



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

सं: भाविप्रा/तक/वियाका/आरटीआई/26/171

दिनांक : 10.09.2026

सेवा में,
श्री मनीष कुमार,

To,
Mr. Mnaish Kumar,

विषय: आर.टी.आई. सं. AAOIN/R/E/26/01304 के संबंध में।

महोदय,

सूचना का अधिकार अधिनियम, 2005 के अंतर्गत आपके आवेदन AAOIN/R/E/26/01304 दिनांक 15/08/2026 जो की इस कार्यालय को दिनांक 17.08.2026 को प्राप्त हुई, के तहत मांगी गयी सूचना के संदर्भ में तकनीकी निदेशालय के रिकॉर्ड में उपलब्ध जानकारी निम्नानुसार है :-

क्र.सं.	मांगी गयी सूचना का विवरण	दी जा रही सूचना का विवरण
1.	Certified copies of circular/guidelines/policy regarding the purchase or hire or lease of vehicles in AAI.	Copy Enclosed as Annexure-I.
2.	Certified copies of circular/guidelines/policy regarding the dedicated vehicles deployed to GM and above level officers at CHQ and RHQs and AAI airports.	Copy enclosed as Annexure-I.
3.	Certified copies of circular/guidelines/policy regarding the any amount required to be recovered from the those officers who were provided the facility of dedicated vehicles. If so, whether these officers were entitled to conveyance or transport allowance along with the deployment of dedicated vehicles, please provide the certified copies of the circular / guidelines / policy in this regard.	Copy Enclosed as Annexure-II.
4.	Certified copies of number of vehicles to be provided at CHQ, RHQs and Chennai, Kolkata Airports	Information sought is not specific and query is not clear. Hence no information can be provided under the provisions of Section 6(1)(b) of the RTI Act, 2005.
5.	Certified copies of actual number of vehicles provided at CHQ, RHQs and Chennai, Kolkata Airports and relevant order / circular in this regard.	No. of Vehicles provided at CHQ is 81 Nos. Custodian of information is respective RHQ / Chennai Airport/ Kolkata Airport. Hence, the copy of RTI application has been forwarded to RHQs, Chennai & Kolkata Airport in RTI Portal to provide the information directly to the applicant.

6.	Certified copies of Orders/Circulars regarding dedicated vehicles provided to GM and above level officers at RHQs, Chennai, Kolkata airport. Collected Data from RHQs, Chennai Kolkata airport to be provided.	Custodian of information is respective RHQ / Chennai Airport/ Kolkata Airport. Hence, the copy of RTI application has been forwarded to RHQs, Chennai & Kolkata Airport in RTI Portal to provide the information directly to the applicant.
7.	Certified copies of amount recovered from GM and above (level) officers for the facility of dedicated vehicles provided to them for period of April 2026 to July 2026.	Information sought is not specific and query is not clear. Hence no information can be provided under the provisions of Section 6(1)(b) of the RTI Act, 2005.
8.	Certified copies of Number of instances where the dedicated vehicles have been provided in violation of the existing policy / circular or guidelines regarding the dedicated vehicles provided to GM and above level officers. Certified Copies of Approval of the competent authority should be provided in respect of such each case.	Information sought is not specific and query is not clear. Hence no information can be provided under the provisions of Section 6(1)(b) of the RTI Act, 2005.
9.	Certified copies of Action taken by Technical Directorate, CHQ in respect of violation of Circular/guidelines or policy issued regarding the dedicated vehicle deployment or vehicle retention or hire or lease at CHQ, RHQs.	Information sought is not specific and query is not clear. Hence no information can be provided under the provisions of Section 6(1)(b) of the RTI Act, 2005.
10.	Certified copies of approval / circular / policy regarding grant of exemption for not following the already existing policy for dedicated vehicles to GM and above level officers at RHQ, NR. Certified copies of action taken by Technical Directorate, CHQ in this regard.	No recorded information is available.
11.	Certified copies of vehicle logbooks for dedicated vehicle deployed to GM and above level officers at RHQ, NR for the period April 2026 to July 2026.	Custodian of information is RHQ NR. Hence, copy of RTI application has been forwarded to RHQ NR in RTI Portal to provide the information directly to the applicant.

21/09/2021
10/09/2021

12.	Number of dedicated Vehicles provided at CHQ and RHQ, NR, SR, WR, ER, NER and Chennai, Kolkata airport for GM and above level officers. Designation wise data to be provided for each Station (CHQ, RHQs and Chennai, Kolkata airport).	The number of dedicated Vehicles provided at CHQ : Chairman - 01 No. Members - 04 Nos. EDs - 28 Nos. GMs - 04 Nos. Custodian of information is respective RHQ / Chennai Airport/ Kolkata Airport. Hence, the copy of RTI application has been forwarded to RHQs, Chennai & Kolkata Airport in RTI Portal to provide the information directly to the applicant.
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यदि आप प्रदान की गई जानकारी से संतुष्ट नहीं हैं, तो आप सूचना प्राप्त होने की तारीख से 30 दिनों के भीतर श्री राजेश नीलकंठ शिंदे कार्यपालक निदेशक (तकनीकी) और प्र.अ.प्रा., भाविप्रा, सफदरजंग विमानपत्तन, नई दिल्ली-110003, के पास आरटीआई अधिनियम, 2005 की धारा 19(1) के तहत अपील दायर करने के लिए स्वतंत्र हैं।

In case, you are not satisfied with the information provided, then you are at liberty to file an appeal within 30 days from the date of receipt of information to Shri Rajesh Nilkanth Shinde, Executive Director (Tech) & FAA, AAI, Safdarjung Airport, New Delhi – 110003 under Section 19(1) of RTI Act, 2005.

संलग्न / Encl. : यथोपरि / As Above


 (पी आर राजेश / P R Rajesh)

कार्यवाहक महाप्रबंधक (तकनीकी) एवं सीपीआईओ / Off. GM(Tech) & CPIO

प्रतिलिपि/ Copy to :

महाप्रबंधक (सूचना प्रौ.) / General Manager (IT) - भाविप्रा के वेबसाइट पर अपलोड करवाने के अनुरोध के साथ/ With a request for uploading the same in the AAI website.



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

सं. एएआई/तक/पॉलिसी/2/2024/1355-1385

दिनांक: 07.02.2024

क्षेत्रीय कार्यपालक निदेशक,
भारतीय विमानपत्तन प्राधिकरण,
दक्षिणी / उत्तरी / पूर्वी / पश्चिमी / उत्तर पूर्वी क्षेत्र,
चेन्नई / दिल्ली / कोलकाता / मुंबई / गुवाहाटी

कार्यपालक निदेशक,
रे. नि. एवं वि. ए. / उ. नि. ए.,
भारतीय विमानपत्तन प्राधिकरण,
सफदरजंग विमानपत्तन, नई दिल्ली

विमानपत्तन निदेशक,
भारतीय विमानपत्तन प्राधिकरण,
चेन्नई / कोलकाता अंतरराष्ट्रीय विमानपत्तन,
चेन्नई / कोलकाता

कार्यपालक निदेशक,
भारतीय विमानपत्तन प्राधिकरण,
भारतीय विमानन अकादमी,
नई दिल्ली

प्रधानाचार्य,
भारतीय विमानपत्तन प्राधिकरण,
सी ए टी सी, प्रयागराज

महाप्रबंधक (तक),
केन्द्रीय विद्युत एवं यांत्रिक कार्य,
सफदरजंग विमानपत्तन, नई दिल्ली

CORPORATE TECHNICAL CIRCULAR NO. 01/2024

विषय : Standardization of Type of Vehicle for use in AAI

महोदय,

कृपया उपर्युक्त विषय पर पत्र सं. ए ए आई/तक/पॉलिसी/2/2024 दिनांक 07.02.2024 (संलग्न)
प्राप्त करने का कष्ट करें।

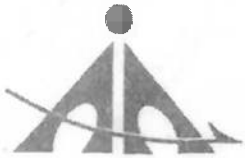
संलग्न: यथोपरि।

भवदीय,

(Signature)
(कालूराम धौलपुरिया)
महाप्रबंधक (तकनीकी)

आंतरिक वितरण (सूचना हेतु):

1. अध्यक्ष के विशेष कार्याधिकारी।
2. सदस्य (वा. दि. से.) / सदस्य (मा. स.) / सदस्य (वि.) / सदस्य (प्र) / सदस्य (यो) के वै. सचिव।
3. कार्यपालक निदेशक (वित्त)/ (सी ए एंड सी एस) / (मा.स.) / (प्रशा.) / (प्रचा.)।
4. सभी विभाग प्रमुख / सभी महाप्रबंधक, मुख्यालय/ ओ. ऑफिस / न्यू ऑफिस कॉम्प्लेक्स, सफदरजंग विमानपत्तन, नई दिल्ली
5. महाप्रबंधक (सूचना प्रौद्योगिकी)- भा. वि. प्रा की वेबसाइट पर अपलोड करवाने की कृपा करें।



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. AAI/Tech/Policy/2/2024/1355-1385

Dated: 07.02.2024

The Regional Executive Director,
Airports Authority of India,
NR/SR/WR/ER/NER,
New Delhi/Chennai/Mumbai/Kolkata/Guwahati

The Executive Director,
RCDU / FIU,
AAI, SAP, New Delhi

The Airport Director,
Airports Authority of India,
Chennai/Kolkata

The Director,
Indian Aviation Academy,
New Delhi

The Principal,
CATC, AAI,
Prayagraj.

The General Manager,
AAI, Central E&M Workshop,
SAP, New Delhi

CORPORATE TECHNICAL CIRCULAR No.-01/2024.

Sub: Standardization of Type of Vehicle for use in AAI.

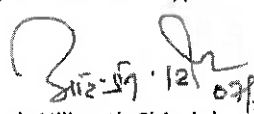
In line with the directives issued by DPE vide Office Memorandum No. F.No. 2(23)11-DPE(WC) dated 06.06.2022, the type of vehicles used in AAI is reviewed and the following shall be the Standard of Vehicle for use in AAI:

S. No.	Level of Executives/ Requirement	Type of Car / Vehicle (With Air Conditioner)
1	AAI Board Members	Segment-D Car (excluding SUV/MUV): Less than 2000cc car such as Corolla Altis or equivalent (as being provided now).
2	Executive Director/Regional Executive Director/Airport Director (Grade I)	Segment-C Car (Small Sedan) (excluding SUV/MUV): Less than 2000cc car such as Maruti Ciaz, Honda City, Honda City e: HEV, Hyundai Verna or equivalent.
3	Airport Director (Grade II), Officer In-Charge (PPP Airports) and GM level Unit In-charges.	Segment-C Car (Compact Sedan) (excluding SUV/MUV): Less than 2000cc car such as Maruti Dzire, Honda Amaze, Hyundai Aura, Tata Tigor or equivalent.
4	Airport Director Grade III & IV	
5	Official Vehicles at Airport / Regional Headquarters / Units.	
6	Operational Vehicle at Airports/Units.	M&M Bolero, M&M TUV 300 or equivalent vehicle.
7	Hiring of Vehicles on need basis in General Duty.	Segment-C Car (Compact Sedan) (excluding SUV/MUV) Less than 2000cc car such as Maruti Dzire, Honda Amaze, Hyundai Aura, Tata Tigor or equivalent: For the departments headed by GM / below GM level officer at Airports/RHQs.
8	VIP Ferry Vehicle.	Toyota Innova or equivalent. Note: APD vehicle to be used with a smaller number of VIP movements (say 4 movements per month).

2. E-vehicle, in the above-mentioned segments, if available, should be used.

3. Equivalent Vehicles are to be purchased / hired with the approval of Member (Ops).

4. Procurement / Retention / Use of departmental vehicles should be restricted to the number of AAI Drivers available as on date and other requirements, if any, shall be met through hiring/leasing of vehicles.
5. As and when the AAI Drivers are retired, the vehicle requirement shall have to be met through hiring/leasing of vehicles, as per the provisions of DoP and approval of the concerned Competent Authority.
6. The usage Norms / Limits shall be as per the CHRM Circulars issued and amended by HRM Department, CHQ for Staff Cars usage, from time to time.
7. The above circular shall come in to force from the date of issue and shall be valid for a period of three years.
8. Any vehicle launched after the date of issue of this circular can be treated as equivalent only after obtaining approval of CHQ.
9. This Circular supersedes Corporate Technical Circular No. 01/2017 dated 16.06.2017, Corporate Technical Circular No. 01/2017 Amendment 1 dated 05.01.2018, Corporate Technical Circular No. 01/2017 Amendment 2 dated 28.04.2023 and Corporate Technical Circular No. 01/2017 – Addendum 1 dated 24.08.2023.
10. This Corporate Technical Circular is available at AAI website under following path: www.aa1.aero/en = > Emp. Login => Circular & Orders = > Dept. (Technical) = > Circular Types (Corporate Technical Circular) => Search.


(Rajesh Nilkanth Shinde)
Executive Director (Tech.)

Internal Distribution (For Information please):

1. OSD to Chairman
2. PS to M(ANS)/ M(HR)/ M(Fin)/ M(Ops)/ M(Plg)
3. ED(Fin)/ ED(CA&CS)/ ED(HR)/ ED(Admin)/ ED(Ops)
4. All HOD's /GMs at CHQ/ Ops. Offices/ New Office Complex, SAP
5. GM(IT) for uploading in AAI website.



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

No. A.60011/21/2016/HRPC/268

13th Sept 2018

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
RCDU/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

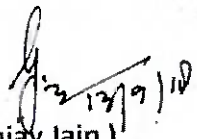
The General Manager
Airports Authority of India
CRSD/E&M Workshop
New Delhi

OFFICE ORDER

**Sub : Revision of perks and allowances under 'cafeteria approach' –
Recovery towards official transport**

Reference Office Order of even No. dated 08.06.2018, the competent authority has decided that 2.5% of the Basic Pay will be recovered from the salary of the Executives upto Executive Director level who are provided with official transport. The above Executives will not be eligible to exercise option under Cafeteria approach towards Transport / Conveyance allowance and Vehicle Maintenance Allowance. This order will be effective from 01.01.2017 i.e date of implementation of Revised Pay Scales.

This issues with the approval of competent authority.


(Sanjay Jain)

Executive Director (HR)

Distribution:

- DGM (ES) to Chairman
- DGMS (ES) to Member(Planning)/Member(Fin)/Member(HR)/Member(ANS)/Member(Ops)/ CVO
- ED (Fin) / All HODs at CHQ/Operational Office/AAI Office Complex
- GM(IT) for uploading on AAI website / GM (HR) ES-1 / GM (HR) – SAP
- General Secretary – AAOA (I)/ ATC (G) / IAAIOA / AAI Engg. Guild(I)/ AAI SC ST Association