



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. AAI/ER/RTI/PIO/2025/665

Dated : 04-11-2025

To
Shri Vikrant D Chaware,

Subject : Information under RTI Act. 2005.

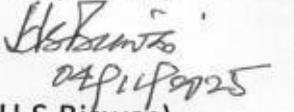
Sir,

Reference is made to your RTI Online application no. AAIKO/R/E/25/00104, Dated on 02-10-2025.

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

Encl : As above.

Sincerely Yours,


04/11/2025
(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

Reply to information sought under RTI Act 2005 :

Sl no.	Information sought	Reply
1	Certified copy of the General Diary (GD) entry filed at the concerned Police Station regarding theft of CPU and UPS at FSTC, Kolkata.	The theft case of CPU and UPS at FSTC was reported to the Officer in charge, Narayanpur Police Station by the then Principal, FSTC Shri Vikrant D Chaware , Jt. GM (FS) and entered under GDE No.-869 dated 25/09/2019 (Copy enclosed)
2	Certified copies of all correspondence/notes/orders issued by Regional Executive Director (Eastern Region) and other concerned officials in this matter.	Does not pertain to FSTC.
3	Reasons and justification recorded on file for not permitting registration of FIR and instead directing to file a GD, despite loss of government property.	Does not pertain to FSTC.
4	Certified copy of the order/authority/rule under which an amount of Rupees 11,929/- was recovered from my salary for the said theft.	Does not pertain to FSTC.
5	Current status and copy of the report of the Grievance Redressal Committee (Eastern Region) to which I submitted my grievance in February 2021.	Does not pertain to FSTC.
6	Certified copies of all subsequent correspondence and notings at CHQ. Delhi, including communications received by Honourable Chairman-AAI. regarding my grievance.	Does not pertain to FSTC
7	Reasons for non-disposal and non-communication of Grievance Redressal Report to me till date, despite repeated follow-ups.	Does not pertain to FSTC

A.K. Singh
13/10/2018

हैदम अजित कुमार सिंह/Haobam Ajit Kumar Singh
वरिष्ठ प्रबंधक (अ.से.)/Sr. Manager (FS)
भा.वि.प्रा./A.A.I.
एफ.टी.आई., नारायणपुर/FTI, Narayanpur
कोलकाता/Kolkata - 700 136

Dated:25.09.2019

To,
The officer in charge,
Narayanpur Police Station,
Narayanpur, Kolkata

Sub: information regarding computer missing from computer laboratory and UPS from Class room at FSTC for General Diary purpose.

Respected Sir,

It is to inform that, on dated 08.08.2019, Sri Bitan paul, IT Support Executive from RHQ, ER visited FSTC for maintenance/ routine inspections of computers at FSTC and found that the lock cannot be opened by the key of the computer lab. After that some officials, named Sri Rajan Gawande, Mgr(FS), J J Roy AM (FS) have also tried to open the lock. Finally after several forceful attempt, the lock broke out. After inspection it was come to the notice that one computer was found missing from Computer Laboratory and One UPS from Class room having following details :

Location: Computer Lab

CPU Tag no. : ER/IT/XXXXXX/C/00318

CPU Model: HP406G1 MT Business PC

CPU Serial No.: INA601WRNX

Monitor Tag No.: ER/IT/XXXXXX/M/00318

Monitor Model: HPV192

Monitor Serial No.: 6CM5052XMZ

Location: Class Room

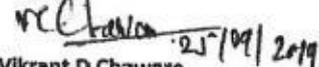
Ups Tag No.: ER/IT/XXXXXX/U/00336

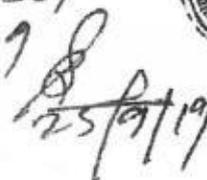
UPS Model: Numeric Digital 600EX-V

UPS Serial No.: YTU1527431177

It is requested to register the complaint for general diary purpose.

Thanking You


Vikrant D Chaware
Principal, FSTC
Narayanpur

Recd:—
Narayanpur PS
GD NO- 869
DT 25/9/19




PIO RHQ ER

From: GM FER
Sent: 08 October 2025 16:22
To: PIO RHQ ER
Cc: GM (HR) ER; HOD - IT Department, RHQ Kolkata; incharge.fstc; Pralay Krishna Das; Papri Biswas; Manoj Sarkar
Subject: FW: Application Under RTI Act. 2005
Attachments: 581_Vikrant D Chaware.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Sir/Madam,

Ref to your mail Dt.7th Oct'2025.

The information pertaining to Finance Dte w.r.t the RTI Application has been provided in the trailing mail for further n.a please.

आदर सहित धन्यवाद/Thanks & Regards,

बी. के. भुयाँ / B. K. Bhuyan

महाप्रबंधक (वित्त व लेखा) / **General Manager(Finance & Accounts)**

क्षेत्रीय मुख्यालय, पूर्वी क्षेत्र/RHQ, Eastern Region

भारतीय विमानपत्तन प्राधिकरण, एन एस सी बी आई हवाई अड्डा

कोलकाता - 700052.

Mob: 9038692065

Off. 033-25119409

From: Pralay Krishna Das <pralaykdas@AAI.AERO>

Sent: 08 October 2025 16:15

To: GM FER <gmfer@AAI.AERO>

Cc: Basudev Behera <behera@AAI.AERO>

Subject: Fw: Application Under RTI Act. 2005

Sir,

With reference to trailing mail, all the information sought through RTI pertains to HR Directorate and no information/file is available at Finance Directorate.

However, amount of Rs.11,929/- was recovered from salary of Sh. Vikrant Damodar Chaware in month of Feb'21 against recovery for missing PC, uploaded by HR Directorate in SAP and certified copy of order/authority/rule under which amount of Rs.11,929/- was recovered is available at HR Directorate.

This is for your kind information please.

सादर/Thanks & regards,

पी.के. दास/P. K. Das

उप.महाप्रबंधक (वित्त)/Deputy General Manager(Finance)

भा.वि.प्रा./Airports Authority of India

पूर्वी क्षेत्र/ Eastern Region,

ने.सु.च.ब.अ.हवाईअड्डा/NSCBI Airport

कोलकाता/Kolkata-700052.

From: GM FER

Sent: 07 October 2025 18:31

To: Pralay Krishna Das

Cc: Basudev Behera

Subject: FW: Application Under RTI Act. 2005

For n.a please.

आदर सहित धन्यवाद/Thanks & Regards,

बी. के. भुयाँ / B. K. Bhuyan

महाप्रबंधक (वित्त व लेखा) / General Manager(Finance & Accounts)

क्षेत्रीय मुख्यालय, पूर्वी क्षेत्र/RHQ, Eastern Region

भारतीय विमानपत्तन प्राधिकरण, एन एस सी बी आई हवाईअड्डा

कोलकाता - 700052.

Mob: 9038692065

Off. 033-25119409

From: PIO RHQ ER <piorhqr@AAI.AERO>

Sent: 07 October 2025 17:12

To: GM (HR) ER <gmhrer@AAI.AERO>; GM FER <gmfer@AAI.AERO>; incharge.fstc <incharge.fstc@AAI.AERO>; HOD -

AIRPORTS AUTHORITY OF INDIA

AIRPORTS AUTHORITY OF INDIA (AAI)
AIRPORTS AUTHORITY OF INDIA (AAI)
O/o JGM(IT)-ER

SUBJECT

Main Category :
Sub Category :
Description : Missing IT Assets of FSTC Kolkata

OTHER DETAILS

Language : English
Remarks :
Previous References :
Later References :

Note # 1**Reference:**

Sl. No	File Name	File Number
1	Theft Standing Committee Investigation	AAI/FSTC/Misc/49/19

Noting of the above mentioned file has been placed opposite in C/P#5 and may be referred for detail.

Summarization of the same may be considered below-

- Missing of Desktop Computer (Model- HP 406G1 MT) and UPS(Numeric) has been reported on 08.08.2020.
- Committee of two members have verified and confirmed the report of missing items after investigation
- As per the IT policy recovery for an amount of ₹11,929.00 to be made for the missing IT assets from from the Concerned Official/Dept.
- To initiate the recovery process, file has been forwarded to DGM (FS) on 23/01/2020 seeking the details of the personnel who can be considered responsible for the loss (ref C/P#12).

However response has not been received till date, hence this e-file corresponding to the referred physical file has been created to expedite the Recoveries and other necessary action so that Write off process can be initiated.

Submitted for approval and onwards submission please.

Noting.pdf

10/09/2020 05:59 PM पार्थ सारथी सामंत | PARTHA SARATHI SAMANTA
कनिष्ठ कार्यपालक (सू. प्रौ.) - पू. क्षे. | JE(IT)-ER

Note # 2

For necessary action please.

11/09/2020 01:03 PM तपोव्रत गंगुली | TAPABRATA GANGULY
संयुक्त महप्रबंधक (सू. प्रौ.) - पू. क्षे. | JGM(IT)-ER

Note # 3

With refer to pre noting's and As per Note "A" at page no.6 of hard file and page no.10 at C/R Doc of previous main Note sheet.

Since no person found Directly or Indirectly involved in Theft case of IT asset.

It's proposed to recover the amount through all FSTC employee Staff (Fire staff and Security Staff) posted during identification of this theft case in equal proportion.

Following are the FSTC Staff details posted during identification of said incident are given ;

List of Executive and non-Executive including security staff of FSTC.

Sl No.	Name	Designation	Employee no	Remarks
01	Mr.Vikrant D Chaware	DGM(FS)	10015010	Recovery to be done equally from all.
02	Mr.Nitin Pandharinath Bhilkar	AGM(FS) / Principal-FSTC	10022460	-----do-----
03	Mr.Rajan Vasant Gawande	MGR(FS)	10016198	-----do-----
04	Mr.W.Santosh Kumar Singh	MGR(FS)	10020480	-----do-----
05	Mr.Jagat Jyoti Roy	AM(FS)	10020321	-----do-----
06	Mr.Kaushik Kumar Ghosh	Sr Supdt (FS)	10020367	-----do-----
07	Mr.Asoke Kumar Roy	Sr Supdt (FS)	10016546	-----do-----
08	Mr.Saurav Paul Choudhury	Supv(FS)	10016206	-----do-----
09	Mr.Rajib Choudhury	Supv(FS)	10000944	-----do-----
10	Mr.Ranjan Mukherjee	Supv(FS)	10011915	-----do-----
11	Mr.Jai Narayan Ray	Supv(FS)	10020591	-----do-----
12	Mr.Amiya Kr Pandey	Sr. Attendant Security	10012189	-----do-----
13	Mr.Khokan Acharjee	Sr. Attendant Security	10010326	-----do-----

14	Mr. B N Roy Choudhury	Sr. Attendant Security	10020458	-----do- ----
15	Mr. Sanat Sarkar	AM	10020349	-----do- ----
16	Miss Taniya Sanyal	Jr. Asst	10016160	-----do- ----

Hence from 16 no's of personnel the amount comes to be Rs.745.56/- (i.e Rs.746/-) for recovery purpose for final write off the case.

Submitted for necessary action please.

22/10/2020 07:39 PM

VIKRANT DAMODAR CHAWARE
DGM(FS) -ER

Note # 4

With reference to the previous noting from the then Principal FSTC, Sh. Chaware, File is submitted for recovery by Finance Dte. as indicated therein.

27/10/2020 12:02 PM

तपोव्रत गांगुली | TAPABRATA GANGULY
संयुक्त महाप्रबंधक (सू प्रौ) - पू क्षे | JGM(IT) -ER

Note # 5

Finance may please take necessary action as proposed above.

29/10/2020 02:28 PM

SUDHAMAY MAITI
GM(CNS) -ER

Note # 6

An administrative order may be issued for recovery of the dues and be sent to InCharge, Pay & Allowances section, RAU ER, kol.

29/10/2020 05:27 PM

BISWANATH NAYAK
JGM(F&A) -ER

Note # 7

Requesting to issue necessary administrative order as per previous note from Jt. GM (Fin) ER.

02/11/2020 12:03 PM

तपोव्रत गांगुली | TAPABRATA GANGULY
संयुक्त महाप्रबंधक (सू प्रौ) - पू क्षे | JGM(IT) -ER

Note # 8

Please issue an administrative order as per above note.

20/11/2020 05:05 PM

SUDHAMAY MAITI
GM(HR) - ER

Note # 9

May kindly refer the instructions of GM(HR) and do the needful.

26/11/2020 12:32 PM

MADHULIKA MANI DAS
DGM(HR) - ER

Note # 10

Please place a hardcopy of administrative order for recovery of dues which will be sent to RAU, ER, Kolkata. After that file will be sent back to the original custodian through proper channel.

26/11/2020 03:15 PM

BINAY SATPATHY
SM(HR) - ER

Note # 11

01/12/2020 12:34 PM

SOURENDRA NATH GIRI
SR.SUPDT(HR)SG-ER

Note # 12

As discussed, the concerned department may please specify the official name (s) from whom recovery will be initiated. As such file may please be sent back to IT department.

23/12/2020 05:51 PM

BINAY SATPATHY
SM(HR) - ER

Note # 13

Kindly refer note 3 for details of employees from whom the recoveries has to be done. Why it is required again? Kindly issue the order as advised by GM(HR).

28/12/2020 12:46 PM

MADHULIKA MANI DAS
DGM(HR) - ER

Note # 14

Draft letter was seen by GM (HR) in this regard and it was directed to sent back the file to concerned department to mention the official name (s) specifically from whom recovery will be initiated.

07/01/2021 04:20 PM

BINAY SATPATHY
SM(HR) - ER

Note # 15

May please refer the remarks in previous note and advise.

11/01/2021 12:27 PM

MADHULIKA MANI DAS
DGM(HR) - ER

Note # 16

File is being reverted as discussed.

14/01/2021 05:08 PM

तपोव्रत गांगुली | TAPABRATA GANGULY
संयुक्त महाप्रबंधक (सू प्रौ) - पू क्षे | JGM(IT) - ER

Note # 17

Reference to the GM(HR)'s instruction to issue office order (Note 8) for deducting certain amount from the Fire & Security officials as stated in Note 3 by DGM (FS) due missing IT asset, it is proposed to re-constitute the Theft inspection committee in order to assign accountability. It is not prudent to deduct the amount from one and all as there is a possibility that some of the officials may not be present for duties on that day.

In order to avoid any IR issue, it is requested to re-constitute the committee (With the representation of HR and finance officials) and re-assess the incident to arrive at a logical conclusion.

Submitted please.

15/01/2021 12:49 PM

MADHULIKA MANI DAS
DGM(HR) - ER

Note # 18

Please confirm from IT Dte that the name of official/post to whom the asset was issued.

15/01/2021 02:46 PM

SUDHAMAY MAITI
GM(HR) - ER

Note # 19

Please see the remarks of GM(HR) and advise.

15/01/2021 02:48 PM

MADHULIKA MANI DAS
DGM(HR) - ER

Note # 20

Please provide the issuance details of the lost assets

along with supporting documents as per Note # 18 from GM (HR) ER.

18/01/2021 11:14 AM

तपोब्रत गांगुली | TAPABRATA GANGULY
संयुक्त महप्रबंधक (सू. प्रौ.) - पू. क्षे. | JGM(IT) - ER

Note # 21

With respect to the previous note, it may kindly be considered that-

The concerned Desktop, Monitor and UPS was given to Sh. Ashok Kr. Chakraborty AGM (FS), the then Principal of FSTC-Kolkata on 17.02.2016. Handover voucher has been placed opposite for ready reference, same may kindly be referred in C/P#13. Since then as per IT inventory the assets are under the custody of Principal FSTC-Kolkata.

20/01/2021 02:23 PM पार्थ सारथी सामंत | PARTHA SARATHI SAMANTA
कनिष्ठ कार्यपालक (सू. प्रौ.) - पू. क्षे. | JE(IT) - ER

Note # 22

With reference to the previous note and the enclosed hand-over document, the lost assets were in Custody of the 'the-then' Principal FSTC.

20/01/2021 04:11 PM

तपोब्रत गांगुली | TAPABRATA GANGULY
संयुक्त महप्रबंधक (सू. प्रौ.) - पू. क्षे. | JGM(IT) - ER

Note # 23

May please refer the remarks of IT Department in notes 21 and 22 as advised in note 18 by GM(HR).

Submitted please.

20/01/2021 05:20 PM

MADHULIKA MANI DAS
DGM(HR) - ER

Note # 24

Amount to be deducted from the custodian of asset only.

20/01/2021 05:53 PM

SUDHAMAY MAITI
GM(HR) - ER

Note # 25

Please check where the official is currently posted and accordingly, intimation regarding missing asset may kindly be given to him via email.

22/01/2021 10:31 AM

MADHULIKA MANI DAS

DGM(HR) - ER

Note # 26

Sh. Ashok Kr. Chakraborty DGM (FS), the then Principal of FSTC-Kolkata was retired on 31.12.2018. since the employee is retired, this office can not send e mail on any official mail Id. IT Department may please check proper handing over of IT assets to any official before his retirement.

27/01/2021 04:03 PM

BINAY SATPATHY
SM(HR) - ER

Note # 27

It is requested to kindly advise on handing over of the IT asset from Shri Chakraborty to new incumbent please.

04/02/2021 03:12 PM

MADHULIKA MANI DAS
DGM(HR) - ER

Note # 28

IT Dept. does not keep track of Charge Handovers. In my opinion, HR Dte. should have the necessary Charge Hand-Over and Joining Documents. Hence, HR Dte. itself should be able to enclose the required document.

05/02/2021 11:01 AM

तपोव्रत गंगुली | TAPABRATA GANGULY
संयुक्त महप्रबंधक (सू प्रौ) - पू क्षे | JGM(IT) - ER

Note # 29

Please check records and find out.

05/02/2021 11:19 AM

MADHULIKA MANI DAS
DGM(HR) - ER

Note # 30

Please check as desired by DGM (HR).

05/02/2021 12:43 PM

BINAY SATPATHY
SM(HR) - ER

Note # 31

Continued from Note No. 30

Sh. Ashok Kr. Chakraborty DGM (FS), the then Principal of FSTC-Kolkata was retired on 31.12.2018.

HR Dept. of RHQ-ER does not have Clearance Certificate on superannuation in the aforesaid official in this regard.

Since, the IT Dept. of RHQ-ER is the custodian of IT assets, the said case may please be forwarded to IT Dept. for further necessary action, if agreed to.

Submitted for perusal and advice please.

05/02/2021 03:23 PM

**SOURENDRA NATH GIRI
SR.SUPDT(HR)SG-ER**

Note # 32

As discussed with Jt. GM (IT), the desktop, Monitor and UPS was given to Sh. Ashok Kr. Chakraborty AGM (FS), the then Principal of FSTC-Kolkata on 17.02.2016 in official capacity, being the Principal of FSTC. After his retirement, the custodian of the asset was the then Principal FSTC, Sh. Vikrant D Chaware, DGM (FS) during which time, the missing of IT assets had been reported by the IT department (09.08.2019). Hence recovery will be from the custodian of the asset only. Accordingly draft order may please be placed for perusal of competent authority.

08/02/2021 12:18 PM

**BINAY SATPATHY
SM(HR)-ER**

Note # 33

Continued from Note-32

An Office Order regarding recovery of IT Assets issued to Shri Vikrant Damodar Chaware, DGM (FS) is enclosed for your kind perusal please. (Page-14)

Submitted please.

10/02/2021 11:32 AM

**SOURENDRA NATH GIRI
SR.SUPDT(HR)SG-ER**

Note # 34

Please put up the representation of DGM (FS) , the then Principal FSTC received through mail.

09/03/2021 12:04 PM

**BINAY SATPATHY
SM(HR)-ER**

Note # 35

Continued from Note-34

As advised by SM (HR), the representation of DGM (FS), RHQ-ER, the then Principal of FSTC is enclosed herewith. (Page-15).

The notings and correspondences related to the said matter is present in the Part File No. AAI/ER/HR/Missing of IT Assets/2021.

In this regard, the file may please be returned to its original custodian (IT Dept., RHQ-ER), if agreed to.

Submitted please.

10/03/2021 11:23 AM

SOURENDRA NATH GIRI
SR.SUPDT(HR)SG-ER

Note # 36

Reference from previous note:-

The noting and correspondences related to the said matter is present in the Part File No. AAI/ER/HR/Missing of IT Assets/2021.

We may send back the file (AAI-12013 (20)/3/2020-IT-ER) to IT department being original custodian.
Submitted please.

23/03/2021 12:10 PM

BINAY SATPATHY
SM(HR) -ER

Note # 37

For records please.

23/03/2021 05:02 PM

MADHULIKA MANI DAS
JGM(HR) -ER

Note # 38

Appropriate Recovery has been made on the matter. May take further necessary action please.

23/03/2021 06:06 PM

तपोब्रत गांगुली | TAPABRATA GANGULY
संयुक्त महप्रबंधक (सू प्रौ) - पू क्षे | JGM(IT) - ER



भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India

Ref No: AAI/FSTC/Misc/49/19

Date: 09.09.2019

टिप्पणी / NOTE

विषय / Sub:- Theft Standing Committee Preliminary Investigation Report-regarding.

Reference is made in connection with the missing of one computer set and one UPS from the computer lab room of FSTC, Narayanpur.

A committee constituting of 2 (two) members was constituted for investigating the missing items. The investigation report is placed opposite file as Flag "A".

The confirmation of missing items after reverification by the IT department on 03.09.2019 is also placed opposite file as Flag "B" (UPS shown in sl no 3 and computer set shown in sl no 16)

Based on the reports, it is confirmed that the items (UPS shown in sl no. 3 and computer set shown in Sl no. 16) were stolen from the computer lab of FSTC, which was first noticed 09/08/2019.

As there is no option, the matter may be brought to the notice under the jurisdiction of the nearest police station.

Submitted for your kind advice and further necessary action.

[Signature]
Principal, FSTC

RED, AAI, ER

Pl. discuss.

[Signature]
12/9/19

54
11 SEP 2019
RED Secy, A.S.C.B.I Airport

[Signature]
12/9/19

Pl. take n.a as discussed in the office of RED along with DGM (IT) today and action taken report may also submit to ROS/DGM (IT)

[Signature]
DGM (IT)

[Signature]
23/9/19

Station having G.P. No. 816/19 on dated 25/09/19. Since the computer lab/Class room is accessible to anyone of

The premises person & Key Box is also accessible which is at Ground floor - The specific person cannot be identified, affixed for the theft and the recovery if any to be taken from FISC head or the write off to be provided for the missing item.

nee hawan
26/09/2019

DGM (IT)

As suggested by DGM (FS) ER, the recovery amount may be calculated as per IT Policy and put up for further approval.

Papabrata Ganguly
01/10/19

JE (IT) ER

w.r.t the previous note, recovery amount for the desktop and UPS is computed as per IT policy and shown in below table —

Sr. no	Type of the device	Age of the Device as per PO	Cost Price (Incl. of 5% VAT)	Percentage of Cost price to be recovered (as per IT policy)	Amount to be recovered
1.	Desktop	more than 3 years but less than 4 years	48054.30/-	25%	12013.57/-
2.	UPS	- do -	2047.00	25%	511.75/-
Total amount to be recovered = 12525.32/-					

All the relevant documents (Purchase order and copy of IT Policy) are placed in the correspondence side for



भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India

reference.

Submitted for records submission please.

DGM-IT (ER)

may please recalculate including taxes.

Samantha
10.10.19

Rupabanta Ganguly
10/10/19

IT (IT) ER

W.r.t the previous note, recovery amount is recalculated in the following table —

Sl. No.	Type of device	Age of the Device (as per PO)	Cost price (Incl. of 5% VAT)	Cost Price (Excl. + VAT)	Percentage of the cost price to be recovered (as per IT policy)	Amount to be recovered
1.	Desktop	More than 3 years but less than 4 years.	48054.30/-	45766.00/-	25%	11441.5/-
2	UPS	- do -	2047.00/-	1949.52/-	25%	487.38/-
Total =						11,928.88/-

So, as per the computation of recoverable amount 11,928.88/- (Eleven Thousand Nine Hundred Twenty Eight and Eighty Eight only) may be recovered.

Submitted for approval please.

DGM-IT (ER)

Samantha
11.10.19

With reference to the previous notes, the below points may kindly be considered -

1. The total Recovery Amount for missing Desktop Computer & UPS is ₹. 11,928.88 (Say ₹. 11,929/-) only.
2. As per DAM (FS) ER, no specific person could be identified for affixing the responsibility. It is proposed by DAM (FS) ER to recover the amount from FSTC Head.

Submitted for vetting by Finance Dte. & further necessary action please.

Tapabrata Ganguly
15/10/19

GM (CNS) ER

forwarded for Finance vetting as proposed above.

GM (Fin) ER
JANCF
15/10



15/10/19
16/10

- 1) May kindly refer noting of DAM (IT) - S/LK. Kindly confirm whether amount to be recovered from FSTC Head is Principal of FSTC.
- 2) File may pl be sent through GM (HR) for his views/recommendation for recovery.

GM (HR) ER
23/10/19

23/10/19
AKM(E)



NP-5

भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India

Finance may please send the file to
GM(HR).

Jha (Fin) ER.

[Signature]

24/10/19



1. May kindly confirm finance
note point I at purpose.

2. Also may refer CIM(HR)
note at NP-1. Afterwards it
has not been vetted by HR Dept.
for which it may be sent to CIM(HR).

CIM (CNS)

[Signature] 25/10/19

b
29/10/19
[Signature]

CIM (HR)

P1. SPIC.

~~Signature~~
spoken.

[Signature] 31/10

→ Mgr (HR) - RKS
[Signature] 11/11/19

Recovery may be done as per

appropriate rule after approval of the competent authority
in consultation with security department.

GM(HR)

[Signature]
13/11/19
MGR(HR)

from pre-page:

NY-6

As per pre page. may be forwarded to FSTC, Principal.

Jeta Sinha

Jeta Sinha
13/11/19

29/11/19

- GM (HR)

GM (FS) - FSTC

Since the Computer Lab & Class room is accessible to all personally if FSTC & then availability of ^{any system for} Continuous Monitoring at FSTC premises i.e. (CCTV System). The same thing also pointed out in investigation committee Report.

Also the security personnel are not maintaining the duties with utmost care & checking of Bags & maintaining vehicle entry / exit records are not done.

Also Directly / Indirectly no specific person found responsible for the Computer theft incident & Specific date also not available for the said incident. Hence considering all things it is proposed either recovery to be done through FSTC or write off to be given.

NK Ban
29/11/2019

GM (HR)

May be forwarded to Fin. Dept. for further necessary action pl.

Jeta Sinha
29/11/19

- GM (HR)

GM (Fin.)
Jeta Sinha
29/11/19

29/11/19



Report

Retar 29/11/19
May offer 50% in Fairly
recovered
4/12/19



NP-7

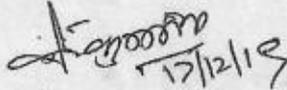
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Airports Authority of India

Reference is made to the pre-page noting.

Accordingly, it is intimated that relevant policy corresponding to recovery of amount with respect of various IT assets may be referred. The attached policy copy is for "retention of laptop & other IT asset by executives on transfer/retirement" with Table-3 depicting the charges to be paid for retention of IT assets on superannuation/separation from AAI.

Further, it is also informed that the said asset comes under IT Department and thus outside the purview of Technical Department.

Thus, it may be dealt by IT Department accordingly.


17/12/19
Bijender Kumar
DGM (Tech.)

DGM (IT)

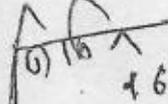
The file has been scrutinized and it was found that responsibility of loss of the said IT Assets have not been fixed.

The same needs to be done so that appropriate recovery can be made and the asset can be written-off. Submitted for necessary action please.

Rupabrata Ganguly
10/01/2020

Principal, ASTC

forwarded to Sh. V. Chauhan, DGM (FS), ER
(Then Principal)


26/11/2020

As already mentioned in NP-7 in 'A' that the security personnel ~~are~~ not perform the duty with utmost care & negligence in checking

111P-8

perform the duty round the clock. It comes to the probable conclusion that this happened due to negligence of security. Hence it is recommended to fix the responsibility on security staff of SITE for recovery purpose & further matter to be write-off.

recd from
17/01/2020

DGM (IT) ER

May please provide details (Name, Employee No., Designation) etc.) of the security personnel so that recoveries can be initiated.

Papabricka Ganguly
23/01/2020

DGM (FS) ER

Note # 18

Please confirm from IT Dte that the name of official/post to whom the asset was issued.

15/01/2021 02:46 PM

SUDHAMAY MAITI
GM(HR) - ER

NIP-8

perform the duty round the clock. It comes to the probable conclusion that this happened due to negligence of security. Hence it is recommended to fix the responsibility on security staff of AITC for recovery purpose & further matter to be write-off.

recd from

17/01/2020

DGM (IT) ER

May please provide details (Name, Employee No., Designation) etc.) of the security personnel so that recoveries can be initiated.

Papabhat Gangauly
23/01/2020

DGM (FS) ER



भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India
IT Division, RHQ (ER), Kolkata

Ref No.: AAI/ER/IT/PC/ 2015-16

Date: 17.02.2016

Issue Voucher

Sl. No.	Description of Items	Item Sl. No.	Qty.	Remark
1.	HP Desktop Computer Model: HP Desktop 406 G1	1) INA60IWRV4 2) INA60IWRSL 3) INA60IWRXJ 4) INA60IWRNX 5) INA60IWRWO 6) INA60IWR XW 7) INA60IWRV2 8) INA60IWRXQ 9) INA60IWRW7 10) INA60IWRS9	10 Nos.	New
2	HP 18.5" LED Monitor Model: HP V192	1) 6CM5052XBZ 2) 6CM5052XMZ 3) 6CM5481W69 4) 6CM5481X2C 5) 6CM5481X0W 6) 6CM5481W4Z 7) 6CM5481YCH 8) 6CM5481W62 9) 6CM5481YC9 10) 6CM5481X33	10 Nos.	New
3	600 VA UPS Model: Net star 600VA/Numatic	4314800211,212,213,214, 536,537,538 & 539, 74, 75, 77	10 Nos.	New
4	Canon High Speed Scanner Model: Canon DR C130L	FWD09018	01 No.	New
5.	Canon High Speed Scanner with Printer Model: Canon : MF3010.	WCM539	01 No.	New

Handed over by

SIGNATURE:

NAME: S K Roy

DESIGNATION: AM (Elex)

DEPARTMENT: IT Division, ER

Taken over by

SIGNATURE:

NAME: Ashok Kr. Chakraborty

DESIGNATION: AGM (FS)

DEPARTMENT: ATM (KOL) FSTC, K



भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India
क्षेत्रीय कार्यपालक निदेशक का कार्यालय
O/o The Regional Executive Director

Ref. No. AAI/ER/HR/Misc

Date: 09.02.2021

Office Order

Reference is made to the case of missing IT Assets from FSTC, Narayanpur, Kolkata which was reported by IT Department on 09.08.2019.

Shri Vikrant Damodar Chaware, Dy. General Manager (Fire Services), RHQ-ER, the then Principal of FSTC Kolkata, is hereby informed that the recovery amount for the missing Desktop Computer & UPS which amounts to Rs. 11,928.88/- (Rs. 11,929/- only) is to be deducted from the salary of February, 2021.

This issues with the approval of Competent Authority.

Madhulika
9/2/2021
(Madhulika Mani Das)
Dy. General Manager (HR)

To,
Shri Vikrant Damodar Chaware,
Dy. General Manager (FS),
AAI,
RHQ-ER

Copy to 1) SAP Cell RHQ-ER
2) Shri Shankar Mahato, DGM (Finance), AAI, RHQ-ER.



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Ref No,AAI/ER/RFO-15/Misc

Date:-12/02/2021

APPEAL

SUBJECT:- REVOKE OF OFFICE ORDER IMPOSING RECOVERY AMOUNT FOR MISSING IT ASSET AT FSTC AND INFORMATION TO BE PROVIDED UNDER WHICH PROVISION/CLAUSE SUCH PENALTY IMPOSED.

Sir/Madam,

With refer to the mail received on dated 10/02/2021 having attached Office Order Ref.No AAI/ER/HR/Misc. with regard to recover an amount of Rs.11, 929/- form the salary of Undersigned in Feb 2021 for recovering IT Asset amount.

This is an appeal made to the competent Authority, as undersigned has no Direct/Indirect Links with respect to the theft/Missing of the IT Asset from FSTC.

Hence the Office order issued with respect to imposing amount of Rs.11929/- may pl. be revoked with immediate effect please.

Also undersigned may pl. be informed. Under which provisions such office order is issued for recovering the Missing IT Asset amount from Undersigned salary.


विक्रान्त डी चवरे / Vikrant D Chaware

उप महाप्रबंधक (अग्निशमन सेवा)/DGM(FS)
अग्नि सेवा निदेशालय / Fire Service Directorate पूर्वी क्षेत्र मुख्यालय/RHQ(ER)

To,
Smt. Madhulika Mani Das
Dy.General Manager(HR),
AAI,
RHQ-ER

Copy to 1)SAP Cell RHQ-ER
2) Shri Shankar Mahato,DGM(Finance),AAI,RHQ-ER.

List of Correspondences

Receipt No. / Issue No.	Subject	Type	Marked As	Attached On	Issued On	Pages	Remarks
787399/2021/0/0 JGM(IT)-ER	Salary Slip of V D Chaware depicting Recovery of Amount	Receipt		23/03/2021 06:03 PM		16-16	
773026/2021/0/0 DGM(HR)-ER	Appeal of VD Chaware	Receipt		10/03/2021 11:15 AM		15-15	
745466/2021/0/0 DGM(HR)-ER	Vikrant D Chaware	Receipt		10/02/2021 11:32 AM		14-14	
725684/2021/0/0 JGM(IT)-ER	Issuance details (Issue Voucher) of the Missing Desktop and UPS	Receipt		20/01/2021 01:37 PM		13-13	
612747/2020/0/0 JGM(IT)-ER	Previous Noting	Receipt		10/09/2020 03:31 PM		5-12	
612629/2020/0/0 JGM(IT)-ER	Correspondence	Receipt		10/09/2020 03:31 PM		1-4	

To,
The Principal,
Fire service Training centre,
Narayanpur, Kolkata – 136

Dated:21.08.2019

Sub – Theft Standing Committee Preliminary Investigation Report:

Reference is made vide email dated 19.08.2019 (copy enclosed) for conducting a preliminary investigation against missing of one CPU, one monitor and one UPS.

The details of the report is given below for your kind perusal and necessary action.

Description of Item:

Type	Desktop computer
CPU Tag No	ER/IT/XXXXXX/C/00318
CPU Model	HP 406G1 MT Business PC
CPU Serial No.	INA601WRNX
Monitor Tag No	ER/IT/XXXXXX/M/00318
Monitor Model	HP V192
Monitor Serial No.	6CM5052XMZ
UPS Tag No	ER/IT/XXXXXX/U/00336
UPS Model	Numeric Digital 600 Ex-V
UPS Serial No.	YTU1527431177

When was the items last noticed to be on place?

On 16.05.2019, Sri Bitan Paul, and Sri Anirban Basu, both IT support Executive from RHQ, ER, visited FSTC for installing new computers. After installing the new computers, in presence of Sri Rajan Gawande, Manager (FS), Sri Jyotiprasad Kakati, Manager (FS) the old computers were shifted to computer lab and locked the room. Thereafter, the key was kept in the key board which is inside the Instructor's room.

Therefore, it may be assumed that, the missing items were last seen on 16.05.2019 (Afternoon).

When was the items detected missing?

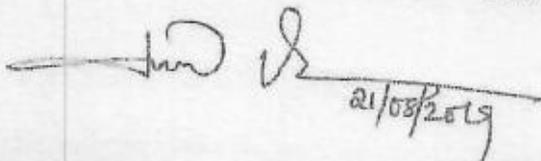
On 08.08.2019, Sri Bitan Paul, IT Support Executive from RHQ, ER visited FSTC for maintenance of computer and found that the lock cannot be opened by the key. After that some officials, namely Sri Rajan Gawande, Mgr (FS), J J Roy, AM(FS) have also tried several times to open the lock. Finally, after several forceful attempt, the lock brock out. He was also doubtful that the computer might be taken to RHQ, ER by someone from his section for servicing. On the same day, he went back to confirm whether the items were in RHQ store or not and intimated via mail dated 09.08.2019 (copy enclosed) that the above mentioned items were not in the store. Hence on 09.08.2019, it is learnt that the items were missing.

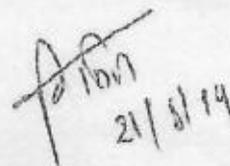
Description of investigation:

All stated that the keys of the instructor's room are in possession of them only. The computer room is generally kept lock and the key is kept inside the key box of the instructor's room.

All the staff of FSTC, including contractual staffs were asked whether they had any knowledge of the missing items, but everyone told that they didn't have any information.
All the area of FSTC were searched but the items were not found.
The security persons were asked about the incident, but they said that they have not seen anybody going out along with any suspectable items.

Hence, nobody from this office is suspected of having any malafide intention of stealing the items.


21/08/2019


21/08/19

Observation:

- No CCTV is installed in FSTC premises.
- At present, construction of boundary wall in the backside of FSTC garages is going on, but the work is not completed. People can swim and enter FSTC premises.
- Height of the boundary wall to the east side is very short. The wall can easily be scaled by a transgressor.
- The security personnel do not maintain any logbook during their handover takeover and do not log any important activity.
- Most of the time, the security personnel are not attending the main entrance gate and keep the gate in an open condition.
- The security personnel do not maintain the records of vehicle entry and exit.
- The security personnel do not check bags / belongings of any personnel coming in and going out.

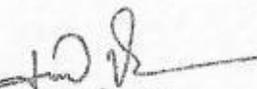
Identification of person responsible for the incident:

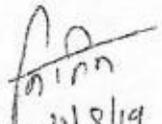
No person is found directly responsible for the incident.

However, if the security personnel deputed in FSTC performed their duty properly, this might not have happened.

Recommendation for preventing such type of incidence:

- CCTV camera having good resolution and night vision should be installed at FSTC covering all FSTC area.
- Construction work of boundary wall of FSTC in the back side of garages may be expedited.
- The height of the boundary wall to the east side to be increased and further the height may be increased by putting barbed wire.
- Experienced security personnel from a reputed organisation to be deputed for security duty at FSTC. It is also recommended to depute a gunman at night for security purposes.
- LOG Book to be used for logging important events including duty handover-takeover.
- Vehicle entry log book to be maintained.
- Personnel in / out register to be maintained.
- Key board (where all keys of room may be kept) may be maintained at security gate. The person at the end of the duty may handover the keys to security gate at the end of duty and take the keys on starting of duty).
- Bag / vehicle / items of all personnel (including AAI) may be checked while coming in and going out.
- Gate pass system may be introduced for allowing any items to go in/out of FSTC.

Sign: 
 Date: 21/08/2019
 Name: Jyotiprasad Kakati
 Desg: Manager (FS)
 Place: FSTC, Kolkata

Sign: 
 Date: 21/8/19
 Name: Nitin Bhilkar
 Desg: AGM(FS)
 Place: FSTC, Kolkata

Theft Standing Committee(TSC) - Nitin Pandharinath Bhilkar

Page 1 of 1

Theft Standing Committee(TSC)

Vikrant Damodar Chaware

Mon 8/19/2019 5:46 PM

To: Nitin Pandharinath Bhilkar <npbhilkar@AAI.AERO>; Jyotiprasad Kakati <jyotikakati@AAI.AERO>;
Cc: incharge.fstc <incharge.fstc@AAI.AERO>;

Dear All,

You both are Nominated as a committee member for theft Standing Committee(TSC) for the last
Computer Theft Investigation.

Kindly Investigate and Submit the report with in 2 working Days from tomorrow onwards.

Regards

Vikrant D Chaware

DGM(FS)ER

<https://mail.aai.aero/owa/>

21-08-2019

RE: MISSING ITEMS OF FSTC - incharge.fstc

RE: MISSING ITEMS OF FSTC

HOD - IT Department, RHQ Kolkata

Subject: MISSING ITEMS OF FSTC

Regd. by: For Officer Eastern Region <itd_er@AAIAERO>, incharge.fstc <incharge.fstc@AAIAERO>,
IT Coordinator Eastern Region <itd_er@AAIAERO>

Dear Sir,

With reference to the trading mail, it is requested to kindly elaborate on the matter of Missing IT Assets from FSTC.

স্বাক্ষর
তপস্বিতা গঙ্গুলী
উপ মহাপরিচালক (আই আই)
এর ই-অফিস, কলকাতা
মহাপরিচালক, মুম্বাই
ই-মেইল: eritd

With Regards,
Tapaswita Ganguly
Deputy General Manager (IT)
IT Division, RHQ-EP
9961578281
eritd@aaiaero.aai.in

From: IT support team, Eastern Region.

Sent: 08 August 2019 18:20

To: IT Coordinator, Eastern Region <itd_er@AAIAERO>

Cc: HOD - IT Department, RHQ Kolkata <hodit@AAIAERO>

Subject: MISSING ITEMS OF FSTC

Sir,

Kind attention please below items are missing from FSTC.

Name/Position	CPU Tag No	CPU Model	CPU Serial No.	Monitor Tag No	Monitor Model	Monitor Serial No.	UPS Tag No	UPS
COMPUTER LAB	ER/IT/XXXXXX/C/00518	HP 40GG1 MT Business PC	INW601VrRX	ER/IT/XXXXXX/M/00518	HP V192	6CM5052XWZ	ER/IT/XXXXXX/U/00336	Name 60

Regards
IT Support Team
AAI, RHQ(ER)

<https://mail.aaiaero/owa/>

21-08-2019



भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India

Ref No.: AAI/FSTC/Misc/49/19

Date: 09.09.2019

टिप्पणी / NOTE

बिषय / Sub:- Theft Standing Committee Preliminary Investigation Report-regarding.

Reference is made in connection with the missing of one computer set and one UPS from the computer lab room of FSTC, Narayanpur.

A committee constituting of 2 (two) members was constituted for investigating the missing items. The investigation report is placed opposite file as Flag "A".

The confirmation of missing items after reverification by the IT department on 03.09.2019 is also placed opposite file as Flag "B" (UPS shown in sl no 3 and computer set shown in sl no 16)

Based on the reports, it is confirmed that the items (UPS shown in sl no. 3 and computer set shown in Sl no. 16) were stolen from the computer lab of FSTC, which was first noticed 09/08/2019.

As there is no option, the matter may be brought to the notice under the jurisdiction of the nearest police station.

Submitted for your kind advice and further necessary action.

[Signature]
Principal, FSTC
09/09/2019

RED, AAI, ER

Pl. discuss.

54
RED Secy, AAI, ER
13 SEP 2019

General
Jain (Sec)

[Signature]
12/9/19

Pl. take n.a as discussed in the office of RED along with DGM (IT) today and action taken report may also submit to RED/DGM (IT)

DGM (IT)

[Signature]
23/9/19

Station having General Diary was done at Narayanpur police station having G.P. No. 296/09 on dated 25/09/19. Since the computer lab/lab room is accessible to anyone of

The premises person & Key Box is also accessible which is at Ground floor - the specific person cannot be identified, affixed for the theft and the recovery if any to be taken from FITC head or the write off to be provided for the missing item.

nee halwar
26/09/2019

DGM(IT)

As suggested by DGM(FS)ER, the recovery amount may be calculated as per IT Policy and put up for further approval.

Papabrata Ganguly
01/10/19

JE(IT)ER

w.r.t the previous note, recovery amount for the desktop and UPS is computed as per IT policy and shown in below table —

Sr. no	Type of the device	Age of the Device as per PO	Cost Price (Incl. of 5% VAT)	Percentage of cost price to be recovered (as per IT policy)	Amount to be recovered
1.	Desktop	more than 3 years but less than 4 years	48054.30/-	25%	12013.57/-
2.	UPS	- do -	2047.00	25%	511.75/-
Total amount to be recovered = 12525.32/-					

All the relevant documents (Purchase order and copy of IT policy) are placed in the correspondence side for



भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India

reference.

Submitted for records submission please.

DGM-IT(ER)

may please recalculate excluding taxes.

Sumantra
10.10.19

Tapaswita Ganguly
10/10/19

JE(IT)ER

W.r.t the previous note, recovery amount is recalculated in the following table —

Sl. No.	Type of Device	Age of the Device (as per PO)	Cost price (Incl. of 5% VAT)	Cost Price (Excl. of VAT)	Percentage of the cost price to be recovered (as per IT policy)	Amount to be recovered
1.	Desktop	More than 3 years but less than 4 years.	48054.30/-	45766.00/-	25%	11441.5/-
2	UPS	- do -	2047.00/-	1949.52/-	25%	487.38/-
Total =						11,928.88/-

So, as per the computation of recoverable amount 11,928.88/- (Eleven Thousand Nine Hundred Twenty Eight and Eighty Eight only) may be recovered.

Submitted for approval please.

DGM-IT(ER)

Sumantra
11.10.19

With reference to the previous notes, the below points may kindly be considered -

1. The total Recovery Amount for missing Desktop Computer & UPS is ₹. 11,928.88 (Say ₹. 11,929/-) only.
2. As per DGM (FS) ER, no specific person could be identified for affixing the responsibility. It is proposed by DGM (FS) ER to recover the amount from FSTC Head.

Submitted for vetting by Finance Dte. & further necessary action please.

Tapabrata Ganguly
15/10/19

G.M (FS) ER

Forwarded for Finance vetting as proposed above.

G.M (Fin) ER
JANCF
15/10



15/10/19
b 26/10

- 1) May kindly refer meeting of DGM (IT) - S/Lt. Kindly confirm whether amount to be recovered from FSTC Head is Principal & FSTC.
- 2) File may pl be routed through GM (HR) for his view/recommendation for recovery.

Jtam/ER
G.M (FS) ER b 23/10/19

23/10/19
AKM(E)



NP-5

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Airports Authority of India

Finance may please send the file to
GM(HR).

[Signature]

24/10/19

JGM (Fin) ER.



1. May kindly confirm finance
note point 1 at purpose.

2. Also may refer GM(HR)
note at NP-1. Afterwards it
has not been vetted by HR Dte.
for which it may be sent to GM(HR).

GM (CNS)

[Signature] 25/10/19

b
[Signature]

GM (HR)

Pl. copy.

[Signature]
spoken.

[Signature] 31/10

→ Mgr (HR) - RKS
[Signature] 11/11/19

Recovery may be done as per

appropriate rule after approval of the competent authority
in consultation with security department.

DGM (HR)

[Signature]
13/11/19

From pre-page:

Jeta Sinha

Jeta Sinha
13/11/19

As per pre-page, may be forwarded to FSTC, Principal.

27
28.11.19

- GJM(HR)

DGM(FS) - FSTC

Since the Computer Lab & Class room is accessible to all personally if FSTC & plan availability of a ^{only system for} Continuous Monitoring at FSTC premises i.e. (CCTV System). The same thing also pointed out in investigation committee Report.

Also the security personally are not maintaining the duties with utmost care & checking of Bags & maintaining vehicle entry / exit records are not done.

Also Directly / Indirectly no specific person found responsible for the Computer theft incident & Specific date also not available for the said incident.

Hence considering all things it's proposed either recovery to be done through FSTC or write off to be given.

AKC/HR
29/11/2019

DGM(HR)

May be forwarded to Fin. Dept. for further necessary action pl.

Jeta Sinha
29/11/19

- GJM(HR)

27
29.11.19

Cudart

DGM(Fin.)
Jeta Sinha
29/11/19



Refer 29/11/19
May offer your
recommendation
to
4/12/19



NP-7

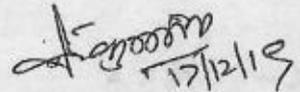
भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India

Reference is made to the pre-page noting.

Accordingly, it is intimated that relevant policy corresponding to recovery of amount with respect of various IT assets may be referred. The attached policy copy is for "retention of laptop & other IT asset by executives on transfer/retirement" with Table-3 depicting the charges to be paid for retention of IT assets on superannuation/separation from AAI.

Further, it is also informed that the said asset comes under IT Department and thus outside the purview of Technical Department.

Thus, it may be dealt by IT Department accordingly.


17/12/19
Bijender Kumar
DGM (Tech.)

DGM (IT)

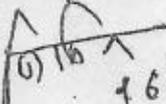
The file has been scrutinized and it was found that responsibility of for loss of the said IT Assets have not been fixed.

The same needs to be done so that appropriate recovery can be made and the asset can be written-off. Submitted for necessary action please.

Tapabrata Ganguly
10/01/2020

Principal, ASTC

forwarded to Sh. V. Chauhan, DGM (FS), ER
(Then Principal)


16/11/2020

As already mentioned in NP35 in 'A' that the security personnel are not perform the duty with utmost care & diligence in checkin

NIP-8

perform the duty round the clock. It comes to the probable conclusion that this happened due to negligence of security. Hence it is recommended to fix the responsibility on security staff of ATE for recovery purpose & further matter to be write-off.

recd from
17/01/2020

DGM (IT) ER

May please provide details (Name, Employee No., Designation) etc.) of the security personnel so that recoveries can be initiated.

Rapabanta Ganguly
23/01/2020

DGM (FS) ER



भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India
IT Division, RHQ (ER), Kolkata

Ref No.: AAI/ER/IT/PC/ 2015-16

Date: 17.02.2016

Issue Voucher

Sl. No.	Description of Items	Item Sl. No.	Qty.	Remark
1.	HP Desktop Computer Model: HP Desktop 406 G1	1) INA60IWRV4 2) INA60IWRSL 3) INA60IWRXJ 4) INA60IWRNX 5) INA60IWRWO 6) INA60IWR XW 7) INA60IWRV2 8) INA60IWRXQ 9) INA60IWRW7 10) INA60IWRS9	10 Nos.	New
2	HP 18.5" LED Monitor Model: HP V192	1) 6CM5052XBZ 2) 6CM5052XMZ 3) 6CM5481W69 4) 6CM5481X2C 5) 6CM5481X0W 6) 6CM5481W4Z 7) 6CM5481YCH 8) 6CM5481W62 9) 6CM5481YC9 10) 6CM5481X33	10 Nos.	New
3	600 VA UPS Model: Net star 600VA/numeric	4314800211,212,213,214, 536,537,538 & 539, 74, 75, 76	10 Nos.	New
4	Canon High Speed Scanner Model: Canon DR C130L	FWD09018	01 No.	New

5. ~~Canon High Speed Scanner~~ with Printer
Model: Canon: MF3010.

WCM539

DINDO.

NEW

Handed over by

Taken over by

SIGNATURE:

SIGNATURE:

NAME: S K Roy

NAME: Ashok Kr. Chakraborty

DESIGNATION: AM (Elex)

DESIGNATION: AGM (FS)

DEPARTMENT: IT Division, ER

DEPARTMENT: ATM(KOL) FSTC, A



भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India
क्षेत्रीय कार्यपालक निदेशक का कार्यालय
O/o The Regional Executive Director

Ref. No. AAI/ER/HR/Misc

Date: 09.02.2021

Office Order

Reference is made to the case of missing IT Assets from FSTC, Narayanpur, Kolkata which was reported by IT Department on 09.08.2019.

Shri Vikrant Damodar Chaware, Dy. General Manager (Fire Services), RHQ-ER, the then Principal of FSTC Kolkata, is hereby informed that the recovery amount for the missing Desktop Computer & UPS which amounts to Rs. 11,928.88/- (Rs. 11,929/- only) is to be deducted from the salary of February, 2021.

This issues with the approval of Competent Authority.

Madhulika
9/2/2021
(Madhulika Mani Das)
Dy. General Manager (HR)

To,
Shri Vikrant Damodar Chaware,
Dy. General Manager (FS),
AAI,
RHQ-ER

Copy to 1) SAP Cell RHQ-ER
2) Shri Shankar Mahato, DGM (Finance), AAI, RHQ-ER.



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Ref No,AAI/ER/RFO-15/Misc

Date:-12/02/2021

APPEAL

SUBJECT:- REVOKE OF OFFICE ORDER IMPOSING RECOVERY AMOUNT FOR MISSING IT ASSET AT FSTC AND INFORMATION TO BE PROVIDED UNDER WHICH PROVISION/CLAUSE SUCH PENALTY IMPOSED.

Sir/Madam,

With refer to the mail received on dated 10/02/2021 having attached Office Order Ref.No AAI/ER/HR/Misc. with regard to recover an amount of Rs.11,929/- form the salary of Undersigned in Feb 2021 for recovering IT Asset amount.

This is an appeal made to the competent Authority, as undersigned has no Direct/Indirect Links with respect to the theft/Missing of the IT Asset from FSTC.

Hence the Office order issued with respect to imposing amount of Rs.11929/- may pl. be revoked with immediate effect please.

Also undersigned may pl. be informed. Under which provisions such office order is issued for recovering the Missing IT Asset amount from Undersigned salary.

Vikrant D Chaware
विक्रान्त डी चवरे / Vikrant D Chaware

उप महाप्रबंधक (अग्निशमन सेवा)/DGM(FS)

अग्नि सेवा निदेशालय / Fire Service Directorate पूर्वी क्षेत्र मुख्यालय/RHQ(ER)

To,
Smt. Madhulika Mani Das
Dy.General Manager(HR),
AAI,
RHQ-ER

Copy to 1)SAP Cell RHQ-ER
2) Shri Shankar Mahato,DGM(Finance),AAI,RHQ-ER.

Draft List

Draft No. Subject

Status Approved By Last Updated On

DFA/11468 Missing IT Assets of FSTC Kolkata DFA

17/12/2020 04:23 PM

Ref.
AAI/ER/HR/Misc

No.

Date: 27.11.2020

Establishment Order

Reference is invited to the Theft Standing Committee Investigation report regarding missing of Desktop and UPS at FSTC.

As per the IT Policy, recovery of an amount of Rs.11,929/- to be made from the concerned officials/Department.

As proposed by DGM (FS) RHQ-ER and approved by Competent Authority, Rs. 746/- only (Rupees Seven Hundred Forty Six Only) is to be recovered equally from each of the 16 undermentioned Executives and Non- Executives from the salary of December, 2020.

Sl. No.	Name	Designation	Employee No.	Remarks
01	Mr. Vikrant Chaware	DGM (FS)	10015010	Recovery of Rs.746/- only to be done equally from all.
02	Mr. Nitin Pandharinath Bhilkar	AGM (FS)/Principal-FSTC	10022460	do
03	Mr. Rajan Vasant Gawande	Manager (FS)	10016198	do
04	Mr. W. Santosh Kumar Singh	Manager (FS)	10020480	do
05	Mr. Jagat Jyoti Roy.	AM (FS)	10020321	do
06	Mr. Kaushik Kumar Ghosh	Sr. Supdt.(FS)	10020367	do
07	Mr. Asoke Kumar Roy	Sr. Supdt (FS)	10016546	do
08	Mr. Saurav Paul Choudhury	Supv(FS)	10016206	do
09	Mr. Rajib Choudhury	Supv (FS)	10000944	do
10	Mr. Ranjan Mukherjee	Supv (FS)	10011915	do
11	Mr. Jai Narayan Ray	Supv (FS)	10020591	do
12	Mr. Amiya Kr. Pandey	Sr.Attn dt. (Security)	10012189	do
13	Mr. Khokan Acharjee	Sr.Attn dt. (Security)	10010326	do
14	Mr. B.N. Roy	Sr.Attn dt.	10020458	do

	Choudhury	(Security)		
15	Mr. Sanat Sarkar	AM (FS)	10020349	do
16	Ms. Taniya Sanyal	Jr.Asstt (FS)	10016160	do

This issues with the approval of Competent Authority.

(Sudhamay Maiti)

General Manager (HR)
To,
Shri S. Mahato, DGM (Fin)
AAI,
RHQ-ER

Copy to 1) SAP Cell RHQ-ER 2) DGM (FS) 3) Individual
Concerned- To raise objection (if any) against this recovery
within 7 days after receiving this order.