



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

NO.AAC/RTI/2026/ 60

July 16, 2026.

Ms. Tripti,

Subject: Supply of Information under RTI Act, 2005.

Madam,

This has reference to the RTI Application No. DIRKA/R/T/26/00043 dated 29/06/2026 received by this office on being transferred from AAI CHQ, New Delhi with Refernece Number : AAOIN/R/E/26/00967.

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

Sl. No.	Information Sought.	Reply.
2.	What is the officially prescribed weekly working hours for Senior Assistant (Non-Executive0 in Operations Department on Shifty Duty?	As the information sought in Questionnaire Form, the same does not fall under Section 2(f) of the RTI Act, 2005.
3.	Reference RTI No.AAIDL/R/E/24/00272 dated 14.10.2024 where AAI replied that working hours for executive & non-executive in operation dept is 42 hours per week. Is this 42 hours rule still valid and applicable for Senior Assistant (Operations) at all stations? Answer in Yes or No.	The reply in response to the RTI Application dated 14.10.2024 has not been furnished by this office.
4.	Reference RTI Reply dated 19.12.2017 for CNS wehre Senior Assistant works 42 hours per week. Please confirm that Senior Assistant (Operations) also has 42 hours per week at par with CNS.	The RTI Reply dated 19.12.2017 has not been furnished by this office.
5.	If any station is running 48-hour roster for Senior Assistant (Operations), please provide certified copy of CHQ order allowing this.	Information may be sought from Operations Directorate, AAI, CHQ, New Delhi.
6.	If someone works more than 42 hours per week, are they entitled to overtime? Answer in Yes or No. Please provide copy of the overtime policy for Non-Executive staff.	Circular No: A.27016/1/99-IR&PP dated 01.03.1999 and No: A.27016/1/99-IR&PP dated 18.05.1999 are enclosed at Annexure-1 and Annexure-2, respectively.


16/07/2026.....2/-



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AIRPORTS AUTHORITY OF INDIA

-: 2 -

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.

Encls. a.a.



AIRPORTS AUTHORITY OF INDIA
RAJIV GANDHI BHAVAN SAFDARJUNG AIRPORT
NEW DELHI - 110 003.

No.A.27016/1/99-IR&PP

01.03.99

Regional Executive Director
Northern/ Eastern/ Western/ Southern/ NE Region -

Principal
CATC

Airport Director
Ahmedabad/ Bangalore/ Bhubaneswar/ Calicut/ Goa/ Hyderabad/ Lucknow/ Srinagar
Trivandrum/ Jaipur/ Nagpur/ Varanasi

Chief Pilot
PIC

General Manager
RCDU/CRSD

Dy. General Manager
E&M Workshop

SUB : Revision of Over Time Allowance (OTA)

The competent authority has decided to revise the Over Time Allowance (OTA) in NAD at par with IAD with immediate effect as per details given below:

I Rate of Over-time

A uniform rate of over-time will be applicable to all employees who are entitled to over-time allowance performing same/ similar hours of work in a week irrespective of Department or cadre viz. Ministerial, Operational, Maintenance etc. The mode of calculation of rates of over time allowance shall be as under :

- a) For those performing 48 hours of duty in a week

$$\text{Pay} = \frac{\text{FDA} + \text{VDA} \times 1.7}{208^*}$$

- b) For those performing less than 48 hours duty in a week.

$$\text{Pay} = \frac{\text{FDA} + \text{VDA} \times 1.5}{208^*}$$

Contd...2-

$$\frac{\text{Weekly hours} \times \text{No. of weeks}}{\text{No. of months}} = \frac{168 \times 12}{12} = 208$$

No. of months 12

Common denominator has been retained in the above two cases since those doing less working hours in a week could not be placed in an advantageous position than rendering higher number of working hours in a week.

- c) Overtime Allowance is payable for the duty performed beyond prescribed hours of duty.
- d) The maximum rate of over time allowance shall be restricted at Rs 45/- per hour even if the amount calculated under para I (a & b) above exceeds the limit.

II Other Conditions :

- i) The employees performing less than 48 hours of duty in a week will not be entitled for over time for the 1st hour of extra duty performed on each occasion. In calculating OTA under this scheme the actual time taken for lunch break i.e. 1 hour shall be deducted from the total hours of OTA performed holiday/weekly off. In case an employee performs over time beyond normal prescribed hours on a week day/holiday Overtime Allowance may be allowed without deducting from the total one hour of work.
- ii) One third ceiling of the emoluments shall uniformly be applicable to all categories of Operational Staff for drawing over-time allowance and night weightage allowance in a month. Emoluments for this purpose would mean Basic Pay + FD + VDA only. The ceiling of one-third emoluments for an individual is not an indication of the amount that a person is allowed to work and claim overtime allowance as a matter of right. However, over-time performed and night weightage if any, on national closed holidays & RH/Weekly off shall not be included in the 1/3rd ceiling.

[Signature]
01/03/99

Contd...

- iii) The rate of over time allowance, as applicable to the respective category of Staff will be the same for the over-time performed on working day, weekly -off, P.H. National/Closed holidays.
- iv) In case, an employee unauthorisedly absents and also performs extra duties in that week, he will not be entitled to payment at over-time rates to the extent of hours of unauthorised absence. He will, however, draw ordinary single wages for the extra duty performed.

[Signature]
[P. RAJENDRAN]

Executive Director (Pers & Admn)

CC: GS AAEU

Internal :

- 01. EA to Chairman
- 04. PS to Member [P&A]/[Fin.]/[Ops.]/[PE].
- 05. All HODs in CHQ

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

A.27016/1/99-IR&PP

Dated: 18th May, 99

The Regional Executive Director
Northern/Eastern/Western/Southern/NE Region

The General Manager
RCDU

The Dy. General Manager
E&M Workshop

Sub: Revision of Overtime Allowance -- Clarifications

Reference this Office Order of even No. dt. 1.3.99.

2. Following clarifications are issued to be implemented with immediate effect:

2.1 Ministerial staff performing duty of 42 hrs. or less in a week would not be entitled for overtime for the first hour of extra duty performed on each day. Operational staff performing duty less than 48 hours a week will however, be entitled for Overtime Allowance after performing prescribed hours of normal duty.

2.2 The monetary ceiling of 1/3 of emoluments for payment of overtime shall include duties performed on restricted holidays and weekly off. However, duty performed on any National/closed holidays (including night weightage) shall not be included in this ceiling.

2.3 Other provisions of the order referred to above shall remain unchanged.

This issues with the approval of the competent authority. Kindly acknowledge receipt.



(P. RAJENDRA)
Executive Director (Pers. & Adm.)

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