

AIRPORTS AUTHORITY OF INDIA
DEPARTMENT OF HRM
(INDUSTRIAL RELATIONS SECTION)

सं. A.60011/Misc./2019-IR /1136

दिनांक:05.07.2019

अंतर्विभागीय टिप्पणी

विषय: Transparency Audit of Disclosure U/s 4 of the RTI Act,2005 by the Public Authorities-Conducted by the Central Information Commission CIC.

As per the Transparency Audit conducted by Central Information Commission (CIC) in terms of disclosure of information under Section 4 of RTI Act, 2005, निम्नलिखित औद्योगिक अनुभाग द्वारा संबंधित नीतियाँ एवं प्रमुख प्रपत्र वेब साइट पर अपलोड कराएँ जाने हेतु आपके कार्यालय में अग्रेषित किए जाते हैं।

1. Policy on grant of recognition to Officers Association in AAI.
2. Name and Address of Union/Association representatives.
3. Union Recognition.
4. Associations Recognition document.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

गीता सिंह
05/07/2019
(गीता सिंह)

सहायक प्रबंधक (मा.सं.)

संलग्नक : यथोपरि

संयुक्त महाप्रबंधक (मा.सं.)-आर.डी.

20/07/2019

महाप्रबंधक(मा.सं.)-ND

31/7/19

महाप्रबंधक(सूचना प्रौद्योगिकी)

10-07-2019

प्रतिलिपि : i) GM (Law)/CNO-RTI.
ii) AGM (HR)-RK

RL called on AAI website

10-07-2019

Marshid
MCIT

403-11D
10-07-19



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. A.60011/58/Recog-Assoc/2016-IR/ 1519-550

01st March, 2017

The General Secretary
Airports Authority of India Engineers Guild
T-2/7, INA Colony
New Delhi 110 023

The General Secretary
Air Traffic Controllers' Guild (I)
T-1/7, Pocket-B, INA Colony
New Delhi 110 023

The General Secretary
Aeronautical Communication Officers'
Association (I)
T-1/6, Pocket-B, INA Colony
New Delhi 110 023

The General Secretary
Airports Authority Officers' Association (I)
T-1/4, Pocket-B, INA Colony
New Delhi 110 023

The General Secretary
IAAI Officers' Association
AAI Operational Offices
Gurgaon Road, New Delhi 110 037

The General Secretary
CNS Officers' Guild
A-1/5, Shivaji Apartments, Sector -14,
Rohini, New Delhi 110 085

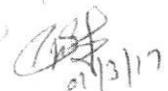
Sub : Formation of Policy on Recognition of Officers' Association operating in AAI

Sir,

A Policy on Recognition of Officers' Association operating in Airports Authority of India is framed and hereby circulated as per approval of the Competent Authority.

2. Accordingly, the Policy as circulated are guidelines, for grant of Recognition to the Officers' Association in AAI, for its implementation with immediate effect.

Yours faithfully,


(I P AGGARWAL)

Assistant General Manager (HR)

Distribution:

- RED – NR/WR/SR/ER/NER
- APD – NSCBI / Chennai Intl. / Safdarjung Airport
- Principal, CATC
- ED – RCDCU/FIU
- Director, IAA
- GM – CRSD/E&M Workshop

Copy to:

1. DGM (EA) to Chairman, AAI
2. DGM (EA) to Member (Plg) / Member (Fin) / Member (HR) / Member (ANS) / Member (Ops) / CVO
3. PS to ED (HR) / ED (Admn.) / GM (Admn.) / GM (HR) – JKG / KN
4. GM (Law), CHQ – for information & necessary action

A POLICY

ON

RECOGNITION OF

OFFICERS' ASSOCIATION

OPERATING IN AAI

AIRPORTS AUTHORITY OF INDIA
CORPORATE HEADQUARTER
RAJIV GANDHI BHAWAN
NEW DELHI

Rashmi

**AIRPORTS AUTHORITY OF INDIA
POLICY ON RECOGNITION OF OPERATING ASSOCIATIONS**

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CHAPTER - 1

PREAMBLE

Airports Authority of India (AAI) is entrusted to provide Air Transport Services and cohesive Management of Airports and Civil Enclaves, through the specialized workforce. Presently the different cadres are being represented by different Officers' Associations within AAI, based on the cadres or general. The Management has decided to frame a Policy for grant of recognition to Officers' Association in total four categories. Airports Authority of India makes constant endeavour to establish, maintain and continuously improve communication with its workforce in maintaining healthy industrial relations by settlement of issues amicably.

2. It is expedient to make provision for the recognition of Associations in Airports Authority of India and for certain other purposes, accordingly a Policy is formed.
3. Airports Authority of India has its Corporate Headquarters located at Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi - 110 003 (India) besides having Regional Headquarters at Delhi, Chennai, Mumbai, Kolkata & Guwahati and managing Airports all over India.

R. S. S. S.

CHAPTER - 2

DEFINITIONS

Unless the context otherwise requires :-

- (i) "AAI" means the Airports Authority of India.
- (ii) "Management" means the management of the Airports Authority of India.
- (iii) "Member" means any regular executive of Airports Authority of India with having valid membership of Association/Guild and is not under suspension / termination.
- (iv) "Executive" means – Regular executive on the rolls of Airports Authority of India.
- (v) "Authority" means – Airports Authority of India.
- (vi) "Registrar" means – Registrar of Societies.
- (vii) "Association" means – Serving Association / Guild in AAI.
- (viii) "Nodal Officer" means – the officer be designated by AAI.

R. S. S.

CHAPTER - 3

BI-PARTITE FORUMS – A MULTI DIMENSIONAL APPROACH

The Industrial Relations in Airports Authority of India are viewed with multi-dimensional approach and broadly operate in statutory obligations, policies and developmental oriental frame work. The basic strength of the Policies is to resolve issues through bipartite discussions and continuous mutual interaction amongst various levels of the employees. Airports Authority of India also emphasizes on healthy relations with Associations and proactive approach in dealing with the employee related issues.

2. In order to encourage bipartisan approach and to create a congenial & healthy environment, communication system needs to be strengthened for resolution of the issues through discussion/deliberations.

Grievance Redressal Mechanism:

In addition to Bi-partite Forums, a well-defined Employees Grievance Redressal Mechanism exists in Airports Authority of India.

R. S. S.

CHAPTER - 4

OBJECTIVES

AAI acknowledges the contribution of Executives in the growth and development of the organization. The broad objectives of the Associations are as under:-

- I. **To safeguard the interest of officers as well as of the Management**, by securing the highest level of mutual understanding and goodwill between all sections operating within the organization.
- II. **To avoid industrial conflicts** and to develop harmonious relations, which is essential for productive efficiency of officers and industrial progress of the organization and country.
- III. **To raise productivity** to a higher level with an era full of employment.
- IV. **To establish and maintain Industrial harmony**, based on employees partnership, not only for sharing gains of organization but also of managerial decisions, so that individual is fully recognized.
- V. **To avoid strikes, lockouts, go-slow, protest rally, mass casual leave and gheraos**, to not to obstruct the normal functioning of the airports and to safeguard its properties.
- VI. **To develop and improve the skill of officers**, to enable them to work efficiently in a constantly evolving environment optimum utilization of manpower & thus leading to higher productivity.
- VII. To minimize conflict.
- VIII. To provide an opportunity to the officers to have a *say on the professional issues and/or welfare related issues of its members*. in the management decision making process, which does not include contract of employment and its terms & conditions.
- IX. To improve officers development through training with a view to solve their problems through amicable mutual discussions.
- X. To extend and maintain industrial democracy *peace and image*.

2. The Management reserves its right to withdraw/ suspend/ de-recognize one / all or any of the Association.

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Chapter - 5

GENERAL CONDITIONS

1. **Registered Office of the Association:** All communications and notices to an association shall be addressed to its registered office which be the address of the Central office of the association, as is entered in the register maintained by the Registrar of the Societies and as intimated to AAI.

2. **Change in Address and other particulars of the Association:** It shall be incumbent for an Association to inform to the Nodal Officer (IR) AAI by a registered post or against acknowledgement, in case of any change in the particulars of the Association and/or any including change in the address of the registered office of the association, within 14 days of occurring of such change, by enclosing a copy of the said communication addressed to the Registrar.

3. **Membership of Association:** Only the regular executives (E-1 to E-9) those who are on the rolls of Airports Authority of India and not the member of workers union, may become member of the association. No membership of the association shall be taken by any outsider/retired employee. No member is permitted to hold membership of two Associations within Technical or Non-Technical Category.

4. **Disqualification of office bearers of an Association :** In addition to the norms mentioned in the Societies Registration Act, 1860, a person shall automatically be disqualified for being chosen as, and for being a member of the executive body or any other office bearer of an association, if :-
 - (i) If any criminal case is pending against such employee
 - (ii) The office of Registrar of Societies has directed that he/she shall be disqualified for being chosen or for being office bearer of an association for a period specified therein.
 - (iii) No member of the Council of Ministers or a person holding an office of profit (not being an engagement or employment in an establishment or industry with which the association is connected shall be a member of the executive or other office bearer of an association.
 - (iv) In case, an employee represents two associations (in any category), as its designated officer (without resigning from the old association), he/she would be disqualified for two years from being a member of any association.

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5. **Annual Returns:** Every association existing in Airports Authority of India must submit a copy of its latest (last years) Annual Audited General Statement / Accounts (as prescribed by the Registrar of Societies) in respect of all receipts and expenditure including the assets and liabilities, which the association has submitted in the office of Registrar of Societies. In the absence of non-submission of latest Audited documents as stated herein above, the management has the right to not to consider for recognition to the said Association. However, for the first time a relaxation is provided to file Return for the year 2015 at the time of submission of the documents for Recognition, with the undertaking that they shall submit the latest audited returns within a period of three months.

6. **Prohibition of financial aid to Association / Guild :** No person shall directly or indirectly incur any amount in support of any activity which is against AAI or its rules.

7. **Prohibition of unfair practices :** Any employee of Airports Authority of India or any of the associations existing in Airports Authority of India or management shall not commit any unfair practices, as under :

- i. To stage, encourage or instigate such forms of coercive actions as wilful "go slow" squatting on the work premises / after working hours or "gherao" of any of the members of the managerial or other staff.
- ii. To indulge in coercive activities against management.
- iii. To stage any demonstrations.
- iv. To incite or indulge in willful damage to employer's property connected with the industry.
- v. To indulge in acts of force or violence or to hold out threats of intimidation against any employee or management with a view to prevent him from attending work.
- vi. To indulge in acts for providing inconvenience to passengers or business partners of AAI.

8. **Prohibition against participation in Trade Union Elections / activities :-**

No member of the Officers' Association / Guild shall canvass or otherwise interfere with, or use his / her influence in connection with or take part in an election of the Trade Unions.

9. **Membership of other Associations by AAI employees:-**

No Association / AAI employee shall join, or continue to be a member of, an association/Guild etc., outside AAI, whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, or public order or morality or AAI / Civil Aviation.

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8. **Formation of Association by officials, their spouse(s), relatives and dependents, etc:**

No member of the Association / employee of AAI / their spouse(s), relatives and dependents, etc. shall form / patronize any NGO/Association for soliciting donations, advertisements or sponsorship of any nature or expenses related to Association or their activities from contractors / Sub-contractors/Vendors of AAI or persons having commercial relations / official dealings with the member of the Association / employee of AAI. Such contributions, if any, may lead to unethical practices. In case of violation of these instructions by any member of the Association / employee of AAI or their dependents, the Member / Association concerned shall stand disqualified for a period of two years for all purposes.

9. **Demonstration and Strikes:-**

No member of the Association /AAI employee shall -

- (i) engage himself / herself or participate in any demonstration which is prejudicial to the interests of the AAI, or
- (ii) resort to or in any way abet any form of strike or coercion or physical duress / Agitation / Ghero / Go-slow / Lock-out etc. in connection with any matter pertaining to his / her operating or the operating of any other AAI employee.

10. No member of the Association / AAI employee shall, in [any radio broadcast, telecast through any electronic media] or in any document published in his / her own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent Guidelines or action of the Central Government or a State Government.

11. **Communication of Official information:-**

No Association / AAI employee shall, except in accordance with any general or special order of AAI or in performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or classified/confidential information to any AAI employee or any other person to whom he / she is not authorized to communicate such document or classified/confidential information.

14. This Policy extends to all offices – Corporate Hqrs, Regions, Units, Airports, Civil Enclaves including Training Establishments, Projects etc. under Airports Authority of India.

15. The office bearers of the operating association shall be appointed from amongst the members/employees of AAI only.

R. S. S. S.

16. The operating association shall not publish any periodical, magazine or bulletin on the ground that the publication thereof is prejudicial to the interests of AAI, the Central Government, the Government servants and the Government or any Government authority, or to good relations between the Government of India and the Government of a foreign State.
17. The operating association shall not do any act or assist in the doing of any act which, if done by an executive, would contravene any of the provisions of AAI's Conduct Rules.
18. Communications addressed by the operating association or by any office-bearer on its behalf to the management, Ministry or a Government authority shall not contain any disrespectful or improper language.
19. This Policy shall be in force from the date of its approval by AAI and shall continue to be in operation, till further order.
20. On promulgation of this Policy, all earlier orders/practices/instructions/facilities on the subject shall cease to exist.
21. The association shall not be 'Bargaining Agent' on behalf of Officers which otherwise is applicable to recognized union.
22. The minutes of the meeting with the recognized Association shall be provided to it in addition to its display on the notice Board of HR Directorate.
23. Chairman, Airports Authority of India has full powers to amend any or all the clause(s) framed herein in this Policy on Recognition of Association in Airports Authority of India.

R. V. S. M.

CHAPTER - 6

RECOGNITION OF OFFICERS' ASSOCIATIONS IN AAI

Airports Authority of India has manpower consisting of technical and non-technical cadres and the Officers' Associations in AAI are so existing. For the purpose of grant of recognition, and to bring more transparency in grant of Recognition and to make interaction with only the recognized Associations, the following Policy is framed.

2. There are number of cadres operating in Airports Authority of India. Based on their strength and nature of jobs in the specialized cadres, it is decided that such cadres/departments shall be allowed to represent their separate cadre based Association. These cadre based Association shall function for the welfare of AAI officers, falling under such cadres only. Accordingly the said separate cadre based Associations shall be operative in the following cadres:-

- (i) ATC
- (ii) CNS
- (iii) Engineering

(Total three cadre based Associations on All India Basis)

The CNS cadre Associations shall be inclusive of officers from the CNS; Com-Ops; Com-Tech; Operations & Maintenance(OM) & Elex, and Engineering Cadre Associations shall be inclusive of officers from Engineering & Structure. Each Technical Association shall have its member(s) from the respective cadre(s) only. In case, any Association from the above, is also having its member(s) from the other cadres (as listed below), the said Association shall not be treated as cadre based Association and shall be allowed to participate in the following category, as is referred under para 3 below.

3. Further, in addition to the above Three Cadre Based Associations, one (01) more number of Officers' Association shall be considered for grant of recognition in AAI (on All India Basis). The said Officers' Association shall function for the welfare of officers of AAI falling in the common cadres of HR/ADMN/FIN/COMMERCIAL/ LAND/LAW/OL/ OPERATIONS / Pilot / CP&MS / PMQA / CA&CS / PR / BDC / APT SYSTEM/HK/IT/Marketing/Cargo/Training Centre/Fire Services/MT/Workshops, etc.

4. In case any officer, who actually belongs to ATC or CNS or Engineering cadre and is not having membership under his/her cadre based Association, he/she may become member of the Non-cadre based Association. However, each officer shall be a member of one Association only and cannot hold membership of two Associations.

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5. Accordingly, as per the present number of employees amongst different cadres of AAI, total Four number of Officers' Association, on all India basis, shall be considered for recognition, as per the above categorization.

6. **Conditions for Recognition of Officers' Associations :-**

The Associations, either cadre based or not, who fulfill the following conditions, shall apply to the Management of AAI (by 31st January) for consideration of recognition :-

- a) The application shall be accompanied with copy of valid Registration Certificate of the said Association; its Memorandum of Association ; its Constitution/By-Laws along with a certified Copy of the last Returns submitted to the Registrar of Societies and the names of its Members (as on 01st January) alongwith a duly signed and dated undertaking/declaration from each member stating that he/she is a member of such Association, including any other information as may be required from the Association by the management, for the purpose. The Association shall submit its list of members, alongwith a duly signed and dated undertaking/declaration from each member stating that he/she is a member of such Association, in the following proforma, duly attested by President/Secretary of said Association, on each page :-

Sl.no.	Employee Number	Name of Officer	Designation of Officer	Grade of Officer (indicate E1 to E9)	Present place of posting
A	B	C	D	E	F

- b) On the basis of list of Members as on 01st January, as be submitted by each eligible Association, the total Four Associations (three cadre based and one for common cadre), having maximum number of undisputed members (who are on the rolls of AAI), on all India basis, shall primarily be considered for grant of Recognition for a period of two years.
- c) In case, the name of an officer is found in the list of more than one Association, as its Member(s), the said name/membership shall not be treated as valid, meaning thereby, said name shall be read as deleted from all those lists.
- d) In case of any dispute in the Membership list, submitted by the operating eligible Associations in each category, the Management of AAI reserves the right to reject the name(s) of disputed member(s), if any, and the decision of the AAI Management shall be final and binding.

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- e) The Associations shall submit the requisite information including the list of its members as on 01st January, in the prescribed proforma, latest by 31st January. After the expiry of last date, no request of any nature shall be entertained and the decision of AAI shall be final.
- f) For the purpose of first Recognition, all the existing Officers' Associations of AAI, who fulfills the criteria, shall submit its requisite documents latest by 30th April, 2017, alongwith an attested list of its members as on 1st January, 2017. For every time/term the Associations shall submit a duly signed and dated undertaking/declaration from each member stating that he/she is a member of such Association (in the undermentioned performa), in a sealed cover to ED(HR). Thereafter, the Associations shall submit its list of members on completion of two years i.e. latest by 31st January, 2019; thereafter by 31st January, 2021 and so on....., since each term of recognition shall be for two years.
- g) AAI Management reserves the right to follow the procedure, as deemed fit, to check the genuineness in respect of the disputed membership.

I, _____, S/o _____, am permanent employee of AAI, hereby confirm and certify that I am the member of _____ Association of AAI only.

I, further certify that I am having no other membership of any Officer Associations existing in AAI or outside the AAI.

This is my first and final un-revocable Undertaking for the year _____ and this shall be valid till next recognition process.

Signature _____
 Date _____
 Name _____
 Employee No. _____
 Designation _____
 Present Station _____

7. **Period of Recognition ::**

The Recognition in each category of Associations shall be for a period of two years from the date of recognition.

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8. **Responsibilities of Recognized Association:**

The operating Associations shall adhere strictly to the objectives and scope of its functioning and shall **not** involve in any activities detrimental to the interest of Govt. / Management / Regulatory Bodies / Sister concerns / Business Partners etc. and its officers / employees.

9. **Withdrawal of Recognition :**

If, in the opinion of the management, an operating association which is recognised by AAI, fails to comply with any of the conditions set out in this Policy, the management may, after giving an opportunity to the said association to present its case, withdraw the recognition accorded to such association. The decision of the Management shall be final.

Ravi Kumar

CHAPTER - 7

TERMS & CONDITIONS OF RECOGNITION

1. The Recognized Association shall observe its Code of Discipline including the Regulations framed by AAI from time to time.
2. Whilst performing the role of the Recognized Association, the Association is called upon to observe the following:
 - (i) Not to engage in any form of oral or physical abuse.
 - (ii) Not to permit demonstrations or rowdyism.
 - (iii) That their members will not engage or cause other employees to engage in any Association activity during working hours.
 - (iv) To discourage unfair practices such as (a) negligence of duty, (b) careless operation, (c) damage to property, (d) interference with or disturbance to normal work and (e) insubordination, etc.
 - (v) To not to utter sarcastic comments & no personal rejuventa be involved.
 - (vi) That any of the members of the Association or any designated official of the Association shall not use any un-parliamentary language for AAI management or any of its officers / official or their family members, inclusive of retired officers.
 - (vii) That congenial environment be maintained for smooth functioning and healthy relations.
 - (viii) That in case of any illegal activity, or threatening, etc., management is free to initiate action as deemed fit, if any.
 - (ix) To take prompt action to implement Awards, Agreements settlements and decisions.
 - (x) To express disapproval and to take appropriate action against its office-bearers and members, for indulging in action against the spirit of these Guidelines/Policy or by taking any unlawful action against the management.
 - (xi) Not to advise or actively support or instigate any strike/ resorting to direct action by trade unions.
 - (xii) Not to coerce workers in the exercise of their right to self-organization or to join the Association or refrain him from joining any other Association.
 - (xiii) Not to indulge in coercive activities against certification of a bargaining representative.
 - (xiv) Not to stage demonstrations at the residence of the employers or the managerial staff members or write any letters at their residential address.

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- (xv) Not to demonstrate or raise slogans / un-parliamentary language in front of the officers room / cabin or within the office premises.
- (xvi) Not to indulge or incite in willful damage to employer's / government property.
- (xvii) Not to indulge in acts of force or violence or to hold out threats of intimidation against any officer/ official / employer with a view to prevent him / her from attending official work.

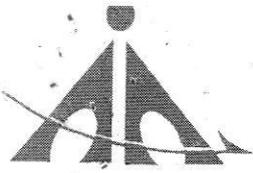
3. That the Authority operates round the clock every day and as a statutory duty to serve the operating airlines/aircraft both national as well as International within the Indian Airspace and any disturbance in its operation will have adverse implication in the field of Civil Aviation. The Recognized Association, will therefore, desist from taking any action which will jeopardize the safety of aircraft, operation and overall function of AAI. And on the other hand, it shall stand with the Management, to face such type of problems.
4. That the Recognized Association shall ensure strict compliance of procedures in existence for the redressal of employee's grievances.
5. That the office bearers of the Recognized Association shall perform the Association job in addition to their duties & responsibilities towards AAI and shall not leave their place of work during working hours for Association work, except to attend the scheduled Association meetings which has been duly sanctioned by the Management.
6. All employees shall perform their official duties as per the prescribed timings, roster and procedure, irrespective of the position held by the employee in any Association. It is important to mention that Associations are for the welfare of its members and such duties are to be performed after office hours or on holidays, as exigency of work and no excuse for not adhering to official duties during office hours is permissible. Further, there is no exemption for not performing General or Shift duty by Association office bearers.
7. That the recognized Association shall be entitled to discuss the issues relating to the executives only excluding the fundamental terms of employment conditions.
8. Copies of Circulars/orders, considered important, will be endorsed only to the Recognized Association in addition to its uploading on AAI website, wherever required.

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9. In the event of Recognized Association violating any of the terms and conditions, the management will be free to withdraw the recognition granted to the Associations.
10. **Exemption from Transfer** : The All India President and Secretary of the Recognized Association (from each category) shall be exempted from annual transfer for a maximum of one term of Recognition i.e. for two years. On completion of one term, in case the same Association gets the Recognition for next term, the exemption shall not be permissible for the same officers, for the next two terms i.e. for four years. Meaning thereby, the officers who have already availed exemption from transfer, he/she shall become eligible for transfer exemption on completion of Forth year. No exemption from transfer shall be permissible to any other Central Officer Bearer of the recognized association and/or Regional officer bearers. Notwithstanding anything contained herein above, in case the All India President or Secretary of any Recognized Associations found in any unethical or illegal activities, the exemption of transfer shall be withdrawn from him/her, in addition to action as per rules.
11. **Electricity** : First 150 Units of Electricity inclusive of meter charges and applicable taxes for Central office accommodation at INA Colony, New Delhi shall be exempted to the Recognized Associations only, in case central office space is allotted by AAI.
12. The First exemption from transfer under this Policy shall be applicable from Annual transfer session 2018-19, till then the old practice shall be operative.

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Name of Union	Address/Phone	Gen.Secy Name & Phone S/Shri
Airports Authority Employees Union	T-3/2,3,4 I.N.A COLONY NEW DELHI-23 24646007,24652408	Balraj Singh Ahlawat 9871717521
Airports Authority of India Engineers Guild	T-2/7 I.N.A COLONY NEW DELHI-23 24604165	SD Tiwari 9654094755
Air Traffic Controllers' Guild (I)	T-1/7, Pocket B I.N.A COLONY,ND-23 24654571	D.K.BEHERA 9818206415
International Airports Authority of India Officers' Association	AAI Operational Offices Gurgaon Road, N.D-37	M.M.GAUTAM 9910205699
Airports Authority Officers' Association	T-1/4,I.N.A COLONY NEW DELHI-23 24625113	Manish Shukla



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. A.60011/72/Union Election/2017-18/IR /1549-1578

16.02.2018

The Regional Executive Director
Airports Authority of India
NR/SR/WR/ER/NER
Delhi/Chennai/Mumbai/Kolkata/Guwahati

The Airport Director
Airports Authority of India
NSCBI / Chennai Intl Airports
Kolkata/Chennai

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

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

Sub : Grant of recognition to majority Union in Airports Authority of India

Sir,

In accordance with the result of Secret Ballot Referendum held on 07.02.2018 in AAI (on all India basis), **Airports Authority Employees' Union (Regn. No.3515)**, with the symbol "**Jhanda**" is declared as "Majority Union" of Airports Authority of India.

2. Accordingly, the **Airports Authority Employees' Union**, who secured highest number of votes (on All India basis) has been declared as 'Recognised Union / sole bargaining union of Airports Authority of India', for a period of **five years**.

3. Letter No.A.60011/72/Union Election/2017-18/IR dated 16.02.2018 along with terms and conditions of the recognition, issued by Member (HR) to General Secretary, Airports Authority Employees' Union is also attached herewith for information and record.

Yours faithfully,


(I P Aggarwal)

Asst. General Manager (HR)

Member Secretary, Core Election Committee

Encl.: As above

Copy to :-

- General Secretary, AAEU
- General Secretary, AAIMS
- General Secretary, IAKU

Distribution :-

- DGM (ES) to Chairman
- DGM (ES) to Member, Plg / F&A / HR / ANS / Ops / CVO
- PS to ED (HR) / GM(HR)-JKG, Chairman, Core Election Committee / GM (HR)-KN, NB, KSR & GB- Members, Core Election Committee
- Jt. GM (OL) - for Hindi version
- GM (IT) - for uploading on AAI Website
- Notice Boards.

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भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Consolidated Polling Result for Trade Unions Election 2018 held on 07th Feb, 2018

07 फरवरी, 2018 को आयोजित संघ चुनाव 2018 के समेकित मतदान परिणाम

मतदान की कुल संख्या (डाक मतपत्रों सहित) Total No. of Votes Polled (including Postal Ballots)	अमान्य मतदान Invalid Votes	मान्य मतदान Valid Votes	के पक्ष में मतदान की संख्या / No. of votes polled in favour of		
			ए.ए.इ.यू. [*] (पंजीकरण सं.3515) AAEU [*] [Regn. No.3515]	ए.ए.आई.एम.एस. ^{**} (पंजीकरण सं. MK-3(D)-9289) AAIMS ^{**} [Regn. MK-3(D)-9289]	आई.ए.के.यू. ^{***} (पंजीकरण सं.3950) IAKU ^{***} [Regn. No.3950]
8430	63	8367	4124	191	4052

* एयरपोर्ट्स अथॉरिटी एम्प्लॉयज यूनिन / Airports Authority Employees' Union

** एयरपोर्ट्स अथॉरिटी ऑफ इंडिया मजदूर संघ / Airports Authority of India Mazdoor Sangh

*** इंडियन एयरपोर्ट्स कामगार यूनिन / Indian Airports Kamgar Union

New Delhi
16th Feb, 2018

(L. P. AGGARWAL)
Asst. General Manager (HR) &
Member Secretary, Core Election Committee

16/2/18
ए.ए.आई.एम.एस.
एयरपोर्ट्स अथॉरिटी ऑफ इंडिया
भारतीय विमानपत्तन प्राधिकरण
राष्ट्रीय मार्ग ५५-१, कलकत्ता नगर सचिवालय
नई दिल्ली-110003



TERMS & CONDITIONS OF RECOGNITION

1. The Recognition of the Union be for a period of 5 years w.e.f 16.02.2018 or till the union continues to retain its Registration (No. 3515) under the Indian Trade Union Act, 1926 or the Management does not withdraw the Recognition, whichever is earlier.
2. The Union shall observe the mutually agreed Code of Discipline (copy enclosed as Annexure-I). The Management on its part will also abide by the Code of Discipline as evolved.
3. The facilities to the Recognised Union only be provided as per AAI Office Order No.Pers/IR/1104/1/2002/2594 dated 27.11.2002, or as be amended by the management.
4. Whilst performing the role of the Recognized Union, the union is called upon to observe the following :
 - 4.1 That the Authority operates round the clock everyday and as a statutory duty to serve the operating airlines/aircraft etc., both national as well as International within the Indian Airspace and any disturbance in its operation will have adverse implication in the field of Civil Aviation. The union, will therefore, desist from taking any action which will jeopardize the safety of aircraft, passengers, operation or overall functioning of AAI and its associates or subsidiaries.
 - 4.2 That the union will represent only such category of staff as were made eligible to vote in the referendum during 2018.
 - 4.3 That the union shall ensure strict compliance of procedures, in existence, for the redressal of individual employee's grievances.
 - 4.4 That representatives as be nominated by the Union, not exceeding five, may meet and discuss with the accredited representatives of the Management (CHQ/RHQs/Airports/Field Station) on the general and collective grievances of workman posted at the respective station / unit on the appointed date and time as mutually convenient.
 - 4.5 That the periodical meeting may be held once in a month with General Manager (HR), at CHQ and once in 6 months with other senior management and once in a year with the Chairman (if needed). These meetings will be held with proper agenda and with at least two / three weeks' prior notice.

Bona
16/2



- 4.6 The accredited officer in the O/o Regional Executive Director /Airport Director/Airports/Field Units will meet the accredited representatives of the Union once a month on mutually agreed date and time. In so far as Regional Headquarters and International Airports are concerned, there shall be a joint meeting which will be held under the Chairmanship of Regional Executive Director/Airport Director as mutually agreed to.
 - 4.7 That the meetings of the Joint consultative Machinery (JCM) at Central and Regional level will be held twice in a term of five years. The Central JCM will be headed by Member (HR) and participation of union will be restricted to not more than 60 (sixty) Central Office bearers of the recognized union only. The JCM at Regional level will be headed by RED/APID of Metro Airport and participation of the recognized union will be restricted to not more than 25 (twenty five) local office bearers of the union. For Regional JCM meeting, CHQ officers will be nominated as Observer.
 - 4.8 The objective of the above periodical meetings will be to exchange information of organizational interest, discuss common issues relating to workmen and to resolve such issues within the democratic forum and within the framework of rules & regulation.
 - 4.9 That the office bearers of the Recognized Union shall not leave their place of work during working hours for Union work without specific permission of the Senior Authority, except to attend the scheduled union meetings which has been duly sanctioned by the Management. Further, they shall also perform the shift duties, as per rules.
 - 4.10 That the recognized union shall be entitled to discuss all policy issues relating to the employees viz. fundamental terms of employment, conditions of service, transfer policy, housing allotment, CPF, Sports, Medical benefits, Uniform, Canteen facilities and all other issues relating to industrial relations and welfare in the interest of the categories of the staff represented by the union.
5. For the Union to perform its role and responsibility effectively, the following facilities shall be provided by the management :
- 5.1 The union is allowed to put up Notice Board at a suitable site as be allocated by the Management and further the union may affix thereon any information which is not abusive, indecent, inflammatory or subversive of discipline or otherwise contrary to the letter and spirit of the code of Discipline.
 - 5.2 The union shall not paste any posters at Airports / AAI offices / units / buildings, furniture / almirahs and further shall not deface the same, including writing on the walls/glass of office and other buildings in colonies, etc.

Handwritten signature/initials



- 5.3 In case the union wishes to hold its General Body Meeting, etc., within the premises of Rajiv Gandhi Bhawan or adjoining area, a prior written approval is required from the management. Further, for all such meetings, the allocated space (if be allocated / authorised) shall be the space which shall not disturb the official working of MoCA / AAI. Moreover, no meetings, etc., shall be held during office hours.
- 5.4 The union shall not play Dhol etc., within the premises of Rajiv Gandhi Bhawan. Further, the loudspeaker shall be allowed in (-2) minus two level parking area of 'C' Block only.
- 5.5 The President, General Secretary and eight (08) other Central Executive Members of the Recognised Union only will be exempted from a routine transfer during the period of their Recognition.
- 5.6 The President and the General Secretary of the Union shall be given appropriate identity/permission card for visiting office premises for interaction with designated officials of the Management at all offices/stations of AAI. The movement in the restricted premises of the AAI, controlled by the Bureau of Civil Aviation Security, the movements in such premises will have to be channelized through the appropriate authorities.
- 5.7 Sanction of special casual leave will be on the basis of Rules applicable from time to time.
- 5.8 The office bearers to the extent permissible shall be recognized as protected workmen for each period, on submission of the letter / request by Recognised Union.
- 5.9 Copies of policy matters, Circulars and any other information considered important will be endorsed to the Recognised Union.
- 5.10 In the event of union violating any of the terms and conditions agreed to by the union, the management will be free to withdraw the recognition granted to the union.

(BQ)

CODE OF DISCIPLINE

The union agrees to observe the following Code of Discipline.

1. Management and Union agree -

- (i) That no unilateral action shall be taken in connection with any industrial matter and that disputes shall be settled at appropriate level.
- (ii) That the existing machinery for settlement of disputes shall be utilized with the utmost expedition.
- (iii) That there shall be no strike or lock-out without notice.
- (iv) That affirming their faith in democratic principles, they bind themselves to settle all future differences, disputes and grievances by mutual negotiation, conciliation and voluntary arbitration.
- (v) That neither party will have recourse to (a) coercion, (b) intimidation, (c) victimization or (d) go-slow.
- (vi) That they will avoid (a) litigation (b) sit-down and stay in strikes and (c) lock-outs.
- (vii) That they will promote, constructive co-operation between their representatives at all levels and also between workers themselves and abide by the spirit of agreement mutually entered in.
- (viii) That they will establish upon a mutually agreed basis, a grievance procedure which will ensure a speedy and full investigation leading to settlement.
- (ix) That they will abide by various stages in the grievance procedure and take no arbitrary action which would by-pass this procedure.
- (x) That they will educate the management personnel and workers regarding their obligations to each other.
- (xi) That they will have unified single union office at Regions for Metro & Non-Metro employees.
- (xii) That there shall be no separate identity of Metro & Non-Metro Union representatives / offices.

2. Management agree -

- (i) Not to support or encourage any unfair labour practices such as (a) interference with the right of employees to enroll or continue as union members, (b) discrimination, restraint or coercion against any employee because of recognized lawful activity of trade union and (c) victimization of any employee and abuse of authority in any form.
- (ii) To take prompt action for (a) settlement of grievances and (b) implementation of settlements, awards, decisions and order.
- (iii) To distinguish between actions justifying immediate discharge and those where discharge must be preceded by warning, reprimand, suspension or some other form of disciplinary action and to arrange that all such disciplinary action should be subject to an appeal through normal grievance procedure and as per AAI ECDA Regulations.

Ban

3. Union(s) agree -

- (i) Not to engage in any form of physical duress / intimidation threats.
- (ii) Not to permit demonstrations which are not peaceful and not to permit rowdyism in demonstration.
- (iii) Not to permit using intemperate and / or abusive language by any office bearer.
- (iv) That their members will not engage or cause other employees to engage in any union activity during working hours.
- (v) To discourage unfair labour practices such as (a) negligence of duty, (b) careless operation, (c) damage to Govt. / AAI or its associate's property, (d) interference with or disturbance to normal work and (e) insubordination.
- (vi) To take prompt action to implement awards, agreements, settlements and decisions.
- (vii) Not to threat and not to resort to gheraos, go-slow, unlawful demonstration, shouting slogans, interfering in official dealing, causing disruption in any manner, not to interfere day to day official work.
- (viii) To display in conspicuous places in the union offices, the provisions of this code in the local language(s).
- (ix) To express disapproval and to take appropriate action against office-bearers and members for indulging in action against the spirit of this code.

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AIRPORTS AUTHORITY OF INDIA

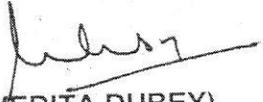
No.A.60011/69/Recog.to Officers' Assoc./2017-IR/ 1644701 22nd May, 2018

General Secretary,
IAAI Officers' Association,
Operational Offices, Gurgaon Road,
New Delhi – 110023

Sub : Grant of recognition to IAAIOA as Officers' Association representing multiple cadre officers

Further to letter No.A.60011/69/Recog.to Officers' Assoc./2017-IR/966 dt.09.11.2017 regarding grant of recognition to IAAI Officers' Association as Multiple Cadre Association on the basis of membership count for a period upto 31.03.2019, it is intimated that in view of directions passed by Hon'ble High Court of Delhi under C.M. No.9583/2018, the period of recognition in respect of IAAIOA as Multiple Cadre Officers Association shall now remain applicable upto 09.11.2019 or till the Association continues to retain its registration under the Act or the management of AAI does not cancel the recognition, whichever is earlier.

2. Other conditions specified in recognition letter dt.09.11.2017 remain unchanged.
3. This issues with the approval of the competent authority.


(NIVEDITA DUBEY)
General Manager(HR)

Copy to :

- Regional Executive Director-NR/WR/ER/SR/NER
- Airport Director, Chennai
- Airport Director, Kolkata

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AIRPORTS AUTHORITY OF INDIA

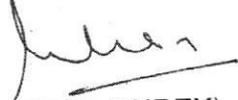
No.A.60011/69/Recog.to Officers' Assoc./2017-IR/ 1687-93 22nd May, 2018

General Secretary,
AAI Engineers Guild,
T-2/7, INA Colony,
New Delhi – 110023

Sub : Grant of recognition to AAIEG as Officers' Association representing Engineering cadre officers

Further to letter No.A.60011/69/Recog.to Officers' Assoc./2017-IR/1275 dt.17th/23rd January, 2018 regarding grant of recognition to AAI Engineers Guild as Engineering Cadre Officers' Association on the basis of membership count for a period upto 31.03.2019, it is intimated that in view of directions passed by Hon'ble High Court of Delhi under C.M. No.9583/2018, the period of recognition in respect of AAI Engineers' Guild as Engineering Cadre Officers' Association shall now remain applicable upto 09.11.2019 or till the Association continues to retain its registration under the Act or the management of AAI does not cancel the recognition, whichever is earlier.

2. Other conditions specified in recognition letter dt.17th/23rd January, 2018 remain unchanged.
3. This issues with the approval of the competent authority.


(NIVEDITA DUBEY)
General Manager(HR)
o/c

Copy to :

- Regional Executive Director-NR/WR/ER/SR/NER
- Airport Director, Chennai
- Airport Director, Kolkata

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AIRPORTS AUTHORITY OF INDIA

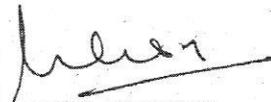
No.A.60011/69/Recog.to Officers'Assoc./2017-IR/ 1679-86 22nd May, 2018

General Secretary,
Airports Authority Officers' Association(I),
T-1/4, INA Colony
New Delhi – 110023

Sub : Grant of recognition to AAOA(I) as Officers' Association representing CNS Cadre Officers

Further to letter No.A.60011/69/Recog.to Officers' Assoc./2017-IR/967 dt.09.11.2017 regarding grant of recognition to Airports Authority Officers' Association(India) as CNS Cadre Officers' Association on the basis of membership count for a period upto 31.03.2019, it is intimated that in view of directions passed by Hon'ble High Court of Delhi under C.M. No.9583/2018, the period of recognition in respect of AAOA(I) as CNS Cadre Officers' Association shall now remain applicable upto 09.11.2019 or till the Association continues to retain its registration under the Act or the management of AAI does not cancel the recognition, whichever is earlier.

2. Other conditions specified in recognition letter dt.09.11.2017 remain unchanged.
3. This issues with the approval of the competent authority.


(NIVEDITA DUBEY)
General Manager(HR)

Copy to :

- Regional Executive Director-NR/WR/ER/SR/NER
- Airport Director, Chennai
- Airport Director, Kolkata

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भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
मानव संसाधन प्रबंधन निदेशालय (औद्योगिक संबंध अनुभाग)
Directorate of Human Resource Management
(Industrial Relations Section)

No. A.60011/69/Recog. to Officers' Assoc./2017-IR/ 967

09 November, 2017

The General Secretary
Airports Authority Officers' Association (I)
T-1/4 I.N.A. Colony
New Delhi-110 023

Sub : Grant of Recognition to AAOA(I) as Officers' Association for CNS Cadre

Pursuant to formation & circulation of policy on recognition of Officers' Associations in AAI and further to its clarifications issued vide letter No.A.60011/69/Recog. to Officers' Assoc./2017-IR/728-35 dated 27.06.2017 and also based on the outcome of the meeting dated 11.09.2017 held with the representatives of all the Officers' Associations of AAI, for grant of recognition to Officers' Associations and finally based on the result of the membership figures, the management is pleased to grant provisional recognition to Airports Authority Officers' Association (India), AAOA(I) (Registration No.S-21593) as a *Recognised Officers Association for "CNS Cadre"* upto 31st March, 2019.

2. The recognition of AAOA(I) shall be w.e.f the date of acceptance of recognition and shall remain applicable upto 31st March, 2019 or till the association continues to retain registration under the Act or the management of AAI does not cancel the recognition, whichever is earlier.

3. It is expected that all the CEC members of AAOA(I) and / or its members shall cooperate with the management in its efforts to improve and fulfill organizational goals and objectives. The Association shall also abide by the code of discipline in the industry / AAI as well as the clause of the AAI's policy on Grant of Recognition to Officers' Associations.

4. In case of violation of any clause / condition, the management will be free to withdraw recognition hereby being granted to AAOA(I) under CNS Cadre Officers' Association.


(Sanjay Jain)
Executive Director (HR)



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

सं. A.60011/69/Recog. to Officers' Assoc./2017-IR/ 11678 दिनांक : 22 मई, 2018

सेवा में,

महासचिव

एयर ट्रेफिक कंट्रोलर्स गिल्ड (इंडिया)

टी-1/7, पॉकेट-बी, आई.एन.ए. कालोनी

नयी दिल्ली -110023

विषय : Grant of Recognition to ATCG(I) as Officers' Association for ATC Cadre Officers - reg.

महोदय,

Pursuant to formation & circulation of policy on recognition of Officers' Associations in AAI and its clarifications issued vide letter No.A.60011/69/Recog. to Officers' Assoc./2017-IR/728-35 dated 27.06.2017 and also based on the outcome of the meeting dated 11.09.2017 held with the representatives of all the Officers' Associations of AAI, for grant of recognition to Officers' Associations and in furtherance to this office letter dated 17th/23rd January 2018, on the subject, subsequent to your submission of required documents vide dated 22.03.2018; the management is pleased to grant recognition to Air Traffic Controllers' Guild (India) (Registration No.S.2561 of 1964-1965) as a *Recognised Officers' Association* of AAI for representing *ATC Cadre Officers*.

2. The recognition of ATCG(I) shall remain applicable upto **09th November, 2019** or till the Association continues to retain Registration under the Act or the management of AAI does not cancel the recognition, whichever is earlier.

3. It is expected that all the CEC members / members of ATCG(I) shall cooperate with the management in its efforts to improve and fulfill organizational goals and objectives. The Association shall also abide by the code of discipline in the industry / AAI as well as the clause of the AAI's policy on Grant of Recognition to Officers' Associations.

4. In case of violation of any clause / condition, the management will be free to withdraw recognition hereby being granted to ATCG(I) under ATC Cadre Officers' Association.

(संजय जैन)

कार्यपालक निदेशक (मानव संसाधन)

संलग्नक : Specimen Copy.