



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

NO.AAC/RTI/2025/20

February 14, 2025.

Ms. Shamita Bakshi,

Subject: Supply of Information under RTI Act, 2005.

Madam,

This has reference to the 02 (two) nos. RTI Applications NO. DIRKA/R/T/25/00003 dated 15.01.2025 & NO. DIRKA/R/T/25/00004 dated 21.01.2025 (containing identical queries) received by this office on being transferred from AAI CHQ, New Delhi with Reference Number : AAOIN/R/E/25/00057 & Reference Number : AAOIN/R/E/25/00057/1.

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

Sl. No.	Information sought	Reply
1.	Please share the ROSTER rules followed in major airports Chennai and Kolkata etc of AAI for shift dutie of Executives and Non-Executives available in form of circulars, orders and minutes of meeting or any other discussions.	Desired information is not available.
2.	Please provide SOPs, circulars or orders or any minutes of meeting mentioning maximum and minimum number of duty hours for executive and non-executives respectively per day and per week.	Circular No:A.60011/36/2015/HRPC/21 dated 18.01.20217 attached as Annexure-1.
3.	Please share any rules, SOPs, circulars, orders and any minutes of meeting available for performing overtime duties by non-executive staff in AAI airports like Kolkata and Chennai.	Circular No:A.60011/40/2017-HRPC/98 dated 22.02.2019 attached as Annexure-2.
4.	Please provide the details of circulars, orders, SOPs and any MOM avoiding duties more than 12 hours in Aircraft Safety related duties by AAI.	Desired information is not available.
5.	Please share any available circulars, orders or any MOM avoiding individuals to perform continuous duties shift after shift consecutively in safety related duties at Kolkata and Chennai airports. (more than 12 hours till 24 hours and more duties). Any other document limiting maximum number of duty hours per day.	Desired information is not specific.
6.	Please share any circulars, orders, MOM, SOPs available mandating biometric attendance in shift duties of all airports of AAI other than general duty staffs.	Circular No: AAI/CHQ/Admin/BAS/2018 dated 13.08.2018 attached as Annexure-3.

-: 2 :-

2/-
14/02/25



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Sl. No.	Information sought	Reply
7.	Please share last 3 months biometric attendance data recorded by employees of Chennai Airport and Kolkata Airport including recorded data of employees in safety related shift duties.	Requisite information is exempted under Section-8.1(j) of the RTI Act, 2005.
8.	Please share the details of number of executives and nonexecutive staff and their names performing duties in Chennai and Kolkata airports in Airport Operations Directorate.	
9.	Please provide the data of number of required executive manpower and non-executive manpower versus available manpower in Airside Management and Terminal Management of Chennai Airport and Kolkata Airport along with names and duty roles assigned name wise.	

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.

Encls. Annexures.



Annexure 1

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. A.60011/36/2015/HRPC/21

18th January 2017

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

The Executive Director,
Airports Authority of India
RCDS/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,
Allahabad

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

CHRM Circular No. 03/2017

Sub : Biometric Attendance System

Reference CHQ CHRM Circular No.11/2016 dated 19.08.2016.

2. The flexi timing is introduced with immediate effect:-

- i. The existing office timing will remain same i.e. 09.30 AM to 06.00 PM.
- ii. The employees who mark their attendance between 09:00 AM to 09:30 AM shall be permitted to leave the office from 05:30 PM to 06:00 PM on the same day so as to maintain the total 8 ½ working hours (including half an hour lunch time).
- iii. The other conditions as reflected in the above CHRM Circular No.11/2016, will remain same.

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


(R N Srivastava)
Executive Director (HR)

Distribution:

- DGM(ES) to Chairman
- DGM(ES) to Member(Plg) /Member(Fin.)/ Member(HR)/ Member(ANS)/Member(Ops)/CVO
- All HoDs at CHQ/Operational Offices/AAI Office Complex
- GM(IT) for uploading on AAI website
- General Secretary- AAOA(I)/ATC(G)/ACOA(I)/AAI Engg. Guild (I)/CNS Officers' Guild/ IAAIOA/AAI SC/ST Association
- General Secretary, AAEU



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

No.A.60011/40/2017-HRPC/ 98

Date: 22nd February, 2019

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
RC&DU/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, Allahabad

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

OFFICE ORDER

Sub: Revision of Scales of Pay and Allowances in respect of Non-Executives (Workmen) of AAI w.e.f. 01.01.2017

The Management of Airports Authority of India (AAI) is pleased to announce the revision in pay scales for non-executives (workmen) of AAI w.e.f. 01.01.2017 consequent upon signing of Memorandum of Settlement (MoS) between the AAI Management and the Airports Authority Employees Union (Recognized Union) and confirmity of Ministry of Civil Aviation vide Letter No. AV-24015/6/2016-AAI-MOCA Dated: 19th February, 2019.

2. Accordingly, pay-scales, DA, perks & allowances, etc. in respect of non-executives (workmen) of AAI stands revised w.e.f. 01.01.2017 as under:

3. APPLICABILITY & COVERAGE

- (i) All the regular Non-Executives of AAI who were on the rolls of AAI as on 01.01.2017 and continue to be on the rolls of AAI and those joining thereafter.
- (ii) The employees who have left the services of the organization on or after 01.01.2017 due to resignation, retirement or death will be paid arrears on account of wage revision upto the date they were in service.
- (iii) The benefit of wage revision will, however, not be allowed to employees from the date they have ceased to be in the services of the organization on the following grounds:
 - a) Dismissal/ removal
 - b) Left service without acceptance of resignation

(iii) Existing Non-executives drawing Executive scale on placement, will be treated as non-executives only and will get benefits as applicable to non-executives including OTC. Accordingly, operational staff will perform 48 hours duty.

(iv) The other terms and conditions as stipulated in CHRM Circular No. A.27016/1/99-IR&PP Dated: 01.03.99; CHRM Circular No. A.27016/1/99-IR-PP Dated: 05.04.2004 and CHRM Circular No. 40/2012 issued vide file No: A-60011/61/2012-HRPC Dated: 31.10.2012 will remain the same unless modified/revised by competent authority from time to time.

15. **SHIFT DUTY COMPENSATION (SDC)**

(i) The rate of Shift Duty Compensation for **Night Shift** will be as follows:

S.No.	Revised Basic Pay	Rate of SDC (in INR)
1.	25000 - 31000	150 per night shift
2.	31001 - 39000	200 per night shift
3.	39001 - 45000	270 per night shift
4.	45001 and above	360 per night shift

(ii) The other terms and conditions as stipulated in CHRM Circular No. Pers/SC/17/73-Vol.V Dated: 07.10.2005, CHRM Circular No. A-60011/67/2010/PP Dated: 26.10.2010, CHRM Circular No.21/2011 issued vide File No: A-60011/17/2011/PP Dated: 11.05.2011 and CHRM Circular No. 30/2011 issued vide File No: A-60011/67/2010/PP Dated: 01.06.2011 will remain the same unless modified/revised by competent authority from time to time.

16. **ALLOWANCE FOR PERFORMING DUTY ON NATIONAL HOLIDAY**

All Non-Executives performing Roaster Duty on National Holidays will be eligible for 1.5 times of (Basic Pay + DA) in lieu of OTC for that day. All other terms & conditions of CHRM Circular No. 32/2017 issued vide file No: A.60011/43/2017/HRPC/406 Dated: 23.10.2017 will remain same unless modified by competent authority from time to time

17. **TRAINING KIT**

Reimbursement of Training Kit to Fire Officials for Training at FTC/ FSTC will be allowed subject to a ceiling of INR 2000/- during training period.

18. **LOCATION BASED COMPENSATORY ALLOWANCE**

(i) **For serving in North-East States and Ladakh Region**

Areas Covered	Percentage of Basic Pay
Assam, Meghalaya, Manipur, Nagaland, Tripura, Arunachal Pradesh, Mizoram and Sikkim	10% of Basic Pay
Ladakh Region	10% of Basic Pay

3.	Washing Allowance/ Uniform Maintenance Allowance	3-5%
4.	Education Allowance (maximum 2 children)	3%
5.	Hostel Expenditure Allowance (maximum 2 children)	2-3%
6.	HRD/ Professional Updation Allowance	3-8%
7.	Reimbursement of Upkeeping Charges of House	1-4%
8.	Reimbursement of Electricity and Water Charges	2-4%
9.	Domestic Helper	1-3%
10.	Canteen Allowance or Meal Vouchers	1-4%
11.	Membership of Professional Bodies	1-2%
12.	Leave Travel Concession (LTC)	4-8%
13.	Other Allowances (Maximum)	5-15%

**** Any subsequent modification made by the DPE will be applicable in terms of its guidelines.**

- (iii) Payment made on account of perks for the period starting from 01.01.2017 shall be adjusted/ recovered against arrears payable.
- (iv) The recurring cost incurred on running and maintaining of infrastructure facilities like hospitals, colleges, schools, etc. would be outside the ceiling of 35% of Basic Pay.
- (v) As regards company owned accommodation provided to non-executives, AAI would bear the income tax liability on the 'non-monetary perquisite of which 50% shall be loaded within the ceiling of 35% of Basic Pay on perks and allowances.'
- (vi) The festival allowance already paid w.e.f. 01.01.2017 shall also be adjusted out of arrears payable due to discontinuation of festival allowance w.e.f. 01.01.2017.

13. **REIMBURSEMENT OF MOBILE HANDSET**

Reimbursement of an amount of INR 5,000/- will be provided to NE-8 to NE-10 Non-Executives for purchase of Mobile Handset once in every 3 years starting from block year 01.04.2019.

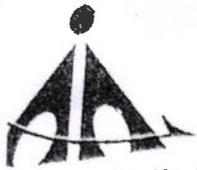
14. **OVER TIME COMPENSATION (OTC)**

- (i) The rate of Over Time Compensation is revised as follows:

S.No.	Level	Rate of OTC (in INR)
1.	NE-1 to NE-3	180 per hour
2.	NE-4 to NE-7	200 per hour
3.	NE-8 to NE-9	220 per hour

- (ii) The above rates will be applicable from 01.04.2019.

Am



Hand
21/8/18

PA - To Circulate :-
① DGM (HR), ER
② APM (HR), MISC & AIRPORTS AUTHORITY OF INDIA

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

File No. AAI/CHQ/Admin/BAS/2018 Form no.

Dated: 13th August, 2018

To
The Regional Executive Director
Airports Authority of India
Northern/Southern/Eastern/Western/N E Region
Delhi/Chennai/Kolkata/Mumbai/Guwahati.

The Airport Director,
Airports Authority of India
Kolkata / Chennai

The Principal
CATC, Allahabad.

Subject: Status on Implementations of BAS at Region/International Airport, Kolkata, Chennai/CATC.

Please refer to Corporate circulars 11/2016 dated 19th August 2016 regarding Attendance & Punctuality issued by Member (HR).

It has been observed that officials are not adhering to the office timings despite repeated instructions issued from time to time. It is expected that all HOD's should report well within time and ensure the same in respect of officials working in his/her department. Bio-metric Attendance System (BAS) should also be installed at all Airports and offices wherever it has not been done so far in a time bound manner and the details should be furnished as per Performa enclosed.

Also Chairman, has taken a serious view about the attendance and punctuality. Therefore, it is advised that instructions regarding attendance and punctuality should be conveyed to all officials for its strict compliance. All officials should make their attendance in BAS daily and attendance report of BAS on daily basis should be generated / monitored properly where it is installed by the designated Nodal Officer.

Leave deductions should be made as per the circular under reference and a monthly report on action taken by HODs be obtained and consolidated report be submitted to the undersigned on 10th of every month and if happened to be a Closed Holiday, the same may be submitted on next working day for perusal of Member(HR) / Chairman.

Encl: as above

(T.Premnath)

Executive Director(Admin)

Internal Distribution:

- DGM (ES) to Member (HR/Planning)/(Finance)/(ANS)/(Ops) -
- CVO - for information
- All HoDs at CHQ/Operational Office/AAI Office Complex for necessary action.
- GM(IT) for uploading on AAI Website.

Copy for information to:

- Jt.GM (ES) to Chairman