



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

NO.AAC/RTI/2025/ 26

February 27, 2025.

Ms. Padmaja Mishra,

Subject: Supply of Information under RTI Act, 2005.

Madam,

This has reference to the RTI Application No.DIRKA/R/E/25/00005 dated 10/01/2025 on the above subject.

The reply to the queries specific to NSCBI Airport, Kolkata are as under :-

Sl. No.	Information sought.	Reply.
1.	A brief definition of operational and non-operational duties, as per official policies and circulars. Brief categorization of duties as operational and non-operational.	The matter pertains to AAI CHQ, New Delhi.
2.	Are all employees of the Department of Airport Operations considered to be in operational duties? If not, please specify exceptions.	The matter pertains to AAI CHQ, New Delhi.
3.	What are the official duty timings of the Lost and Found office?	The official duty timings for claiming of lost and found items from the office are as follows : a) Within 24 hours – at the Airport Manager's office. b) After 24 hours – at Store Office : from 1000 Hrs to 1600 Hrs on working days.
4.	Is Lost and Found duty categorized as operational or general duty? Kindly provide clarification with reference to organizational policies.	It is a policy matter and the information is not available at AAI, NSCBI Airport, Kolkata. Policy is framed at AAI CHQ, New Delhi level.
5.	Provide a number of executive/non-executive performing duties in the Lost and Found with their weekly duty schedule.	Designated official for handling the Lost & Found office at Airport Manager Office : 03. Designated official for handling the Lost & Found office at Store office : 01.
6.	Provide a roster copy for the month of January 2025	Requisite information is exempted as per Clause-8.1 (j) of RTI Act, 2005.

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27/02/2025



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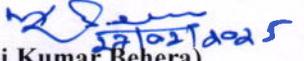
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As per Section 19 of the Right to Information Act 2005, if you are not satisfied with the reply you can file an appeal with the First Appellate Authority within 30 days of the issue of this order, whose particulars are as under :-

Dr. P.R. Beuria,
Airport Director,
Airports Authority of India,
Operational Office, NSCBI Airport,
Kolkata-700052.

Thanking you,

Yours faithfully,


(Manoj Kumar Behera)
General Manager (Ops.-ASM)/PIO,
AAI, NSCBI Airport, Kolkata.