



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



आरटीआई - समयबद्ध /RTI – TIME BOUND

सं./ Ref: भाविप्रा/द. क्षेत्र/सूचना अधिकार/2024 AAI/SR/RTI/2024/ X-2 दिनांक / Date :17.02.2025

सेवा में /To

श्री / Shri. Afsan Shaik
Fatehpur UP

विषय / Sub : सूचना अधिकार अधिनियम, 2005 के अंतर्गत माँगी गई सूचना श्री. अफसान शेख के आवेदन के संबंध में/
Information under RTI Act, 2005- Application of Shri. Afsan Shaik - reg

संदर्भ /Ref : AAICH/R/X/24/00002 dated 21.01.2025

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. पणिक्कर / 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,

(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 :
14.02.2025

कार्यालय टिप्पणी / OFFICE NOTE

विषय / Subject: Seeking information under RTI Act, 2005 – Application of Shri Afsan Shaik-reg.

Reference may please be made to RTI Application with registration no. AAICH/R/X/25/00002 dated 21.01.2025 filed on the same subject again.

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

RTI Point no.	Information Sought	Reply					
1.	Working days for General Duty: a) What are the working days for non-executive employees performing general duty in all departments (HR, Fin, OL, and Ops etc) at all stations, RHQs and CHQ? b) What are the ideal and prescribed office timings with weekly schedules for non-executive employees of the Airport Operations Department performing general duties? Request: Provide copies of official circulars, memos or policies if any that specify these working days and office timings.	Circulars dated 23.08.1995 and 07.02.2019 are enclosed.					
2.	Attendance records: • Provide last month's rosters and attendance records for non-executive employees only Airport Operations performing general duties across all regions, stations, RHQ and CHQ. • Request: Share the attendance sheets, registers, or any other official documents used to record attendance.	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.					
3.	Overtime Details: c) Provide the last month's or the last roster's claimed overtime amount details of each non-executive employee performing shift duties in the Airport Operations Department across all stations of all the regions in below format. <table border="1"><thead><tr><th>Sr. no</th><th>Airport name</th><th>Name of the employee</th><th>designatio n</th><th>Amount claimed</th></tr></thead></table> Request: Include copies of shift rosters Please provide above information on helloafsan789@gmail.com for faster accessibility to the requested information.	Sr. no	Airport name	Name of the employee	designatio n	Amount claimed	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.
Sr. no	Airport name	Name of the employee	designatio n	Amount claimed			

B SANTOSH PATNAIK
Asst. Gen. Manager (HR)

Through: Jt. GM (HR)

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

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AIRPORTS AUTHORITY OF INDIA
(NATIONAL AIRPORTS DIVISION)
RAJIV GANDHI BHAWAN, SAFDARJUNG AIRPORT
NEW DELHI-110 003

[DIRECTORATE OF PERSONNEL]

No. A.60011/79/95-PP

23 Aug 95

OFFICE MEMORANDUM

Sub: Office Attendance

It has been noticed that some of the employees are not observing the normal hours of attendance. It has also been further observed that leave applications are not being received in time and the officers/ staff remain on long leave without proper sanction. In certain cases, they had even received the pay which had to be recovered on detection.

2. Following guidelines are issued with a view to ensure proper maintenance of office attendance/ punctuality :

(a) Office Attendance

- (i) The normal office hours of attendance are 9.30 a.m. to 5.30 p.m.

Lunch Break - 1.00 p.m. to 1.30 p.m.

The office will remain closed on all Saturdays, Sundays and other notified holidays. However, any employee, if required, in the exigency of work outside office hours maybe detailed with the approval of the concerned Head of the Department.

- (ii) Every member of staff is expected to be in his/ her seat by 0930 hours unless, of course, previous permission has been obtained for coming late. In such circumstances, the Supervisory Officer shall mark against that employee for the particular day as WCL (will come late). However, 10 minutes grace may be allowed to cover any unforeseen contingency which may be permitted by the Supervisory Officer. Any late coming beyond 10 minutes is to be treated as half day CL unless, of course, the Supervisory Officer/ Head of Department is satisfied that the late coming is due to unavoidable reasons. Similarly, half day CL is permissible either in the forenoon or in the afternoon. Leaving the office early even with the permission should be discouraged.

(b) Attendance Register

(i) Each Supervisory Officer shall maintain an Attendance Register in respect of all members of staff including Group 'D' staff. Besides punching of cards at the entry gate, every member of staff should, on arrival, put his initials with time in the Attendance Register in Column 'A' of the day. Similarly, while leaving the office, he/she shall put initials with time against Column 'D' of the day. The Attendance Register in respect of Personal staff including Group 'D' staff shall be maintained at one place in each Directorate/ Wing. PS/PA to such Heads of the Department shall be the Supervisory Officer for all the personal staff. It will be the duty of the Supervisory Officer (to be detailed by the H.O.D.) to send the Attendance Register to his Branch Officer/ H.O.D. by 0950 hours daily.

(ii) Besides notifying WCL for permission to come late, following other abbreviations may be used in red ink by the Supervisory Officer/ H.O.D. in the Attendance Register :

- CH - Compensatory Holiday
- CL - Casual Leave
- Leave - For any other kind of leave
- A - Absent
- RH - Restricted Holiday

(c) Maintenance of Leave Record

Casual Leave/ RH applications of all Group 'A' & 'B' officers may be sent to Personnel Directorate (EH Section) for maintaining the account. Similarly, the CL/ RH applications of Group 'C' & 'D' staff shall be maintained by the respective Supervisory Officers. While the CL/ RH account in respect of Group 'D' staff attached to officers shall be maintained by the concerned PS/PA to H.O.D. The CL/RH Register will be counter-signed by the H.O.D. and the same will also be verified by the representative of Directorate of Personnel once a month at the respective section. All absences beyond 3 days shall be intimated to Personnel Directorate with or without applications. Wherever applications are sent to Personnel Directorate, Supervisory Officer must ensure that leave address is indicated in the application. It will be the responsibility of the individual to get the leave account verified (by initials) from EH Section of Directorate of Personnel, before the leave application is placed to the H.O.D. for approval. Absentee Report is to be forwarded to Finance (Cash Section) by the EH Section of Personnel Directorate by 20th of every month.

(d) Punctuality

- (i) Supervisory Officers are to scrutinise the Attendance Register daily.
- (ii) The Branch Officer may carry out the inspection of his sections every day. Any member of staff reporting after 0940 hours shall mark his/ her attendance before the Branch Officer only.
- (iii) The Head of the concerned Department is expected to call for the attendance register atleast once in a fortnight and put his initials as a token of perusal.
- (iv) The concerned Supervisory Officer shall make requisite entry in the attendance register with Red Ink as appropriate. Wherever leave has not been sanctioned, the Supervisory Officer is to take appropriate action for the absence.
- (v) Extension of sanctioned leave should be intimated to all concerned. Wherever extension of leave is not recommended, the Supervisory Officer shall send a note to Cash Section, so that, salary is not drawn unless a formal sanction has been issued by the Personnel Directorate to grant extension of leave. All absence without proper sanction of leave shall render an employee liable to disciplinary action.
- (vi) The Supervisory Officer is responsible to maintain CL account, monitor sanction of leave, regularly submit attendance register to the Branch Officer, submission of the attendance register to Director/ Head of Department etc. He shall also be responsible to send absentee report to Personnel Directorate by 15th of every month containing details of absentees, unauthorised late comings etc.
- (vii) Applications for CL/RH or any other kind of leave in respect of Group 'A' & 'B' officer and personal staff attached to the officers shall be routed through the concerned Head of the Department. It shall be the duty of the PS/PA of the respective Head of the Department to send such applications to Personnel Directorate, monitor the sanction of leave and keep a record thereof for intimation of Head of the Department on such matters.

3. The contents of this Office Memorandum may be given wide circulation for strict compliance.

[P.C.K. RAVINDRAN]
Executive Director (Pers & Admn)

Internal :

All EDs/ Directors at Corporate Hqrs.
All Heads of the Departments

External :

RED, Delhi/ Bombay/ Calcutta/ Madras
Director, N.E. Region, Guwahati
Principal, CATC, Allahabad
Director, CRSD/ RC&DU, New Delhi
Chief Pilot, FIU, New Delhi
Dy. Director, E&M Workshop, New Delhi

With the request that
a similar letter is
to be issued by REDs
to all concerned at
Regional Hqrs./Field
Stations.

INFO :

Chairman's Secretariat
Advisor (P&A)
Advisor (P&E)/ (Ops)



A.60011/36/2015/HRPC/64

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भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Dated: 07.02.2019

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

The Airport Director
Airports Authority of India
Kolkata/Chennai Airport

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

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

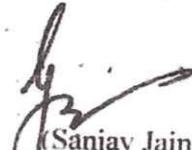
The Director,
Indian Aviation Academy
New Delhi

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

CHRM Circular no 11/ 2019: Withdrawal of Flexi Timings

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

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


(Sanjay Jain)
Executive Director(HR)

Distribution: -

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