



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 /2024 AAI/SR/RTI/2024/T-18 दिनांक / Date :24.02.2025

सेवा में /To

Shri. Ajay Singh  
Delhi

विषय / Sub : Information under RTI Act, 2005- Application of Shri. Ajay Singh- reg

संदर्भ /Ref : AAICH/R/T/24/00018 dated 24.01.2025

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. पणिकर / 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 हवाईअड्डा / Chennai Airport  
चेन्नई / Chennai – 600 016  
दूरभाष / Phone No.: 044-22561234  
ई मेल / Email : [redsr@aai.aero](mailto:redsr@aai.aero)

भवदीय / Yours faithfully,

(बी. मुरलीधरन / B. MURALIDARAN)  
महाप्रबंधक (मानव संसाधन)- क्षे. मु- द.क्षेत्र  
General Manager (HR)-RHQ-SR  
जन सूचना अधिकारी – सूचना अधिकार  
PUBLIC INFORMATION OFFICER-RTI

संलग्न/Encl.: यथोपरि/As above



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

भारतीय विमानपत्तन प्राधिकरण / AIRPORTS AUTHORITY OF INDIA  
दक्षिणी क्षेत्र, चेन्नै - 16 / SOUTHERN REGION : CHENNAI - 16  
मानव संसाधन प्रबंधन विभाग/DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

सं. भा.वि.प्रा / द.क्षे / सू.अ.अ/ स्थापना  
AAI/SR/RTI/ESTT

दिनांक / Dated :

11.02.2025  
12

कार्यालय टिप्पणी / OFFICE NOTE

विषय / Subject: Seeking information under RTI Act, 2005 - Application of Shri Ajay Singh-reg.

Reference may please be made to RTI Application with registration no. AAICH/R/T/25/00018 dated 24.01.2025.

2. In this regard, the information available at RHQ/SR is provided below.

RTI Point no.	Information Sought	Reply
1.	Please provide the salary slips and details of all other components including rating allowance, stress allowance etc of a JE-ATC, AM-ATC, JGM-ATC and GM-ATC each at Delhi, Chennai, Hyderabad, Bombay and Kolkata airports for the month November 2024 to the provided email id.	In accordance with RTI Act, section 8.1(J) the information sought is personal information. The disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual.
2.	Kindly provide the required manpower vs available manpower of AAI non-executive staff in Calicut, Chennai and Kolkata airports in the departments of Firefighting, ATCOs, Terminal Operations and Airside Operations.	Pertains to R&P Cell/SR
3.	Kindly provide the monthly amount of overtime allowances in INR paid to workmen or non-executive staff department-wise at Calicut, Bhubaneswar, Chennai and Kolkata airports for the year 2024.	Pertains to Finance Dept. of concerned stations.
3.	Kindly provide the details of overtime allowances paid to non-executive staff name-wise with respective department and designation for the months of January 2024, October 2024, November 2024 and December 2024 of Calicut Airport along with their respective biometric attendance data.	In accordance with RTI Act, section 8.1(J) the information sought is personal information. The disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual.
4.	Kindly provide the details of overtime allowances paid to non-executive staff name-wise with respective department and designation for the months of January 2024, October 2024, November 2024 and December 2024 of Chennai Airport along with their respective biometric attendance data.	
5.	Kindly provide the details of overtime allowances paid to non-executive staff name-wise with respective department and designation for the months of January 2024, October 2024, November 2024 and December 2024 of Kolkata Airport along with their respective biometric attendance data.	Pertains to Kolkata Airport
6.	Kindly provide the details of overall amount of overtime allowances paid to non-executive staff for the year 2023 (January to December) and 2024 (January to December) by AAI on a whole in INR.	Information pertains to Finance Directorate.

*Handwritten signature and date*  
12/2



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

भारतीय विमानपत्तन प्राधिकरण / AIRPORTS AUTHORITY OF INDIA  
दक्षिणी क्षेत्र, चेन्नै - 16 / SOUTHERN REGION : CHENNAI - 16  
मानव संसाधन प्रबंधन विभाग/DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

7.	Kindly provide the details of overall amount of overtime allowances paid to Executive staff for the year 2023 and 2024 by AAI on a whole in INR.	Information pertains to Finance Directorate.
8.	Kindly provide any order on circular mandating the salary payments of officials in AAI airports based on biometric attendance for maintaining authenticity.	CHRM no. 11/2016 dated 19.08.2016, is enclosed.

  
(B SANTOSH PATNAIK)  
Asst. Gen. Manager (HR)

  
Through: Jt. GM (HR)

To: 1. GM (HR)-SR/PIO-SR, AAI, RHQ/SR, Chennai-600027.



भारतीय विमानपत्तन प्राधिकरण  
AIRPORT AUTHORITY OF INDIA

No. A.60011/36/2015/HRPC

August 19, 2016

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

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

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

The Director,  
Indian Aviation Academy  
New Delhi.

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

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

**CHRM Circular No. 11 /2016**

**Sub.: BIOMETRIC ATTENDANCE SYSTEM.**

With a view to improve efficiency in monitoring the attendance, leave records and over all working environment, it has been decided to use AADHAR enabled Biometric Attendance System in all offices of Airports Authority of India.

2. Biometric Attendance System (BAS) is only an enabling platform. There is no change in the instructions relating to office hours.

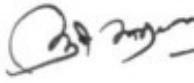
3. The instructions related to punctuality and steps to be taken for enforcing it are as follows:

- (i) In the morning, the time recorded from 09.30 to 09.40 will not be counted as late attendance (if the reporting time is 09.30 a.m and so on).
- (ii) Late coming of upto 30 minutes may be relaxed keeping in view the transport problem or any other unforeseen eventuality subject to the condition that duration of late coming is compensated by sitting late in evening, by additional 30 minutes i.e. upto 06.30 p.m. on the same day for those working upto 06.00 p.m.

- (iii) Half day's Casual Leave should be debited to the CL account of employee for each late attendance but late attendance upto an hour, or not more than 2 occasions in a month, may be condoned by the competent authority if he is satisfied that this is due to unavoidable reasons.
- (iv) Employee who departs from office early before the closing hours of office and marking his /her attendance will also be treated as late attendance and half day's CL will be debited from his/her CL account for such early leaving from office, this may be ensured by the Competent Authority.
- (v) If an official who has no casual leave to his credit, comes late without sufficient justification and the competent authority concerned is not prepared to condone the late coming, in that case the following should be enforced:-
  - (a) The official should apply for Earned Leave (EL) or any other kind of leave due admissible for that day, as he may choose. If he/she apply for EL or no other kind of leave due and admissible for the entire day, the same may be sanctioned by the competent authority.
  - (b) If an official has not applied for leave, then it will be treated as unauthorized absence for the day on which he / she has come late and an appropriate action will be taken in that case.
- (vi) The Head of Department & Controlling Officers are responsible for implementation of BAS in their department. Head of HR department shall ensure that details of CL/RH taken during previous month shall be sent to administration department by 7<sup>th</sup> of the following month. They must also ensure that duly recommended leave applications of nature such as EL/Commutated Leave/HPL etc. are sent to HR department promptly. HR department shall ensure that all such leaves for the month are duly sanctioned by 7<sup>th</sup> of the following month with an information to Administration/HR department, which is nodal point for monitoring of BAS.

CA-

- (vii) Where an official is required to go for an official meeting in another office directly from home or proceed from in the late afternoon from where he / she is not likely to return to office, an intimation to this effect will be furnished in advance to Administration / HR Directorate through e-mail. A consolidated statement in this regard would be sent by Head of Department by 5<sup>th</sup> of following month to Administration / HR Directorate.
4. Disciplinary action may also be taken against the employee who are habitually late and do not follow the above instructions.
  5. All the units / stations are required to strictly follow the above instructions in the present system, till the BAS is installed.
  6. These orders shall come into force with immediate effect.

  
19/08/16  
(Anuj Aggarwal)  
Member (HR)

**Internal Distribution:**

1. DGM(ES) to Member(Planning)/Member(Fin)/Member(HR)/Member(ANS)/Member (Ops) – for necessary action
2. CVO - for information
3. All HoDs at CHQ/Operational Office/AAI Office Complex for necessary action
4. GM(IT) for uploading on AAI website
5. General Secretary – AAOA (I)/ATC (G)/ACOA (I)/AAI Engg. Guild (I)/CNS Officers' Guild /IAAIOA/AAI SCT Association.
6. General Secretary, AAEU

**Copy for information to:**

- DGM (ES) to Chairman



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

विमानपत्तन प्राधिकरण / AIRPORTS AUTHORITY OF INDIA

दक्षिणी क्षेत्र, चेन्नई - 27 / SOUTHERN REGION: CHENNAI - 27

मानव संसाधन प्रबंधन विभाग / DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

सं.भा.वि.प्रा/द.क्षे/आर.टि.आई/ईए/आर.एवं.पी /No.AAI/SR/RTI/EA/R&P

दिनांक/Dated:20.02.25

**कार्यालय टिप्पणी / OFFICE NOTE**

**Sub: Information under RTI Act, 2005 - No.AAICH/R/T/25/00018 dated 24/01/2025 submitted by Shri. Ajay Singh, Calicut.**

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Kindly refer RTI application Registration No.AAICH/R/T/25/00018 dated 24/01/2025 submitted by Shri. Ajay Singh, Delhi.

As per records available, the information pertaining to Sl.No.2 with reference to Calicut and Chennai Airport is furnished below:

S.No.	Information sought	Reply			
2	Kindly provide the required manpower vs available manpower of AAI non executives staff in Calicut, Chennai and Kolkata airports in the departments of Firefighting, ATCOs, Terminal Operations and Airside Operations.	Discipline	Station	S/S	A/S
		FS	Calicut	77	77
			Chennai APT	142	127
		Operations	Calicut	4	7
			Chennai APT	10	11
		Sr.Attdt.(Traffic Hand	Calicut	0	1
Chennai APT	0		0		

*J. Edwin Dinroze*  
(J.EDWIN DINROZE) 20/25  
Asst. General Manager (HR)

To

General Manager (HR)/PIO,  
RHQ, Southern Region, Chennai

क्षेत्रीय मुख्यालय, दक्षिणी क्षेत्र, चेन्नई-27  
Regional Headquarters, Southern Region, Chennai-27

दूरभाष / Tel: 044-22567451-52 फेक्स / Fax: 044-22561466

E-Mail: gmhrs@aaiaero; r&pcells@aaiaero

AIRPORTS AUTHORITY OF INDIA  
FINANCE DEPARTMENT, RHQ  
PAYROLL SECTION, RAU

Name of Applicant: AJAY SING

Date: 13.02.2025

RTI Reply for online Registration No: AAICH/R/T/25/00018

Ref: Mail dt.13.02.2025

Point No:	Query	Reply
1	Please provide the salary slips and details of all other components including rating allowance, stress allowance etc. of a JE-ATC, AM-ATC, JGM-ATC and GM-ATC each at Delhi, Chennai, Hyderabad, Bombay and Kolkata airports for the month of November 2024 to the provided email id.	The information in Pay slips of employees is of personal in nature.  In view of the above, no information is provided as per clause No:8(1)J of RTI Act 2005.
6	Kindly provide the details of overall amount of overtime allowance paid to non-executive staff for the year 2023(January to December) and 2024 (January to December) by AAI on a whole in INR	2023-(January to December) Rs.1225.90 Lakhs for SR  2024-(January to December) Rs.1153.63 Lakhs for SR
7	Kindly provide the details of overall amount of overtime allowances paid to Executive staff for the year 2023 and 2024 by AAI on a whole in INR	The executives are not entitled for overtime allowance hence not paid for 2023 & 2024

7/2-RTI  
7/02/2025  
14/02/25  
Am (Finance)

*[Signature]*  
14.02.2025  
SR (Fin)

2025  
14-02-25  
JGM/Fin.

Submitted please

*[Signature]*  
14/02/2025

To  
PIO - SR.