

**AIRPORTS AUTHORITY OF INDIA
DIRECTORATE OF CARGO**

Information under section 4(1)(b) of RTI Act-2005

| Sl.No. | Information under RTI Act-2005 | Details |
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| (i) | The particulars of the organization, functions and duties | Details about organization and its functions in general is available on AAI website www.aai.aero |
| (ii) | The powers and duties of its officers and employees | Cargo Department follows the Delegation of Powers issued by AAI. |
| (iii) | The procedure followed in the decision making process, including channels of supervision and accountability. | The procedure followed by Cargo Directorate are based on Airports Authority of India (Storage and Processing of Cargo, Courier and Express Goods and Postal Mail) Regulations, 2003. The Custodian functions are based on relevant clauses of Customs Act, 1962 / CCHPs and other guidelines issued time to time by AAI, AERA, MoCA & other concerned agencies. |
| (iv) | The norms set by it for the discharge of its functions | As above |
| (v) | The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions | As above |
| (vi) | A statement of the categories of documents that are held by it or under the control. | As above |
| (vii) | The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof. | All the major policy decision pertaining to Cargo Deptt. are discussed / negotiated with Trade bodies and other concerned agencies before its formulation or implementation thereof. |
| (viii) | A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public. | Monthly CAFAC meeting is held under the chairmanship of Airport Director of the concerned Airport alongwith the Head of Deptt. of Cargo. The meeting is attended by the representative of Airlines, Trade bodies, Customs and concerned facilitating / regulatory agencies. The minutes of the meeting are circulated to all concerned and reviewed in the next meeting. |
| (ix) | A directory of its officers and employees | Details are maintained by HR Deptt. |
| (x) | The monthly remuneration received by each of its officers and employees, including the system of compensation as | Details are maintained by Finance Deptt. |

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| | provided in its regulations. | |
| (xi) | The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made. | Details for budget allocation and disbursement are available with Fin. Deptt. |
| (xii) | The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. | Not Applicable for Cargo Dept. |
| (xiii) | Particulars of recipients of concessions, permits or authorizations granted by it | Not Applicable for Cargo Dept. |
| (xiv) | Details in respect of the information, available to or held by it, reduced in an electronic form. | Business between Exporters, Importers, Airlines and Customs is through ICMS and the details of all transactions are in electronic form. |
| (xv) | The particulars of facilities available to citizens for obtaining information, including the working hours or a library or reading room, if maintained for public use. | Apart from the particulars of facilities available on AAI website, Wherever necessary, the RTI applicant is informed for inspection of documents during the working hours with prior intimation |
| (xvi) | The names, designations and other particulars of the Public Information Officers. | Available on AAI website. |
| (xvii) | Such other information as may be prescribed and thereafter update these publication every year. | |