of leave and joining report shall be made in prescribed form.

(2) MAINTENANCE OF LEAVE ACCOUNT

A leave Account shall be a maintained properly and up to date in the prescribed form for each employee of the Authority by the officer authorized in this behalf. He / She should countersign every entry in the leave account. However, on implementation of ERP/SAP guidelines issued by HR core team, SAP will be followed.

(3) EMPLOYEE SHOULD APPLY LEAVE IN ADVANCE

Except in emergency, application for leave for **3 (THREE) days** or more on grounds other than on medical grounds shall be submitted to the authority competent to grant leave in the prescribed form /through

consultant or legal or medical practitioner without obtaining the previous sanction of the Competent Authority.

9. COMBINATION OF DIFFERENT KINDS OF LEAVE / HOLIDAYS

(1) REGULAR LEAVE

- a) Except as otherwise provided in these regulations, any kind of leave under these regulations may be granted in combination with or in continuation of any other kind of leave except **Casual Leave**.
- b) Prefixing or suffixing of holidays to leave shall be allowed except in cases where for administrative reasons; permission for prefixing or suffixing of holidays to leave is specially withheld.
- c) Intervening Holidays including Sundays and Saturdays, wherever applicable falling within the spell of any kind of leave shall be counted as leave.

(2) CASUAL LEAVE

- a) **Causal leave** cannot be combined with any other kind of leave under these regulations except **special leave, restricted holiday and compensatory leave**. It should not be combined with both special casual leave and regular leave taken together.
- b) An employee can be permitted to combine half a day's casual leave with any other kind of leave if his/her absence on the next working day was due to sickness or other compelling grounds only if he/she has no further casual leave at his/her credit and he was allowed to avail half a days casual leave in the afternoon.

(3) RESTRICTED LEAVE

Restricted Leave can be prefixed or suffixed to any kind of leave or casual leave.

(4) COMPENSATORY LEAVE (Compensatory Off):

- (i) A Compensatory Leave granted in lieu of duty performed by an employee on Sunday or a holiday for a full day may be treated as holiday for the purpose of prefixing or suffixing of leave. A Compensatory Leave is granted with the following conditions:
- (ii) Compensatory off can be availed by an employee whenever he/she is asked to perform duty for a full day on a Gazetted holiday or on the day when he/she is required to perform the duty, i.e. to cover up the extra shift or weekly off.
- (iii) Compensatory off is to be earned before being availed.
- (iv) The maximum period of absence on casual leave allowed as per AAI rules is twelve days excluding those holidays which are prefixed and suffixed. This being the rule position, Compensatory off cannot be prefixed or suffixed since this