



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. AAI/ER/RTI/PIO/2025/638

Dated : 17-10-2025

To
Shri Savyasachi Choudhury,
Subject : Information under RTI Act. 2005.

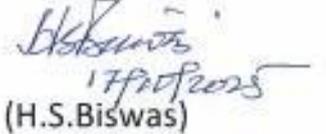
Sir,

Reference is made to your RTI Online application no. AAIKO/R/E/25/00097
Dated on 21-09-2025.

Enclosed herewith please find information which is received in respect of
your above mentioned RTI application.

Enclo : As above.

Sincerely Yours,


17/10/2025
(H.S. Biswas)

General Manager(CNS-ER)/PIO-RHQ-ER,
NSCBI Airport, Kolkata-52

However, if you are not satisfied with the reply/information, you have the
option to file an appeal within 30 days from the date of receipt of reply/
information to the First Appellate Authority. The details of First Appellate
Authority is given below :

To
Smt Nivedita Dubey, RED(ER)/First Appellate Authority (FAA),
Airports Authority of India, Regional Head Quarters,
Eastern Region, N.S.C B.I. Airport, Kolkata-700 052.

सूचना संख्या : 2511 9609
भारतीय विमानपत्तन प्राधिकरण
पुणे शाखा, ए. ए. ए. विमानपत्तन, कोलकाता
सदस्य कार्यालय
पत्तिका



Tel. Office : 2511 9609
AIRPORTS AUTHORITY OF INDIA
Eastern Region, N S C B I, Airport, Kolkata-92

Ref. No. AAI/ER/HR/RTI/2025

Date 17.10.2025

INTRA OFFICE NOTE

Sub: **Application under Right to Information Act,2005- i.r.o. Shri Savyasachi Choudhury (Reg. No.AAIKO/R/E/25/00097 dated 21.09.2025.**

Reference is made to your office letter dated 22.09.2025 regarding above-mentioned subject.

In this regard, the reply of the information sought by Shri Savyasachi Choudhury is appended below:

Sl. No	Information sought	Reply
1.	In the aforesaid matter, Certified copy of Note sheets from initiation of noting till approval of competent authority and correspondences in determination of settlement of leave salary contribution as conveyed vide letter no. AAI/ER/HR/Leave dated 09.08.2019 for encashment of leave.	Copy enclosed.
2.	Certified copies of Rules for settlement of leave salary contribution in AAI for encashment of leave.	The leave regulations 2003 is enclosed.
3.	Copies of Documents/note sheets of AAI is any subsequent to representations made by Sh. S Choudhury vide letter no.PD/DMT/S.Choudhury/Personal/891 dated 11.11.2019 on re-examination of leave encashment quoting DoPT rules.	Copy enclosed.

The above information is provided under the purview of RTI Act, 2005.


(Sushil Kumar Gupta)
General Manager (HR)-ER

To
The Public Information Officer, RHQ-ER, Kolkata



Note - I भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India

APD, Raipur has forwarded an application of Shri S. Choudhury, Ex-AGM(Engg-Civil) for encashment of Earned Leave & Half Pay Leave as terminal benefit. In this connection, it is stated that Shri Chaudhury was on deputation to NHAI w.e.f. 01-07-10 from AAI and finally absorbed in NHAI on acceptance of technical resignation by AAI w.e.f. 31-10-17.

Since, the terms and conditions on which Shri Chaudhury was absorbed in NHAI is not available with this RHQ, as such, we may ask APD, Raipur to forward the terms and conditions of absorption in NHAI so that Leave encashment as applied by Shri Chaudhury can be dealt with.

Submitted please.

Mgr(HR)

[Signature]
08/04/19

We may seek requisite information from Raipur office, if agreed.

DGM(HR)

[Signature]
08/04/2019

May be obtained from APD, Raipur and put up file for further course of action please.

[Signature]
08/4/19
DGM(HR)

Mgr HRD/BKR

AM(HR) SUG *[Signature]* 08/04/2019

Letter is placed for sign of if agreed.

Mgr(HR)

[Signature]
08/04/19

N-8

Reference previous note:

In response to this office letter dated 08-04-19, RHQ,ER has not yet received any communiqué from APD, Raipur as well as CHQ.

A) In this circumstances, if agreed we may forward the case to APD, Raipur with instruction to process the leave encashment of residual balance upto June '10 (the date of relieving on deputation to NHAI) in respect of Shri Savyasachi Chowdhury, Ex- AGM(E-C) and the calculation will be made on the last basic pay on which his technical resignation has been accepted by CHQ i.e 31-10-19.

Submitted for advice please.

Mgr(HR)

[Signature]
10/5/19

We may seek requisite information from APD, Raipur in order to complete the process at RHQ level, if agreed.

~~DGM(HR)~~

[Signature]
10/05/2019

Recommended to forward the proposal to APD, Raipur for further course of action as enumerated in marked A) above please.

[Signature]
10/5/2019
DGM(HR)

G/M(HR) Please discuss.

Jela Sinha
10/5/19
1/3 for GM(HR)

~~DGM(HR)-R.S.~~

Discussed with GM(HR). As all the documents available at RHQ, ER in n/o said obtained, the requisite payment action may be taken at RHQ, ER itself pr.

[Signature]
14/5/2019
DGM(HR)

Manager(HR)/BKR.



भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India

Note-13

Reference perpage note no. 8-13.

As advised, approval of Competent Authority for encashment of residual 234 E/L and 222 HPL upto 28-06-10, the date of relieving for deputation to NHAI of Shri Savyasachi Choudhury, Ex-AGM(E-C), Raipur on the revised basic pay Rs. 1,31,940/- with DA 2.2% as on 31-10-17, the date of acceptance of technical resignation by CHQ may please be accorded.

Submitted for approval please.

Mgr(HR)

15-05-19

नोट-14

सहायक महाप्रबंधक (मा.स), रायपुर के पत्रांक संख्या
भाविप्र/रापु/ई-04/910-11 दिनांक 08/03/2019 के
अनुसार श्री एस. चौधरी, ~~तत्कालिन~~ तत्कालिन सहायक
महाप्रबंधक (इंजी-सिविल), रायपुर के अवकाश खाते
में 234 अर्जित अवकाश एवं 222 अद्वैतन अवकाश
रोक पाया गया है। साथ ही साथ श्री एस. चौधरी द्वारा
मांगा की अवकाश नगदीकरण फार्म में भी 234 अर्जित
अवकाश एवं 222 अद्वैतन दर्ज है।

अतः उपरोक्त अर्जित अवकाश 234 दिनों एवं अद्वैतन
अवकाश 222 दिनों का नियमानुसार मंजूरी
प्रदान किया जा सकता है।

अनुमोदन हेतु प्रस्तुत !

एमहाप्रबंधक (मा.स)

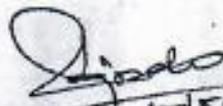
15/05/19
प्रबंधक (मा.स)

P.T.O

Note-15

As proposal referred in NOTE-10 is in order, recommended for approval of GM(CHK) Please.

GM(CHK) DGm(CHK) 15.5.19


15/5/2019
DGm(CHK)



भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India

NOTE-18

Reference to prepage note no.8,13,14 & 15

Shri Savyasachi Choudhury, Ex-AGM (E-C), Raipur was on deputation to NHAI w.e.f. 28.06.2010 from, AAI and finally absorbed in NHAI on acceptance of technical resignation by AAI w.e.f. 31.07.2017. The unutilized EL & HPL credited as on 28.06.2010 are required to be encashed, as per Leave Regulations vide CHQ order No. A60011/06/2018-HRPC/93 dated 28.03.2018, HPL Maximum of 240 days will be encashed.

The leave details i.r.o. Shri Choudhury received from Assistant General Manager (HR), Raipur Ref. No. मविप्रा/रापुर/04/910-11 दिनांक 08/03/2019 is given below:

Sl. No	Name & Desig.(S/Shri)	Emp. No.	Basic Pay	Credit as on 28.06.2010	Admissibility	Balance left
1.	Savyasachi Choudhury Ex- AGM (E-C)	10012020	1,31,940/-	EL- 234 days HPL -222 day	EL - 234 days HPL - 222 days	NIL

No leave application are pending in respect of the above mentioned officials.

Submitted for approval please.

SS (HR)
27/6/19
Mgr. (HR) - BKR

Ashish
27/06/19
Assistant (HR)

Placed for approval please.

DGM (HR)

Thakur
27/06/2019

The HPL limit is in accordance with CHQ letter no. A.60011/06/2018- HRPC/93 dt 28.3.2018, hence recommended for approval of GM (HR) pt.

A
Sr. Supdt. (HR) ASD
27/6/19
01/07/19

GM (HR)
Duxthra
27.7.19

DGM (HR)
27/6/2019



भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India

NOTE - 19

Reference to pre-page note no.8,13,14,15 & 18.

In continuation to NOTE No. 18, Shri Savyasachi Choudhury, Ex-AGM (E-C), Raipur has applied for encashment of EL & HPL on 11.03.2019 which has been forwarded by Raipur Office vide no. पञ्जि/एयु/ई-11/960-61 दिनांक 14.03.2019. The Official has been deputed on NHAI on 28.06.2010 (A/N) and finally absorbed in NHAI on acceptance of technical resignation by AAI w.e.f. 31.10.2017.

In this connection, Sh. Choudhury has submitted a demand draft of Rs 3,60,512/- with AAI, Raipur Airport vide DD No. 344584 dated 04.09.2018 on account of Leave Salary Contribution from 01.07.2010 to 30.10.2017, which has been communicated to this office vide letter No. पञ्जि/एयु/ई-04/910-11 दिनांक 08/03/2019 by Raipur Airport.

Subsequently, we have sought requisite clarification vide email dated 31.07.2019. The reply received from Raipur Airport vide letter no. पञ्जि/एयु/ई-11/2833-34 दिनांक 02/08/2019 is also placed under consideration.

The leave details i.r.o. Shri Choudhury is given below.

Sl. No	Name & Desig.(S/Shri)	Emp. No.	Basic Pay	Credit as on 28.06.2010	Admissibility	Balance left
1.	Savyasachi Choudhury Ex- AGM (E-C)	10012020	Rs. 1,31,940/- (New)	EL- 234 Days	EL- 234 Days	NIL
			Rs. 42,220/- (Old)	HPL-222 Days	HPL-222 Days	

Further, as per Human Resource Policy and Procedure Manual para no.- 10(2)(c) i.e. encashment of HPL is applicable while "Cessation of service including resignation other than on grounds of disciplinary action, on attaining age of 50 (fifty) yrs. Provided the employee has put in a minimum of 20 (twenty) years of service in Govt. / PSE including a minimum service of 1 (one) year in AAI." However, Sh. S. Choudhury has served 19 years and 10 months (i.e. 20 years approx.) in AAI.

In this regard, the Competent Authority may like to consider the aforesaid case, for revised, leave encashment in old basic, which was Rs. 42,220/-

Submitted please.

6/8/19
Sr. Supdt. (HR)

Mgr. (HR)- BKR

(From Prc-Page)

Note - 20

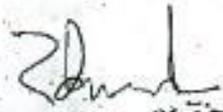
As per Central Civil Services Leave Rules states under 39-D on Cash equivalent of leave salary in case of permanent absorption in Public Sector Undertaking/Autonomous Body wholly or substantially owned or controlled by the Central/State Government that "A Government servant who has been permitted to be absorbed in a service or post in or under a Corporation or Company wholly or substantially owned or controlled by the Central Government or State Government or in or under a body controlled or financed by one or more than one such Government shall be granted suo motu by the authority competent to grant leave cash equivalent of leave salary in respect of earned leave at his credit on the date of absorption subject to a maximum of 300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service)]. This will be calculated in the same manner as indicated in Clause (b) of sub-rule (2) of Rule 39.

Since, Sri Choudhury has served 19 years and 10 months to AAI, which may be considered as 20 years of service wherein employees who put in 6 months' service or more than 6 months of qualifying service for the calendar year of superannuation / resignation, will be given credit for Half-Pay-Leave as if they worked for the whole calendar year, employees who put in less than 6 months of qualifying service, will get credit of Half- Pay-Leave on pro-rata basis.

Accordingly, we may grant revised 234 EL and 222 HPL (on pro-rata basis) with old basic of ₹ 42,220/-.

~~Submitted please.~~

~~DGM(HR)~~

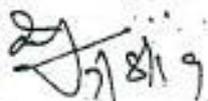

06/08/2019
Manager (HR)

Recommended for approval of GM(HR) pt.

~~GM(HR)~~

~~DGM(HR)~~

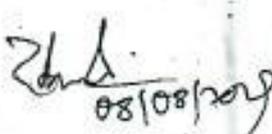
~~MGs(HR)/BKR~~


27/8/19

27/8/2019

Sr. Supt. (HR/ASST) -


27/8/2019


08/08/2019



NOTE - 21

Reference may please be made to note no.- 20 para no.- 3.

While scrutinizing the Basic pay of Sh. Savyasachi Choudhury, Ex-AGM (E-C), Raipur, given in the above referred note with the Service Book of the official, it has been observed mismatching.

The increment entry effected in the Service book of the official as on 01.07.2009, compared with the Corporate Personnel Circular - 4/2010, issued by CHQ, vide no.- A.60011/77/2008-PP dated 28.01.2010, was found in order. The Basic Pay as on 01.04.2010 was Rs. 41,220/-.

Since the increment entry effected in Service Book as on 01.04.2010 was in order in line with CHQ order under reference, the same may be taken into account for calculation of EL & HPL encashment.

In this regard, the Competent Authority may like to consider the aforesaid case, for revised, leave encashment in old basic, which was Rs. 41,220/- and not as Rs. 42,220/-.

Submitted please.

[Signature]
2/8/19
Sr. Supdt. (HR)

Mgr. (HR) BKR

[Signature]
09/08/2019

DGM (HR)

As basic pay as on 1.4.2010 of the official is Rs. 41,220/- as per service records and CHQ guidelines vide letter No. A.60011/77/2008-PP dated 28.01.2010, it is recommended to make calculation of EL/HPL encashment based on service book only only so as to avoid any complication in later stage.

Gm (HR)

DGM (HR)

[Signature]
9/8/19

[Signature]
9/8/2019

Mgr (HR) BKR

[Signature]
9/8/2019
DGM (HR)

Sr. Supdt. (HR) *[Signature]*
09/08/2019

Note - 22

- 1) Reference may please be made to representation dated 11-11-2019 received from Mr. S Choudhary, Project Director, Cum GM (Tech) of NHAI, Raipur and former AGM (Eng Civil) of AAI requesting to pay EL/HPL Encashment on the revised basic pay.
 - 2) With regard to above the following is submitted for information please.
 3. As per AAI (Leave) Rules, 2003, Under clause-10 an employee is entitled for encashment of unutilized EL/HPL due and admissible at credit on the last day of his service.
 4. As per Rule-39D of CCS (Leave) Rules, on absorption in the Public Sector organization, the Govt servant become entitled for grant of Cash Equivalent of leave salary in respect of EL/HPL leave at his credit on the date of absorption subject to maximum for 300/240 days respectively.
 5. Consequent upon absorption in NHAI and as per para 3 above, this office has settled Cash Equivalent of leave salary of EL - 234 days and HPL - 222 days considering his last pay of Rs. 41,220/- as on 28-10-2010. His last working day with AAI prior to deputation to NHAI was 29-10-2010 to 31-10-2017.
 6. This office is also in receipt of leave salary contribution for an amount of Rs. 4,24,902/- for which this office is not aware whether this amount has paid revised, basic pay or pre-revised basic pay and break-up details etc.
- Since there is no clarity on the subject issue, and absent of guidelines, we may seek clarification from CHG so as to settle the issue at once.



Accordingly, a draft letter is placed opposite for approval of Competent Authority prior to Issue Please.

[Signature]
21/11/19

G.M.(HR) What is your opinion in DGM (HR) this case

[Signature]
26.11.19

~~DGM (HR) - JS~~

Agree with the views of DGM (HR) - Sh. R. Sharma.

~~G.M.(HR)~~

[Signature]
28/11/19
29

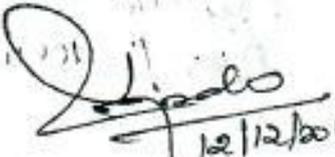
As desired, the matter was discussed with Mr. K. Nagarajan, G.M (HR), CHQ. He was also opined that the employee is entitled for encashment of unutilized EL/HPL due and admissible at credit on the last day of his service prior to deputation. The deputation period leave will be dealt by Present Employer.

In view of above, this office has already permitted ex-employee to encash Cash equivalent of leave salary of EL. 234 days and HPL - 222 days considering his basic pay of Rs. 41,220/- as on 28-10-2010. and the same is in order.

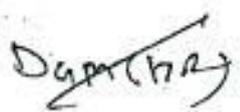
We may imbricate the ex-officio through his
present employer.

Further, we may also process his terminal benefits
like Gratuity etc accordingly.

Submitted ~~for~~ for approval of


12/12/2019
DGM (HR)

Ph. discuss-

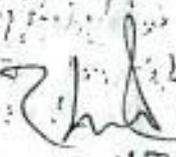
Gm (HR)  16.12.19

~~This case will~~ The matter was discussed
with Gm (HR) on 14-12-2019. The case will be dealt
on settlement of Gratuity on payment duly
revised. Hence may be kept in ~~status~~
hold till settlement of revised Gratuity.


12/12/2019
DGM (HR)

Mgr (HR) / Bior

As. Deputy Asst


17/12/2019



भारतीय विमानपत्तन प्राधिकरण
नोट - 25 Airports Authority of India

दिनांक 20.01.2020 को क्षेत्रीय कार्यपालक निदेशक (पूर्वी क्षेत्र) के तत्वाधान में मीटिंग बुलाई गयी थी, जिसमें श्री सव्यसाची चौधरी, भूतपूर्व सहायक महाप्रबंधक (इंजीनियरिंग - सिविल), रायपुर हवाई अड्डा के छुट्टी नकदीकरण के भुगतान संबंधी त्रुटि का निदान हेतु निर्णय लिया गया था जो इस प्रकार है :-

क्रम संख्या	उपरोक्त मीटिंग में लिया गया निर्णय	निष्पादन हेतु प्रस्ताव
1.	234 दिनों का अर्जित छुट्टी एवं 222 दिनों का अर्ध अर्जित छुट्टी के नकदीकरण के भुगतान अंतिम कार्य दिवस दिनांक 28.06.2010 तक देय होगा।	इस संबंध में 234 दिनों का अर्जित छुट्टी एवं 222 दिनों का अर्ध अर्जित छुट्टी के नकदीकरण के भुगतान अंतिम कार्य दिवस के आंधार पर (दिनांक 28.06.2010 तक) निर्गत करने का आदेश पत्र संख्या भा.वि.प्रा./मानव संसाधन/छुट्टी दिनांक 09.08.2019 के माध्यम से रायपुर हवाई अड्डा को सूचित किया जा चुका है।
2.	₹ 49,260/- के मूल वेतन के आधार पर किया गया अतिरिक्त भुगतान की बसूली श्री सव्यसाची चौधरी के ग्रेचुइटी रकम से किया जाएगा। भुगतान किया गया राशि EL - 3,92,681.02 HPL - 1,86,271.76 कुल - 5,78,953.00	वास्तविक EL का देय भुगतान (अ) (मूल वेतन + डी.ए. 34.8%) /30 x 234 = (41220+14345)/30 X 234 = 433404/- वास्तविक HPL का देय भुगतान (ब) (मूल वेतन + डी.ए. 34.8%) /30 x 222/2 = (41,220+14,345)/30 X 222 / 2 = ₹ 20,589/- ₹ 205590/- कुल राशि (अ)+(ब) = ₹ 6,38,993/- अतः ₹ 60,040/- श्री सव्यसाची चौधरी को अतिरिक्त राशि देय होगा
3.	भारतीय राष्ट्रीय राजमार्ग प्राधिकरण द्वारा छुट्टी नकदीकरण के भुगतान राशि के पुनः वापस किया जाय।	चुकी, भारतीय राष्ट्रीय राजमार्ग प्राधिकरण द्वारा छुट्टी नकदीकरण के भुगतान प्रत्यक्ष रूप से रायपुर हवाई अड्डा को किया गया है, फलस्वरूप रायपुर हवाई अड्डा को निर्देश दिया जा सकता है कि छुट्टी नकदीकरण के एवज में प्राप्त राशि भारतीय राष्ट्रीय राजमार्ग प्राधिकरण को लौटा दिया जाय।

अनुमोदन हेतु प्रस्तुत।

23/01/2020
(बीरेंद्र कुमार राणा)
प्रबंधक (मानव संसाधन)

उप महाप्रबंधक (मानव संसाधन)

Recommended for approval of A & B above.
Bless.
G.M (HR)
Dum (HR) - JS
अनुमोदन हेतु
P.O.

As advised the following Proposal is recommended for approval of Competent Authority please.

1. The Calculation of leave encashment concerned upto 28.06.2016 i.e. the period the official was in service with AAH prior to deputation to NHAI.
2. As per Calculation, he is entitled for Encashment of leave upto 28.06.2016 of Rs. 6,38,998/-. Whereas this office has settled already an amount of Rs. 5,78,953/-, hence the balance amount of Rs. 60,045/- has to be paid and the same will be paid to ex-official through APD, Raipur Airport by routing order.
3. The leave contribution amount of Rs. 4,24,902/- received from Individual will be returned to the ex-official through NHAI please.

Recommended for approval of St. No. 1 to 3 above please.

A draft letter is placed for approval of.

~~Gm(HR)~~

~~RES~~

~~Gm(HR)~~

~~D Gm(HR)~~

Mgr(HR)/BKR

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3/3/2020
DGM(HR)

28/01/2020
DGM(HR)

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,

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

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) SPECIAL 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

SAP - at least 7 (SEVEN) days before the date from which the leave is required.

(4) EMPLOYEE SHOULD FURNISH LEAVE ADDRESS BEFORE PROCEEDING ON LEAVE

- (a) An employee before proceeding on leave shall furnish his/her address in the application for the period of leave. However, in case when it is not possible to indicate address, reasons for not doing so shall be explained by the employee in the leave application and the Competent Authority would satisfy itself before granting leave.
- (b) No employee should leave the Headquarters/ place of stations/ posting without permission of the Competent Authority. In all applications for leave including Casual leave or Compensatory leave during which the employee proposes to leave the station, the fact should be stated in the application with the outstation address.
- (c) Any person who wishes to leave the station during the period of leave already granted to his/her should notify his/her intention together with his/her address to his/her officer. Any change in that address, which may occur thereafter, should also be communicated.

(5) VERIFICATION OF ADMISSIBILITY OF LEAVE

No leave shall be granted to an employee until a report regarding its admissibility has been obtained from the Competent Authority maintaining the leave account.

(6) LEAVE NOT TO BE GRANTED IN CERTAIN CIRCUMSTANCES.

- (a) Leave shall not be granted to an employee when the competent Authority has decided to dismiss, remove or compulsorily retire him/her from the service of the Authority.
- (b) Leave shall not be granted to an employee who has been placed under suspension.

(7) MEDICAL CERTIFICATE FOR LEAVE ON MEDICAL GROUNDS.

Leave on Medical grounds shall be sanctioned to an employee on production of Medical Certificate of illness from an Authorized Medical Officer or Hospital or Nursing Home. Competent Authority may secure second medical opinion, if necessary.

(8) FITNESS CERTIFICATE AT THE TIME OF JOINING

An employee who has been sanctioned leave or an extension of leave on Medical grounds shall not be allowed to resume duty unless he/she

produces a "FITNESS CERTIFICATE" from the Authorised Medical Officer or Hospital or Nursing Home.

(9) WAIVING THE PRODUCTION OF MEDICAL CERTIFICATE

The Authority Competent to grant leave may, at its discretion, waive the production Medical Certificate in case of an application for leave for a period not exceeding 3 (THREE) days at a time. Such leave shall not be treated as leave on Medical grounds and shall be debited against leave other than leave on Medical ground.

(10) COMMENCEMENT AND TERMINATION OF LEAVE

Leave ordinarily begins on the day on which the transfer of charge is effected and ends on the day preceding that on which the charge is resumed.

(11) RETURN FROM LEAVE

An employee on leave shall not return to duty before the expiry of the period of leave granted to him/her unless he/she is permitted by the Competent Authority to curtail his/her leave and resume duty before the expiry of leave sanctioned to him/her. He / She shall submit a Joining Report in the prescribed form (FORM NO.II).

(12) RECALL TO DUTY BEFORE THE EXPIRY OF LEAVE

An employee may be recalled from leave, by the Competent Authority, if the exigencies of the work so demand and shall be paid;

- a) Travelling Allowance for the Journey to be performed to resume duty, as admissible to him/her;
- b) Leave Salary which he/she would have drawn until he/she resumes duty.

(13) ABSENCE FROM DUTY AFTER THE EXPIRY OF LEAVE (OVER STAY OF LEAVE) AND UNAUTHORIZED ABSENCE FROM DUTY:

- (a) Unless the Authority Competent to grant leave, extends the leave, an employee who remains absent after his/her leave is over is entitled to no leave salary for the period of such absence and that period shall be debited against his/her leave account as though it was half pay leave to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave;
- (b) Wilful absence from duty after the expiry of leave renders an employee liable to disciplinary action;
- (c) The unauthorized absence of this kind apart from resulting in loss of Pay and Allowances for the period of such absence would also constitute a break in service entailing forfeiture of

past service, unless the break itself is condoned and treated as "Dies-Non". If the break is condoned and treated as "Dies-Non" by the Competent Authority, the service rendered prior to unauthorized absence be counted for all purposes but the period of break itself will not count for any purpose and treated as "Dies-Non" unless the employee represents in this regard.

- (d) The consequence of Unauthorized absence from duty, which is not condoned, would be as follows:
- i) **PAY AND ALLOWANCES** – No Pay and Allowances are admissible during the period of unauthorized absence
 - ii) **INCREMENT** - The period of such Unauthorized absence would not count for increment (*The period of unauthorised absence less than six months will not affect the change of increment*)
 - iii) **LEAVE** – The period of such Unauthorized absence would not count for earning leave
 - iv) **CONTRIBUTORY PROVIDENT FUND** – The period of Unauthorized absence would be ignored for the purpose of entitlement of Contributory Provident Fund benefits
 - v) **GRATUITY** - The interruption in service caused by such unauthorized absence would entail forfeiture of past service for the purpose of entitlement to Gratuity.
- (e) If such employee reports for duty before or after initiation of disciplinary proceedings, he/she may be taken back for duty because he/she has not been placed under suspension.

11. KINDS OF LEAVE DUE AND ADMISSIBILITY

(1) EARNED LEAVE

(a) CALCULATION OF EARNED LEAVE

(i) Advance credit in two instalments-

The leave account of an employee shall be credited with 30 (THIRTY) days Earned Leave in a calendar year. This shall be credited in advance in two instalments of 15 (FIFTEEN) days each on the first day of January and the first day of July of every Calendar year.

(ii) Maximum Accumulation

The Earned Leave at the credit of an employee at the close of a half year shall be carried forward to next half year, subject to the condition that the Earned Leave so carried forward plus the credit for the half year shall not exceed 300 (THREE HUNDRED) days.

Refer Circular No.26 (a)/2012, No.60011/49/12-PP dated 14.08.2013.

(b) **CREDIT OF EARNED LEAVE AT THE INITIAL APPOINTMENT:**

The credit for the half year in which an employee is appointed will be credited at the rate of 2 ½ (Two and Half) days for each completed calendar month of service which he/she is likely to render in half year in which he/she is appointed.

(c) **APPLICATION FOR EARNED LEAVE:**

An application for earned leave or extension shall be made in the prescribed form

(d) **CREDIT OF EARNED LEAVE AT THE TIME RETIREMENT OR RESIGNATION:**

The credit for the half year in which an employee is due to retire or resigns from the service shall be allowed leave at the rate of 2 ½ (Two and a half) days per completed calendar month up to the date of retirement or resignation. If in the case of an employee who resigns or retires from the service, the leave already availed of is more than the credit so due to him necessary adjustment shall be made in respect of leave salary overdrawn, if any.

(e) **ON REMOVAL or DISMISSAL or DEATH:**

The credit for the half-year in which an employee is removed or dismissed or died will be allowed at the rate of 2 ½ (Two and half) days per completed calendar month up to the end of the calendar month preceding the calendar month in which he/she is removed or dismissed or died.

(f) **ADJUSTMENT OF EXTRAORDINARY LEAVE**

If any employee has taken extraordinary leave in a half year, the credit allowed shall be reduced by 1/10th (one tenth) of the extraordinary leave availed of during the previous half year subject to a maximum of 15 (fifteen) days.

(g) **Adjustment of Extra-Ordinary Leave taken at the time of retirement or resignation or removal or dismissal or death:**

If an employee, who is retired or resigned or removed or dismissed or died in the middle of a calendar year, has taken any Extra-Ordinary Leave during that half year, the earned leave credit shall be reduced at the rate of 1/10th (one-tenth) of such Extra-Ordinary Leave and leave account regularized be regularized accordingly.

(h) **FRACTION TO BE ROUNDED OFF**

At the time of sanctioning the leave in his/her credit, fraction of 0.5 i.e. 1/2 day shall be rounded off to the nearest day i.e. 7 ½ (seven and a half) days to be rounded off to 8 (eight) days.

(i) **WHEN THE PERIOD OF ABSENCE TREATED AS DIES-NON**

When the period of absence has been treated as 'dies-non' in half year, the credit to be allowed to leave account at the commencement of the next half year shall be reduced by 1/10th (one-tenth) of the period of 'dies-non' subject to maximum of 15 (fifteen) days.

(j) **EARNED LEAVE ON ACCOUNT OF UNAVAILED JOINING TIME**

Un-availed joining time (subject to a maximum of 15 days) shall be allowed to be credited in Earned Leave account as per the details given below:

S. No.	Distance covered	Joining time admissible	Joining time where the transfer necessarily involves continuous travel by road for more than 200 km.
1.	1000 km or less	10 days	12 days
2.	More than 1000 km and upto 2000 km	12 days	15 days
3.	More than 2000 km	15 days *	15 days

* In case of travel by air, the maximum joining time admissible is 12 days.

The aforesaid un-availed joining time shall be credited in his/her EL account subject to the following conditions:

- (i) If employee joins the new post without availing full admissible joining time, the un-availed period as admissible is to be allowed to his/her Earned leave account.
- (ii) The credit of Earned Leave including the un-availed joining time credited should not exceed 300 (three hundred) days.
- (iii) One day joining time admissible for transfer within the same station, if not availed, cannot be credited to Earned Leave Account.

(k) **GRANT OF MAXIMUM EARNED LEAVE AT A TIME**

- (i) The maximum amount earned leave that may be granted to an employee at a time shall be 180 (one hundred and eighty) days, provided that where the employee spends any period of such leave outside India, he/she may be granted Earned leave up to a maximum of 300 days subject to the condition that the period of

earned leave spent in India shall not in aggregate exceed 180 days.

- (ii) Earned Leave may be taken at a time up to 300 days as Leave Preparatory to retirement.

(2) HALF PAY LEAVE

(a) CALCULATION OF HALF- PAY LEAVE:

(i) ADVANCE CREDIT IN TWO INSTALMENTS:

The leave account of an employee shall be credited with 20 (twenty) days Half-Pay Leave in a calendar year. This shall be credited advance in two instalments of 10 (ten) days each, on First day of January and First day of July of every calendar year.

(ii) ON INITIAL APPOINTMENT:

The credit for the half year in which an employee is appointed will be at the rate of 5/3 days for each completed calendar months of service which he/she is likely to render in a half year in which he/she is appointed.

(iii) ON RETIREMENT OR RESIGNATION

The credit for the half year in which an employee is due to retire or resign from the service shall be allowed at the rate of 5/3 days per completed calendar month upto the date of retirement or resignation. If in the case of an employee who resigns or retires from the service, the leave already availed of is more than the credit so due to him/her, necessary adjustment shall be made in respect of leave salary overdrawn, if any.

(iv) ON REMOVAL OR DISMISSAL OR DEATH

The credit for the half year in which an employee is removed or dismissed or died shall be allowed at the rate of 5/3 days per completed calendar month upto the end of the calendar month proceeding the calendar month in which he/she is removed or dismissed or died.

(v) WHEN PERIOD OF ABSENCE TREATED AS DIES-NON:

Where a period of absence or suspension has been treated as dies-non in a half year, the credit to be afforded to his/her half pay leave account at the commencement of next half year, shall be reduced by 1/18 (One by eighteenth) of the period of dies-non subject to a maximum of 10 (ten) days. In case the period of suspension is not treated as period spent on duty, it would not count for earning leave.

(b) FRACTION TO BE ROUNDED OFF

While giving credit of half-pay leave, fraction of a day shall be rounded off to the nearest day.

(c) **TO BE GRANTED ON MEDICAL CERTIFICATE or ON PRIVATE AFFAIR**

The leave under this Regulation may be granted on production of medical certificate from an authorized medical officer or on private affairs.

(d) **NOT TO BE GRANTED IN CERTAIN CIRCUMSTANCES**

Half-pay leave shall not be granted to an employee unless the Competent Authority has reason to believe that the employee will return to duty after expiry of such leave.

(e) **MAINTENANCE OF HALF-PAY LEAVE ACCOUNT**

The balance should be worked out at the end of each half-year by debiting-

- (i) HPL taken
- (ii) Twice the amount of Commuted Leave Taken
- (iii) Leave-not-due taken

(f) **APPLICATION FOR HALF PAY LEAVE**

An application for half-pay leave or extension shall be made in the prescribed form.

(3) **COMMUTED LEAVE**

(a) **CONDITIONS FOR GRANT OF COMMUTED LEAVE**

Commutated leave not exceeding half the amount of half pay leave due may be granted on production of medical certificate from an authorized medical officer subject to the following conditions:

- (i) **At the request of the employee :** Commuted leave may be granted at the request of an employee even when earned leave is due to him;
- (ii) **At the discretion of the Competent Authority:** If the Competent Authority is satisfied that there is reasonable prospect of the employee returning to duty on its expiry;
- (iii) **Debiting from Half Pay leave account:** When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

(b) **IN THE CASE OF RETIREMENT OF RESIGNATION**

When an employee who has been granted commuted leave, resigns from service at his/her own request or permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay-leave and the difference between the salary in respect of commuted leave and half pay leave shall be recovered.

Provided that no such recovery shall be made, if the retirement is by reason of ill health incapacitating the employee for further service or in the event of death.

(c) **WITHOUT PRODUCTION OF MEDICAL CERTIFICATE**

- (i) Half pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course of study certified to be in the public interest by the competent authority.
- (ii) Commuted leave in continuation of maternity leave may be granted up to 60 (sixty) days without medical certificate (except on account of leave for miscarriage or abortion).
- (iii) Commuted leave up to a maximum of 60 days may be granted to a female employee with less than two living children, on adoption of a child less than one year old.

(d) **APPLICATION FOR COMMUTED LEAVE**

An application for Commuted Leave or extension shall be made in the prescribed form specified /through SAP.

(4) **LEAVE NOT DUE**

(a) **CONDITIONS FOR GRANT OF LEAVE NOT DUE :**

Leave not due may be granted to a permanent employee subject to the following conditions:

- (i) **At the request of the employee :** When there is no Half-pay leave at the credit of the employee and he/she has requested for grant of Leave not due.
- (ii) **At the discretion of the Competent Authority:** The Competent Authority is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of leave;

(iii) **MAXIMUM AMOUNT OF LEAVE NOT DUE**

Leave Not Due during the entire service shall be limited to a maximum of 360 (three hundred & sixty) days out of which not more than 90 (ninety) days may be granted at a time and 180 (one hundred and eighty) days may be granted otherwise than on Medical Certificate.

(iv) **LIMITED TO A HALF PAY LEAVE:**

Leave Not Due shall be limited to the half-pay leave the employee is likely to earn after the grant of Leave Not Due.

(v) **DEBITING AGAINST THE HALF PAY LEAVE ACCOUNT:**

Leave Not Due shall be debited against the half-pay leave the employee earned subsequently.

(b) IN THE CASE OF TEMPORARY EMPLOYEE SUFFERING FROM DREADED DISEASES

Leave Not Due may be granted for a period not exceeding 360 (Three hundred and sixty) days, during his/her entire service to a temporary employee who is suffering from tuberculosis leprosy, cancer or mental illness subject to the fulfilment of conditions in Clause (a), Sub-Regulation (4) of Regulation 11 of this Regulation above and also subject to the following further conditions namely:

- (i) That the employee has put in a minimum of one year of service in the Authority.
- (ii) That the post from which the employee proceeds on leave is likely to last till his/her return to duty.
- (iii) That the request for grant of such leave is supported by medical certificate.

(c) IN CASE OF RETIREMENT OR RESIGNATION

- (i) Where an employee who has been granted Leave Not Due resigns from service or at his/her request is permitted to retire voluntarily without returning to duty, the Leave Not Due shall be cancelled, his/her resignation or retirement taking effect from the date on which such leave had commenced and the leave salary shall be recovered.
- (ii) Where an employee who having availed himself/herself of Leave Not Due, returns to duty but resigns or retires from service before he/she has earned such leave, he/she shall be liable to refund the leave salary to the extent the leave has not been earned subsequently.

Provided that no leave salary shall be recovered under Regulation 9 if the retirement is by reason of ill health incapacitating an employee for further service or in the event of his/her death.

Application for leave not due: An application for leave not due shall be made in the prescribed form (Form No. 1)

(5) EXTRA-ORDINARY LEAVE (EOL)

(a) CONDITIONS FOR GRANT OF EXTRA-ORDINARY LEAVE

Extra Ordinary Leave (EOL) may be granted to an employee in the following special circumstances, namely:

- (i) When no other leave is admissible; and
- (ii) When other leave is admissible, but the employee applies in writing for the grant of extra ordinary leave.

(Detailed procedure issued vide Circular No.A.60011/11/2005-EW (Pt) dated 30.03.2007 & CHRM Circular No.28/2012 dated 03.07.2012)

(b) MAXIMUM EXTRA-ORDINARY LEAVE ADMISSIBLE ON ANY ONE OCCASION

- (i) Unless the competent authority, in view of exceptional or extreme compassionate circumstances otherwise determines, no employee shall be granted Extra-Ordinary Leave on any one occasion in excess of 12 (twelve) months but not in excess of three months without medical certificate and 6 (six) months with medical certificate in respect of temporary employees. Provided that the limit aforesaid may be raised to 18 (eighteen) months on production of a medical certificate in case, where the employee is undergoing treatment for cancer or for mental illness in an institution recognized by the Authority or is undergoing treatment in a sanatorium, institution or under a specialist, recognized by the Authority, for pulmonary tuberculosis or pleurisy of tubercular origin, or tuberculosis of any part of the body or leprosy.
- (ii) For 24 (twenty four) months, where the leave is required for the purpose of prosecuting studies certified to be in the public interest provided the employee concerned has completed 3 (three) years of continuous service on the date of expiry of leave of the kind due and admissible including 3 (three) months extraordinary leave under clause (a). Where the employee is granted EOL in relaxation of provision contained in clause (b) shall be required to execute a Bond in the prescribed form undertaking to refund to Airports Authority of India the actual amount of expenditure incurred by the Airports Authority of India during such leave plus that incurred by any other agency with interest thereon in the event of his not returning to duty on the expiry of such leave or quitting the service before a period of 3 (three) years after return to duty. The bond shall be supported by sureties from two permanent employees having a status comparable to or higher than that of the employee concerned.
- (iii) Employees belonging to Scheduled Caste or Scheduled Tribe may, for the purpose of attending the Pre-Examination Training Course at the Centres notified by the government from time to time, be granted extraordinary leave by the competent authority in relaxation of sub-clause (ii).
- (iv) Two spells of Extra-ordinary Leave, if intervened by any other kind of leave, shall be treated as one continuous spell for the purpose of applying the maximum limit.

(c) **APPLICATION FOR EXTRA-ORDINARY LEAVE (EOL)**

- (i) Application for Extra-Ordinary Leave or extension shall be made in the prescribed form / through SAP.
- (ii) In accordance with the clause 3.14 of Delegation of Powers, Member (HR) has full powers to grant EOL beyond 60 days in a year. In order to bring uniformity, it is informed that for cases of EOL beyond 60 days a committee under the Chairmanship of ED(HR) is constituted with the following members to analyse/scrutinize such cases before submitting the same to Competent Authority for approval;

General Manger (HR), (Establishment section Concerned at CHQ)	Member
General Manager of the discipline concerned	Member
DGM (Medical), CHQ	Member
Sr. Doctor from Government hospital (Ganga Ram/AIIMS etc.)	Member

(Refer Corporate HRM Circular NO. 43/2011 dated 18.08.2011)

(6) **MATERNITY LEAVE:**

(a) **FOR PREGNANCY**

A female employee with less than two surviving children may be granted Maternity Leave to 135 (One hundred thirty five) days twice in service period including for Medical Termination of Pregnancy or Abortion. In order to avail this leave, the employee should complete **one-year regular service** in Airports Authority of India. The leave will be granted on submission or production of Medical Certificate from Authorized Medical Officer or Hospital or Nursing Home.

A female employee (including probationer) with less than two surviving children may be granted Maternity Leave of 180 (One hundred eighty) days twice in service period including for medical termination of pregnancy or abortion. The leave will be granted on submission or production of medical certificate from authorized medical officer or hospital or nursing home.

(Refer CHRMC no.12/2011 dated 09.03.2011)

THE PAST CASES WHERE MATERNITY LEAVE HAS BEEN AVAILED W.E.F. 1.9.2008 ARE TO BE REGULATED ARE AS FOLLOWS :

- (i) In case a women employee remained on any kind of leave without any break even after expiry of 135 days of maternity leave, she shall be eligible for additional days of maternity

leave subject to a maximum of 45 days (180-135=45) as the case may be.

- (ii) In case a women employee reported for duty on the next working day on expiry of 135 days of maternity leave and again availed another spell of any kind of leave some days after joining back (i.e. with a clear break between two spells of leave) she shall not be eligible for the credit of the extended days of maternity leave.
- (iii) The past cases w.e.f.01.09.2008 till date of issue of the Corporate HRM Circular No.12/2011 may be regulated accordingly.

Refer CHRM Circular No.12 (a)/2011 dated 09.01.2012.

- (b) **Threatened abortion:** Maternity leave is not admissible for threatened abortion.

(c) **LEAVE NOT TO BE DEBITED**

Maternity leave shall not be debited to the leave account. A female Employee may be granted leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days) without production of medical certificate for a period up to one year or till such time the child is one year old, whichever is earlier. However, this facility will not be admissible in case she is already having two surviving children.

(d) **CHILD ADOPTION LEAVE TO FEMALE EMPLOYEES:**

Child Adoption Leave for a period not exceeding 135 days to the female employees who are adopting a child less than one year of age in line with Maternity Leave admissible to the natural mothers, on the following conditions:

- (i) During the period of Child Adoption Leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (ii) Child Adoption Leave may be combined with leave of any other kind.
- (iii) In continuation of Child Adoption Leave, the adoptive mothers may also be granted, if applied for, leave of the kind due and admissible (including leave not due and commuted leave not exceeding sixty (60) days without production Medical Certificate) for a period up to one year reduced by the age of adopted child on the date of legal adoption without taking into account the period of Child Adoption Leave, subject to the following conditions:

- a) This facility shall not be admissible to an adoptive mother already having two surviving children at the time of adoption.
- b) The maximum period of one year leave of the kind due and admissible (including leave not due and commuted leave upto sixty (60) days without production of Medical certificate) will be reduced by the age of the child on the date of adoption without taking into account Child Adoption Leave as in the following illustrations:
 - If the age of the adopted child is less than one month on the date of adoption leave up to one year may be allowed;
 - If the age of child is six months and above but less than seven months, leave up to six months may be allowed;
 - If the age of the child is nine months and above but less than ten months, leave up to three months may be allowed.
- (iv) Child Adoption Leave shall not be debited against the leave account. No Maternity leave is admissible.

(Refer Circular No. A.60011/31/2009-PP, dated 09.06.2009)

(e) COMBINATION WITH OTHER KIND OF LEAVE

- (i) **Maternity Leave** may be combined with leave of any other kind.
- (ii) **Leave of the kind due and admissible including commuted leave** for a period not exceeding 60 (Sixty) days if applied for may be granted in continuation of maternity leave (except on account of leave for miscarriage or abortion).

(f) APPLICATION FOR MATERNITY LEAVE

Application for Maternity Leave shall be made in the prescribed form / through SAP

7. SPECIAL DISABILITY LEAVE

- (a) **Admissibility** - Admissible to both permanent and temporary employee
 - (i) When employee is disabled by injury intentionally or accidentally inflicted or caused in, or in consequence of, the due performance of his/her official duties or in consequence of his/her official position.
 - (ii) When an employee is disabled by illness incurred in the performance of any particular duty, which has the effect of increasing his liability to illness or injury beyond the ordinary risk attacking to the civil post held by him/her under the same conditions.

(b) **Conditions:**

- (i) The disability due to injury, itself should have manifested within three months of the occurrence to which it is attributed and the person disabled had acted with due promptitude in bringing it to notice.

Provided that the leave sanctioning authority, if satisfied as the cause of the disability may relax the condition and grant leave in cases where disability has manifested more than three months after the occurrence of its cause.

- (ii) The disability, due to illness, should be certified by an Authorized Medical Officer to be directly due to the performance of the particular duty. If it has been contracted during service, the leave sanctioning authority should satisfy itself that the disability, is exceptional in character.
- (c) The period of leave, granted, will be certified by an Authorized Medical Officer, subject to a maximum of 24 months.
- (d) The leave may be granted more than once if the disability is aggravated recurs in similar circumstances at a later date, but the maximum leave in consequence of any one disability should not exceed 24 months.
- (e) **Combination with other kind of leave** - The leave may be combined with any other kind of leave.
- (f) **Special Disability Leave will not be debited to the leave account.**
- (g) The leave salary for the first 120 days will be the pay last drawn and for the remaining period it will be equal to leave salary during half pay leave. In such cases, beyond the first 120 days, the official may take half pay leave (at his/her credit) for another 120 days along with the special disability leave simultaneously and get leave salary equal to that on earned leave. The half pay leave so taken will be debited to his/her leave account.
- (h) If the employee is entitled to any benefit under the Workmen's Compensation Act or the Employees' State Insurance Act, the amount of leave salary will be reduced by the amount of benefit payable under the above Acts.
- (i) **Authority Competent to sanction leave** - Appointing authorities are competent to sanction Special Disability Leave.

8. **STUDY LEAVE**

The study leave may be granted to an employee to undergo specialized higher studies in technical or professional subject having direct connection with sphere of his duties or any other study, on terms and conditions as decided by Competent Authority.

9. **LEAVE SALARY**

- (a) **EARNED LEAVE** - An employee on earned leave shall draw the leave salary admissible to him which shall be equal to the pay drawn by him/her immediately before proceeding on Earned Leave.

- (b) **HALF PAY LEAVE OR LEAVE NOT DUE** – An employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in Sub-Regulation (a) of Regulation 9.
- (c) **COMMUTED LEAVE** – An employee on commuted leave shall be entitled to leave salary equal to the amount admissible under Sub-Regulation (a) of Regulation 9.
- (d) **EXTRA-ORDINARY LEAVE** – An employee on extraordinary leave is not entitled to any leave salary.
- (e) **MATERNITY LEAVE** – During the period of such leave the female employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

10. **ENCASHMENT OF LEAVE**

Application for encashment of Leave shall be submitted by the employees. The payment made under encashment of Leave shall not be counted as pay for any purpose including contribution towards provident fund.

(1) **ENCASHMENT OF EARNED LEAVE :**

During service, Encashment of Earned Leave will be permissible maximum twice in a financial year with minimum of 10 days at a time without insisting on proceeding on leave subject to the concerned employees keeping a residual leave of minimum of 30 days at credit at the time of encashment of earned leave.

- (a) **ENCASHMENT OF UNUTILIZED EARNED LEAVE:**
In the following circumstances, an employee will be entitled for encashment of unutilized earned leave due and admissible at the credit of the employee on the last day of his service without keeping any residual leave subject to a maximum of 300 (three hundred) days;
- (b) **ON RETIREMENT OR RESIGNATION:**
Employees will be entitled for encashment of earned leave at the time of their retirement after attaining the age of superannuation or resignation from service;
- (c) **ON DEATH:**
The earned leave standing at the credit of a deceased employee (who dies while in service) will be encashed and paid to his dependents or legal heirs at the rate of pay last drawn by the deceased while in service; and

(d) The cash equivalent under this clause will be as follows:

$$\text{Cash Equivalent} = \frac{\text{Basic} + \text{Dearness Allowance}}{30} \times \text{No. of Earned Leave to be encashed.}$$

(2) **ENCASHMENT OF UNUTILIZED HALF-PAY-LEAVE:**

In the following circumstances, an employee will be entitled for encashment of unutilized half pay leave due and admissible at credit on the last day of his service.

Refer Circular No.A.60011/47/2004-IR&P dated 22.11.2001.

- (a) Leaving the service of AAI on attaining the age of superannuation
- (b) Death while in service
- (c) Cessation of service including resignation other than on grounds of disciplinary action, on attaining age of 50 (fifty) yrs. Provided the employee has put in a minimum of 20 (twenty) years of service in Govt. / PSE including a minimum service of 1 (one) year in AAI.

(d) **CALCULATION OF ENCASHMENT OF HALF PAY LEAVE**

$$\text{Cash Equivalent} = \frac{\text{Half of Basic Pay + DA}}{30} \times \text{No. of HPL to be encashed}$$

12. **CARRY FORWARD OF LEAVE**

When an employee moves from one Public Sector Enterprise to another Public Sector Enterprise with the consent of both the employers, the employee shall be granted the facility to carry forward his earned leave and half pay leave.

13. **SPECIAL CASUAL LEAVE**

Special Casual leave may be granted to the employees in the following circumstances:

(1) **UNION ACTIVITIES:**

- (a) Special Casual Leave of maximum 20 days in a calendar year may be granted to the members of Central Executive Committee of the Recognized Union.
- (b) Special Casual Leave of maximum 10 days in a calendar year may be granted to the Office Bearers of the Recognized Union at the Regions and Airports where formal Union Office is set up and formal list of Union Office bearers has been communicated to the local Management on the recommendation of Regional Secretary and Branch Secretary as the case may be.
- (c) The other delegates who are not office bearers of the Branch of the Regional Office or Central Executive Committee Member may be granted maximum of 10 days special casual leave for attending All India Central Meeting of the Recognized Union. The above said leave may be allowed only on the recommendation of the General Secretary of the Recognized Union.

(2) FAMILY PLANNING SCHEMES:

- (a) Special casual leave up to a maximum of 6 working days may be granted to such of the employees who undergo sterilization operation under the Family Planning Scheme. The above special casual leave may be sanctioned by the competent authority on production of a medical certificate from a Hospital approved by Airports Authority of India or Ministry of Health, Government of India in support of the request from an employee.
- (b) A day's special leave may be granted to such of the female employees who may go for Intra Uterine Contraceptive Device insertion under the Family Planning Scheme, on the date of insertion of Intra Uterine Contraceptive Device, subject to the production of a medical certificate from the Family Planning Centre that the employee concerned has undergone Intra Uterine Contraceptive Device insertion. The special casual leave may be sanctioned by the competent authority.
- (c) Special Casual Leave for a period of not exceeding 14 days may be granted to female employees who may undergo non- puerperal sterilization under the Family Planning Scheme, subject to the production of a medical certificate to the effect that the employee concerned has undergone such an operation. No special casual leave will, however, be granted in the case of puerperal operation.
- (d) Male employees whose wives undergo either puerperal or non- puerperal Tubectomy operation for the first time or for the second time due to failure of the first operation (under Family Welfare Programme) may be granted special casual leave for 7 days, subject to the production of a medical certificate stating that their wives have undergone Tubectomy operation for the second time due to the failure of the first operation. It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence.
- (e) Employees whose wives undergo either puerperal or non- puerperal Tubectomy operation for the first time or for the second time due to failure of the first operation (under Family Welfare Programme) may be granted special casual leave for 7 days, subject to the production of a medical certificate stating that their wives have undergone Tubectomy / Salpingectomy operation after Medical Termination of Pregnancy. It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence.

(3) SPORTS EVENTS:

- (i) Special Casual Leave shall be granted up to a maximum of 30 days in a calendar year for:

- (a) Participating in sports events of national or international importance; Coaching or administration of teams participating in sports events of national or international importance;
 - (b) Attending Coaching and training camps under Rajkumari Amrit Kaur coaching Scheme or similar all India coaching or training scheme;
 - (c) Attending coaching or training camps organized by National Institute of Patiala;
 - (d) Coaching camps in sports organized by National Sports Federation or Sports Board recognized by the Government of India (Department of Youth Affairs and Sports) or Sports Authority of India.
- (ii) Participating in mountaineering trekking expeditions approved by the Indian Mountaineering Foundation or organized by the Youth Hostels Association of India.
 - (iii) Special Casual Leave shall also be granted to employees for a period not exceeding 10 days in any calendar year for participating in Inter Region tournament and sporting events held in any place in India.
 - (iv) Period in excess of 30/10 days in a year will be treated as regular leave and journey period to and from shall also be excluded the limit of 30/10 days.
 - (v) In the case of an employee who is selected for participating in sports events of National or International importance, the period of actual days on which they participate in the events as also the time spent in traveling to and from such tournaments or meets may be treated as duty. Further, if the pre-participating coaching camp is held in connection with the above-mentioned events and the employee is required to attend the same, this period may also be treated as on duty.
 - (vi) The quantum of special casual leave for a period not exceeding 30 days in a calendar year allowed to an employee for purposes indicated at para 17.3.1.1. to 17.3.1.4 above, will cover also their attending the pre-selection trail camp connecting with sports events of national or international importance.
- (4) **EMPLOYEES WHO COULD NOT ATTEND OFFICE ON ACCOUNT OF BANDH, CURFEW, FAILURE OF TRANSPORT, ETC. :**
- (a) The Competent Authority may grant at its discretion, Special Casual Leave to employees residing at places 8 kms. Away from their offices when they are unable to attend office due to dislocation of traffic arising out of natural calamities, bandhs etc. subject to the condition that no transport facility is made available by the Authority. Those employees, who are in possession of Motorcar or Scooter or Moped and are claiming reimbursement of conveyance petrol charges, are not entitled to

special casual leave on this account. If the absence was due to picketing or disturbances or curfew, special casual leave may be granted irrespective of the distance from residence to office.

- (b) If, however, the official had applied, or applies for leave for genuine reasons e.g. medical grounds, etc. for the day or days of the bandh, he / she may be granted the leave admissible including casual leave and not Special Casual leave.

(5) OTHER PURPOSES: Special Casual Leave may also be granted for:

- (a) Participating in Republic Day parades and rehearsals thereof as members of St. John Ambulance Brigade.
- (b) Donating blood to recognized blood banks on working days for that day only;
- (c) Training and duty as members of officially sponsored auxiliary police organization, such as Home Guards, National Volunteer Corps, etc.;
- (d) The day of election or bye-election for the Lok Sabha or State Assembly in the Constituency where the employee resides, if his/her office was outside the constituency and is not close for the day.

(6). COMBINATION OF SPECIAL CASUAL LEAVE:

- (i) The special casual leave can be combined with Sundays, restricted holidays and other holidays but not with any other kind of leave.
- (ii) This leave will not figure in the regular leave account of the employee. It will be treated as duty for all purposes like fixation of pay, grant of increment and payment of salary.

14. CASUAL LEAVE

(1) APPLICATION FOR CASUAL LEAVE

An application for casual leave shall be made in the prescribed form /through SAP.

(2) CONDITIONS FOR GRANT OF CASUAL LEAVE

Casual leave will be admissible to all employees of the Authority both permanent and temporary as indicated below:

- (i) Up to a maximum of 12 (twelve) days in a calendar year;
- (ii) It can be combined with Sundays, restricted holidays and other holidays, but not with any other kind of leave. When so combined, the instructions regarding the total period of absence, shall be issued by Competent Authority;

"Total period absence on casual leave by an employee will be subject to a maximum of only 10(Ten) days including intervening Sundays and holidays (prefix & suffix), which will not, however, count as casual leave" (No.A.600011/97/2012-HRPC dated 13.12.2012).

- (iii) Casual leave cannot be availed of for less than half a day;
- (iv) Newly appointed employees during their first year of service will be given casual leave at the rate of 3 days per quarter;
- (v) Casual leave will not figure in the regular leave account of the employee. It will be treated as duty for all purposes like fixation of pay, grant of increment and payment of salary;
- (vi) Casual leave is to be got sanctioned in advance except in the case of emergency or sudden illness. In such cases, the concerned official is required to intimate the office on phone or through written communication.
- (vii) Maintenance of casual leave record - The casual leave records for the official working in different units or Departments will be maintained by the Units or Departments concerned themselves. However, in the case of Head of Department the casual leave record will be maintained by the Department of Personnel. On implementation of ERP-SAP as per guidelines issued by HR Core Team SAP.

15. POWER TO RELAXATION

Chairperson of the Authority may, at his discretion in deserving cases, for reasons to be recorded in writing, relax any of the conditions for grant of leave of any kind under these regulations.

16. AMENDMENTS

These leave regulations may be amended or modified from time to time by the authority.

17. REMOVAL OF DOUBT

Where a doubt arises as to the interpretation of these regulations it shall be referred to the chairperson of the authority who shall decide the same

18. REPEAL AND SAVING CLAUSE

- (1) On and from the appointed date, international airports authority of India (leave) regulations, 1990 and amendments from time to time shall stand repealed;
- (2) Notwithstanding such repeal, anything done or any action taken or purported to have been done or taken under the foresaid regulations so repealed, shall, in so far as it is not inconsistent with the provisions of these regulations, be deemed to have been done or taken under the corresponding provisions of these regulations.



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

By Speed Post

AAI/ER/HR/Leave/2020/

DL02.03.2020

To

The Airport Director,
Airports Authority of India,
S.V. Airport, Raipur 492015.

Sub: Settlement of Leave Salary Contribution in respect of Shri.S. Choudhury,
Ex-AGM (Engg -Civil) - reg.

Sir,

Reference may please be made to this office letter No.AAI/ER/Leave dated 9.8.2019 and letter No.PD/DMT/S.Choudhury/Personal/891 dated 11.11.2019, on the above subject.

It has been noticed that the ex-employee has erroneously paid an amount of Rs.5,78,953.00 (Rupees five lakhs seventy eight thousand nine hundred fifty three only) towards applicable leave encashment (EL 234 days & HPL 222 days) with the calculation of basic pay of Rs.49,260.00 without taking in consideration of DA @ 38.4% on 28.06.2010 instead of actual calculation as detailed below:

Basic Pay as on 28.6.2010	DA as on 28.06.2010 @ 38.4%	Leave Credit as on 28.06.2010	Amount Already paid	Amount to be paid
Rs.41,220.00	Rs.14345.00	EL 234 days HPL 222 days	Rs.5,78,953.00	EL Encashment: Rs.41220 + Rs.14345 / 30 x 234 days = Rs.4,33,407.00 HPL Encashment:- Rs.41220 + Rs.14345 / 30 x 222 / 2 = Rs.2,05,591.00 Total Rs.6,38,998.00

Balance Amount to be paid is Rs.6,38,998.00 - Rs.5,78,953.00 = Rs.65,045.00 (Rupees sixty five thousand forty five only).

Hence, approval of the Competent Authority is hereby conveyed to pay the balance EL/HPL encashment amount of Rs.65,045.00 (Rupees sixty five thousand forty five only) to ex-official concerned at your end under intimation to all concerned.

V.K. Singh
3/3/2020

Contd..p/2



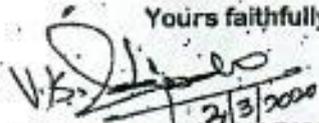
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AIRPORTS AUTHORITY OF INDIA

2 -

Further, your kind attention is invited to refer your letter No.AAI/Raipur/E-11/2833 - 134 dated 2.8.2019 wherein it has been intimated that the receipt of an amount of Rs.4,24,902.00 (Rupees four lakhs twenty four thousand nine hundred and two only) (Rs.360512.00 + Rs.64390.00) from National Highways Authority of India by Airport Director, Raipur towards leave salary contribution for his deputation period.

Approval of the Competent Authority is hereby also conveyed to return the amount of Rs.4,24,902.00 (Rupees four lakhs twenty four thousand nine hundred and two only) to National Highways Authority of India, which was received by Airport Director, Raipur towards leave salary contribution, under intimation to all concerned.

Yours faithfully,


[V.K. RAVINDRA SHARMA]
DY.GENERAL MANAGER [HR]