



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
क्षेत्रीय मुख्यालय, दक्षिणी क्षेत्र, चेन्नई
REGIONAL HEADQUARTERS, SOUTHERN REGION, CHENNAI



चना अधिकार - समयबद्ध / RTI - TIME BOUND

सं./ Ref: भाविप्रा/द. क्षेत्र/ सूचना अधिकार/2023 AAI/SR/RTI/2023/1-179 दिनांक / Date : 17.08.2023

सेवा में / To

श्री / Shri. Vijay Anavaratham C
Telangana

विषय / Sub : सूचना अधिकार अधिनियम, 2005 के अंतर्गत माँगी गई सूचना श्री. विजय अनवरथम सी के आवेदन के संबंध में / Information under RTI Act, 2005- Application of / Shri. Vijay Anavaratham C -reg

संदर्भ /Ref : AAICH/R/T/23/00179 dated 18.07.2023

महोदय / महोदया / Sir/ Madam,

कृपया आपके ऑनलाइन के माध्यम से प्राप्त सूचना अधिकार के अनुरोध के संबंध में।
Reference may please be made to your online RTI Request as above.

इस संबंध में उक्त सूचना के संरक्षक द्वारा प्रदान की गई अपेक्षित सूचना कृपया इसके साथ संलग्न है। In this regard, the information furnished by the custodian of information is attached herewith.

यदि आप उक्त उत्तर/सूचना से संतुष्ट नहीं हैं, तो आपके द्वारा प्रथम अपीलीय प्राधिकारी के समक्ष 30 दिनों के अंदर अपील किया जा सकता है। In case, you are not satisfied with the reply/information, you may prefer an appeal within 30 days to the First Appellate Authority.

प्रथम अपीलीय प्राधिकारी के संबंध में विवरण निम्न है:-
The details of FAA are given below.

एस.जी. पणिककर / S G Panicker,
क्षेत्रीय कार्यपालक निदेशक / प्रथम अपीलीय प्राधिकारी
Regional Executive Director/First Appellate Authority
भारतीय विमानपत्तन प्राधिकरण / Airports Authority of India,
क्षेत्रीय मुख्यालय, दक्षिणी क्षेत्र / Regional Headquarters, Southern Region,
चेन्नई हवाई अड्डा / Chennai Airport
चेन्नई / Chennai - 600 016
दूरभाष / Phone No.: 044-22561234
ई मेल / Email : redsr@aai.aero

भवदीय / Yours faithfully,


(वेकटेश्वर एल / VENKATESHWAR L)
महाप्रबंधक (सं.दि.नि- द.क्षेत्र)
General Manager (CNS-SR)
जन सूचना अधिकारी - सूचना अधिकार
PUBLIC INFORMATION OFFICER-RTI

संलग्न/Encl.: यथोपरि/As above

भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

AAI/SR/M/RTI/EH/R&P

Date: 02.08.2023

OFFICE NOTE**SUB: Information sought under RTI Act, 2005 -reg.**

Reference is made to the RTI application No.AAICH/R/T/23/00179 dated 18.07.2023 in respect of Shri.VIJAY ANAVARATHAM C, Telengana, seeking the information under RTI Act, 2005.

The requisite information is furnished below:

Sl. No.	Information sought	Reply
1	Whether did, I, Vijay Anavaratham C, AAI Employee ID 1139, submit the NOC, at the time of interview to the post of Senior Assistant (Accounts) held in the Office of The Regional Executive Director, Southern Region, Chennai in the year 2005, in respect of the written test held in the year 2003 for the said post, issued by the then Office of the Principal Director of Commercial Audit & Ex-officio MAB Chennai? Yes/No	
2	Whether did I, Vijay Anavaratham C, AAI Employee ID 1139, submit a copy of the Relieving Order issued by the then Office of The Principal Director of Commercial Audit & Ex-officio MAB Chennai at the time of joining the post of Senior Assistant (Accounts) in the Regional Accounting Unit, Southern Region, Chennai on 01.05.2006? Yes/No	The files pertains to the year already weeded out under Record Retention Policy and hence no information available.
3	Whether did I, Vijay Anavaratham C, AAI Employee ID 1139, apply for the post of Accounts Officer in the Indian Space Research Organisation in the year 2008 through proper channel in AAI, Southern Region, whether NOC for the same was issued by AAI, Southern Region in July 2009 and whether I, Vijay Anavaratham C, AAI Employee ID 1139, was relieved on 05.05.2011 to take up the post of Accounts Officer in ISRO HQ, Bengaluru on 06.05.2011? Yes/No	

0897-R37T
04/08/2023

(C.THAMBITHURAI)
Jt. General Manager (HR)
AAI, RHQ-SR

(Through GM(HR)/SR)

To
The General Manager (CNS-SR), PIO, AAI-SR, Chennai



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

AAI/SR/M/RTI/EH/R&P

Date: 16.08.2023

OFFICE NOTE

SUB: Information sought under RTI Act, 2005 -reg.

Please refer to your office Note No.AAI/SR/RTI/2023 dated 07.08.2023

1. Shri.Vijay Anavaratham C - Registration No.AAICH/R/T/23/00179 dated 18.07.2023

The reply is same as mentioned in the letter No.AAI/SR/M/RTI/EH/R&P dated 02.08.2023.

Further, the requisite supporting document mentioned in the letter dated 07.08.2023 is attached herewith as **Annexure - A.**

With regard to copy of resignation letter, it is informed that a copy of RTI Foundation of India order dated 18.09.2019 replied to an appellant for his query is attached with stating that "He is not entitled to seek the documents as a matter of right under the RTI Act, 2005 - Portion highlighted.

(C.THAMBITHURAI)
Jt. General Manager(HR)
AAI, RHQ-SR

(Through GM(HR)/SR)

To
The General Manager(CNS-SR), PIO, AAI-SR, Chennai

770-251
17/08/2023

Received
17/08/2023



सत्यमेव जयते

GOVERNMENT OF INDIA

**RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS
COMMON TO ALL MINISTRIES/ DEPARTMENTS**

2012

**DEPARTMENT OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES
SARDAR PATEL BHAWAN, SANSAD MARG, NEW DELHI-110001**

Annexure - A

A - ESTABLISHMENT

S.No.	SUBJECT/TOPIC	PAGE/PAGES NUMBERS
11.	Creation and classification of post	1
12.	Recruitment	32-3
14	Scheduled castes and Scheduled tribes	3-4
15	Retrenchment	4
16	Verification/re-verification of character and antecedents	4-5
17	Medical examination	5
19	Personal files (gazetted)	5
20	Personal files (non-gazetted)	5-6
21	Service record	6-7
22	Postings and transfers	7
23	Seniority	7-8
24	Leave (other than study leave & casual leave)	8
25	Casual leave (including special leave)	8
26	Pay/special pay	9
27	Allowances	9
28	Confidential/assessment report	9-10
29	Increment	10
31	Probation/confirmation	10-11
32	Promotion/reversion	11-12
33	Training/scholarships/fellowships in India and abroad	12-13
34	Departmental examinations	13
35	Deputations and delegations	13-14
36	Delegation of powers	14
37	Honorarium/awards	14
38	Pension/retirement	14-15
39	Resignation	15
40	Extension of service	15-16
41	Re-employment	16
43	Nomination of employees	16
44	Forwarding of applications	16
45	Study leave	17
46	No objection certificate (for registration with employment exchange)	17
47	Review for determining suitability of employees for continuance in service	17
48	Review of cadres/services	17-18
49	No objection certificate for issue of passport, arms license etc. to government servants	18
	Records other than files	19

			and when they become obsolete.		
		12.Group A	(a) Pre-verification of pension case	C-3	
		13.Group B	(b) Invalid pension (c) Family Pension	Till the youngest son/daughter attains majority or 5 years which is later.	
		14.Group B (non-gazetted)			
		15.Group C			
		16.Group D	(d) Other pension (e) Gratuity (f) Commutation of pension	C-5 C-15	Refer GFR appendix 13, annex-1
39.	Resignation	11.Rules and orders (general aspects)	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.		
		12.Group A	C-1	A copy of the communication accepting the resignation may be placed in the personal file.	
		13.Group B			
		14.Group B (non-gazetted)			
		15.Group C			
		16.Group D			
40.	Extension of service	11.Rules and orders (general aspects)	Category 'B' in the case of departments issuing the orders and departments concerned; Category 'C' for other departments who may keep only the standing orders, weeding out the superseded ones, as and when they become obsolete.		
		12.Group A	C-1 after retirement	Subject to a copy of the order being placed in the personal file.	
		13.Group B			
		14.Group B (non-gazetted)			
		15.Group C			

Categorization of Records

Physical Records* - File may be recorded under any one of the following category:

- (1) Category 'A' meaning 'keep and microfilm' -
 - (a) files which qualify for permanent preservation for administrative purposes and which have to be microfilmed because they contain:
 - (i) a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum to avoid its damage or loss; or
 - (ii) material likely to be required for frequent reference by different parties simultaneously/frequently.
 - (b) files of historical importance.
- (2) Category 'B' meaning 'keep but do not microfilm'-This category will cover files required for permanent preservation for administrative purpose. It will, however, exclude the nature of material falling under the category described in (i) or (ii) of sub-para (1) (a) above and therefore need not be microfilmed.
- (3) Category 'C' meaning 'keep for specified period only'. This category will include files of secondary importance having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to B Category. C-3, C-5 & C-10 means Category 'C' files to be kept for 3 years, 5 years and 10 years respectively.

Electronic Records** - e-Files/records may be digitized any one of the category:

- (1) Category-I (e-Files/records to preserved permanently on which are of historical importance) – For 10 years, it will be kept in the Department's sever and thereafter transferred to the server of the National Archives of India.
- (2) Category –II (e-Files/records of secondary importance and have a reference value for a limited period) – 10 years on the Department's server. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to Category-I.

* From the paragraph No.105 of the Central Secretariat Manual of Office Procedure.

** From the paragraph No.92 of the Central Secretariat Manual of e-Office Procedure.



RTI Foundation Of India

<http://www.rtifoundationofindia.com>

Appellant sought a copy of his own documents submitted by him at the time of his appointment in the Hindi Teaching Scheme (HTS), CIC: He is not entitled to seek the documents as a matter of right under the RTI Act; Denial upheld

18 Sep, 2019

ORDER

1. The appellant filed an application under the Right to Information Act, 2005 (RTI Act) before the Central Public Information Officer (CPIO), Department of Official Language (DOL), Chennai seeking

(i) a copy of his service book

(ii) all documents relating to his appointment including the appointment letter and

(iii) certified copy of all documents submitted by him at the time of his appointment in the Hindi Teaching Scheme (HTS), Chennai Office.

2. The appellant filed a second appeal before the Commission on the ground that unsatisfactory response has been provided by the CPIO since information pertaining to all the officers/ employees of the Hindi Teaching Scheme are held and available with the HTS, Chennai and that there is no mechanism to transfer the Personal File and Service Book of an employee at the time of his/ her transfer. The appellant therefore prayed before the Commission to allow the appeal and direct the respondent to disclose the information on the RTI application.

Hearing:

3. Shri Jeevan Jyoti Anand representing the Appellant was present in person. Smt. Chitra Krishnan, CPIO and Dy. Director representing the Department of OL, Chennai was heard through video conferencing.

4. The appellant's representative submitted that copies of his service book and appointment related documents have not been provided by the respondent. He, therefore, requested the Commission to direct the respondent to provide the documents sought for by the appellant.

5. The respondent submitted that the appointment letter and documents related thereto are not available with them. Moreover, the appellant himself should be having the copy of the appointment letter. The respondent, however, agreed to provide a copy of his service book to the appellant.

Decision:

6. The Commission, after hearing the submissions of both the parties and perusing the records, observes that letter of appointment of a person is issued by the appointing authority concerned. In view of this, all documents relating to the appellant's appointment ought to be available with the respondent. However, the respondent submitted during the hearing that the same are not available with them. The Commission,

therefore, directs the respondent to file an affidavit with the Commission deposing that no records relating to the information sought for vide point no. 2 of the RTI application is available with the respondent. Hence, no information can be provided to the appellant. A copy of the affidavit shall also be provided to the appellant. The Commission also directs the respondent to provide the appellant a copy of his service book as sought vide point no. 1 of the RTI application. The above directions of the Commission shall be complied with, within a period of four weeks from the date of receipt of a copy of this order.

7. The Commission further observes that the appellant vide point no. 3 of the RTI application is seeking a copy of his own documents submitted by him at the time of his appointment in the Hindi Teaching Scheme (HTS), Chennai Office, which he is not entitled to seek as a matter of right under the RTI Act. In this regard, the Hon'ble Madras High Court in the case of High Court, Madras vs. Central Information Commission, Writ Petition No. 26781/2013 dated 17.09.2014 has held as follows:-

“.....we fail to understand as to how the second respondent is entitled to justify his claim for seeking the copies of his complaints and appeals. It is needless to say that they are not the information available within the knowledge of the petitioner; on the other hand, admittedly, they are the documents of the second respondent himself, and therefore, if he does not have copies of the same, he has to blame himself and he cannot seek those details as a matter of right Further, those documents cannot be brought under the definition "information" as defined under Section 2(f) "information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force; of the RTI Act.”

In view of the above ratio, information sought cannot be provided to the appellant.

8. With the above observations, the appeal is disposed of.

9. Copy of the decision be provided free of cost to the parties.

Sd/-

Sudhir Bhargava

Chief Information Commissioner

Citation: K N Rajasekar v. CPIO, Department of Official Language in Second Appeal No. CIC/DPOOL/A/2018/114542, Date of order 28.08.2019

RTI Foundation Of India

<http://www.rtifoundationofindia.com>