



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. AAI/ER/RTI/PIO/2025/627

Dated : 15-10-2025

To
Shri Sheevam Rao,
Subject : Information under RTI Act. 2005.

Sir,

Reference is made to your RTI Online application no. AAIKO/R/T/25/00121
Dated on 09-09-2025.

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

Enclo : As above.

Sincerely Yours,

(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.

दूरभाष कक्षसंख्या : 2511 9500
भारतीय विमानपत्तन प्राधिकरण
पूर्व क्षेत्र, ए.ए.ए. विमानपत्तन, कोलकाता
सदर मंत्रालय
दिनांक



Tel. Office - 2511 9500
AIRPORTS AUTHORITY OF INDIA
Eastern Region, N S C B I. Airport, Kolkata-52
Ref. No. AAI/ER/HR/RTI/2025
Date 15.10.2025

INTRA OFFICE NOTE

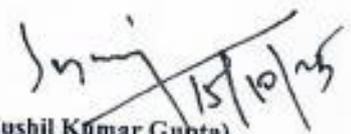
Sub: Application under Right to Information Act,2005- i.r.o. Sheevam Rao (Reg. No.AAIKO/R/T/25/00121 dated 09.09.2025.

Reference is made to your office letter dated 11.09.2025 regarding above-mentioned subject.

In this regard, the reply of the information sought by Sheevam Rao is appended below:

Sl. No	Information sought	Reply
1.	What is the working Hours of Senior Assistant (OPS) or Non-Executive Employee of Operation Department?	CHRM Circular No. 11/2019 and CHRM No. 11(a)/2019 is enclosed herewith.
2.	What is the working hours of Senior Assistant (Finance) or Non-Executive employee of Finance Department?	
3.	What is the working hours of Senior Assistant (Official Language) or Non-Executive employee of Official Language Department?	
4.	What is the working hours of Senior Assistant (ELX/CNS) or Non-Executive employee of Electronics/ CNS Department?	

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



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

Dated: 07.02.2019

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

The Airport Director
Airports Authority of India
Kolkata/Chennai Airport

The Principal,
Civil Aviation Training College (CATC)
Bamrauli, Allahabad

The Executive Director,
Airports Authority of India
RCDU/FIU,
New Delhi

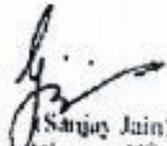
The Director,
Indian Aviation Academy
New Delhi

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

CHRM Circular no 11/2019: Withdrawal of Flexi Timings

Reference CHRM circular no 03/2017 dated 18.01.2017 wherein the provision of flexi timings was introduced. The said provision of flexi timings and para 3(ii) of CHRM circular no 11/2016 dated 19.08.2016 stands withdrawn with immediate effect. Therefore, the office timings shall now be 0930 Hrs to 1800 Hrs (with Lunch break from 1330 Hrs to 1400 Hrs).

2. All the Units/Stations are directed to strictly follow the above mentioned instructions.
3. All other terms and conditions, except to the extent modified above, shall remain same as mentioned in CHRM circular no 11/2016.
4. This issues with the approval of competent authority.


(Sanjay Jain)
Executive Director (HR)

Distribution: -

- ❖ OSD to Chairman
- ❖ DGM (ES) to Member (Fin)/Member (HR)/Member (Ops)/Member (Png)/Member (ANSCV)
- ❖ All HoDs at CHQ / All GM (HR) Operational Office / AAI Office Complex
- ❖ GM (IT) for uploading on AAI Website
- ❖ General Secretary - AAOA(I)/ATC (Guild)(I)/AAIEG/IAAIOA/AAI SC/ST Association.
- ❖ General Secretary - AAEU
- ❖ Hindi Version will follow.



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. A.60011/36/2015/HRPC/343

01 July 2019

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
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CRSD/E&M Workshop
New Delhi

CHRM Circular No. 11(a) / 2019Sub : Biometric Attendance System – Restoration of Flexi Timings

Reference CHRM Circular No. 11/2016 dated 19.08.2016 and 11/2019 dated 07.02.2019, the provision of flexi timing as contained in para 3(ii) of CHRM Circular No. 11/2016 is restored with immediate effect. Thus the office timings shall continue to be 0930 AM to 6 PM with a provision of late coming upto 30 minutes i.e. upto 10 AM subject to the condition that late coming is compensated by sitting late in evening by additional 30 minutes i.e upto 6.30 PM on the same day.

The other conditions as reflected in the CHRM Circular No. 11/2016 dated 19.08.2016 will remain same.

This issues with the approval of the Competent Authority.

(Sanjay Jain) / 01/07/19
Executive Director (HR)

Distribution:

- DGM(ES) to Chairman
- DGM(ES) to Member(Fin) /Member(HR)/ Member(Ops)/ Member(Plg)/ Member(ANS) / CVO
- ED (Administration) / All HoDs at CHQ/Operational Offices/AAI Office Complex
- All HODs at CHQ/Operational Offices/AAI Office Complex/All GMs in HR
- GM(IT) for uploading on AAI website
- General Secretary – AAOA (I)/ ATC Guild(I) / IAAIOA / AAI Engg. Guild (I)/ AAI SC ST Association
- General Secretary – AAEU