



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

सं/No. AAM/RTI/GM(Ops)/DIRCA/R/E/25/00016/2024-25/

दिनांक /Dated: 17/03/2025  
18

SH RAMESH PANDI  
CHENNAI

विषय: श्री रमेश पांडी (DIRCA/R/E/25/00016) के ऑनलाइन आर.टी.आई आवेदन का उत्तर-बाबत।  
Sub: Reply to online RTI Application of SH RAMESH PANDI (DIRCA/R/E/25/00016)- Reg.

महोदय Sir,

आपके ऑनलाइन आर.टी.आई आवेदन दिनांक 11/02/2025 के संदर्भ में, भा.वि.प्रा.चेन्नई अंतरराष्ट्रीय हवाई अड्डे से संबंधित उपचारित पी.आई.ओ से प्राप्त जानकारी संलग्न है और तदनुसार, आर.टी.आई अनुरोध दिनांक 11/02/2025 को एतद्वारा निपटाया गया माना जाता है।

With reference to your online RTI Application dated 11/02/2025, the information received from the treated PIO pertaining to AAI Chennai Airport is enclosed and accordingly, the RTI Request dated 11/02/2025 is hereby treated as disposed off.

2. यदि आप जानकारी से संतुष्ट नहीं हैं, तो आप इस उत्तर की प्राप्ति से 30 दिनों के भीतर आरटीआई अधिनियम, 2005 की धारा 19(1) के अनुसार प्रथम अपीलिय प्राधिकारी (एफ.ए.ए) के समक्ष अपील दायर कर सकते हैं, जिसका नाम और पता नीचे दिया गया है। In case, you are not satisfied with the information, you may file an appeal before the First Appellate Authority (FAA) as per Section 19(1) of the RTI Act, 2005 within 30 days from the receipt of this reply, whose name and address are given below:

श्री सी वी दीपक/प्रथम अपीलिय प्राधिकारी/SH C V Deepak, Airport Director/First Appellate Authority  
भा.वि.प्रा.प्रचालन कार्यालय, चेन्नई अंतरराष्ट्रीय हवाई अड्डा/AAI, Operational Offices, Chennai Airport  
मीनम्बक्कम, चेन्नई/Meenambakkam, Chennai – 600 016  
(दूरभाष/Phone: 044 – 22561122) ईमेल/Email: [apdchennai@aai.aero](mailto:apdchennai@aai.aero)

संलग्न/Encl: यथोपरि/As Above (10पृष्ठ/Pages)

भवदीय / Yours faithfully

के.के. शोभी / K. K. SHOBHY  
महाप्रबंधक (प्रचालन)/ General Manager (Ops)/  
केंद्रीय जन सूचना अधिकारी-आर. टी. आई. / CPIO-RTI,  
चेन्नई अंतरराष्ट्रीय एयरपोर्ट/Chennai International Airport

①

FW: RTI ONLINE REQUEST OF MR.RAMESH PANDI -  
DIRCA/R/E/25/00016 DT.11.2.2025 - REG.

B Brajesh Mohan

Mon 10-03-2025 12:33

To: Public Information Officer RTI, Chennai <pio-rti-chn@AAI.AERO>;

C: HOD HR, Chennai <hrhod\_chn@AAI.AERO>; Suresh Mohanty <skmohanty@AAI.AERO>; Shanmugasundaram P <sp@AAI.AERO>;

3 attachments:

FW: RTI ONLINE REQUEST OF MR.RAMESH PANDI - DIRCA/R/E/25/00016 DT.11.2.2025 - REG.; RTI REPLY\_RAMESH PANDI, NEW DELHI\_CONTRACT LABOUR OTA\_06.03.2025\_06032025.pdf; RTI ONLINE REQUEST OF MR.RAMESH PANDI - DIRCA/R/E/25/00016 DT.11.2.2025 - REG.;

Sir,

Kind reference to the trailing mail dated 03.03.2025 received from RTI-Cell, Chennai Airport on the above subject.

In this please find the attached the reply received from the following departments of Chennai Airport to the subject RTI application, for information and necessary action.

- a. Dept. of Operations
- b. Dept. of Civil
- c. Security Dept.
- d. Dept. of HRM (sent through Hard copy)
- e. Electrical Dept.
- f. GM (GFS)

Thanks & Regards,

B. Brajesh Mohan  
Sr. Supdt. (HR)  
Department of HRM  
AAI, Chennai Airport  
for Jt General Manager (HR)

To: B Brajesh Mohan;

Cc: GM OPS Chennai;

OPS DEPT.

This message was sent with high importance.

2 attachments

Download all

Dear Brajesh,

Reference to your trailing mail, the information pertaining to Dept. of Operations (TM) is appended.

S. No	Information Sought	Information / Reply
1	Policy on Overtime is there an official policy regarding the payment of overtime to contract employees who work beyond the stipulated office hours	The contract workers under various agencies of AAI contracts, are administered by Labour Acts & Statutory Labour laws.
2	Specific Instances how many contract employees have recorded hours exceeding the official work hours over the last six months	AAI being principal employer, will ensure that the contract agencies shall compensate their staff as per contract Labour act. The details sought will be available with the respective contract agencies.
3	Justification for Non-Payment if no overtime has been provided what is the justification for this decision are there any guidelines or laws that negate the provision of overtime pay in this context	Refer reply no.2
4	Contact Point who would be the appropriate person or department to address complaints related to this matter	The respective Labour officer, under whose jurisdiction, the work site is located.
5	What are the types of leaves available for contract employees	Refer reply no.1
6	How many days of leave are contract employees eligible for annually	
7	Are there specific conditions or policies regarding leave for contract employees	

धन्यवाद एवं सादर / Thanks &amp; Regards.

जयवर्धन.ए / Jayavardhan. A

संयुक्त महाप्रबंधक (प्रचालन) / Jt. General Manager (Ops)

Civil Dept 3



**AIRPORTS AUTHORITY OF INDIA  
CHENNAI AIRPORT :: CHENNAI - 16**

No: AAI/CIVIL ENGG/RTI/2025/40

DATE: 05.03.2025

Note

**Sub :** RTI Query Ramesh Pandi, Add: 24 A, Thomas Street, Narimedu,  
Madurai Pin:625002. **Registration No:** DIRCA/R/E/25/00016  
Dt:11.02.2025 Ref : Email from the O/o PIO RTI, Chennai.

With reference to the RTI query, please find the requested information below.

S.No	Information Sought	Reply
1.	Policy on Overtime is there an official policy regarding the payment of overtime to contract employees who work beyond the stipulated office hours.	Not Applicable
2.	Specific Instances how many contract employees have recorded hours exceeding the official work hours over the last six months.	Nil
3.	Justification for Non-payment if no overtime has been provided what is the justification for this decision are there any guidelines or laws that negate the provision of overtime pay in this context.	Nil
4.	Contact point who would be the appropriate person or department to address complaints related to this matter.	Not Applicable
5.	What are the types of leaves available for contract employees.	There is no specific mention regarding types of leave applied to the personnel engaged. However, the contractor is bound by agreement to comply with all bye-laws and regulations of local and statutory authorities having jurisdiction over the work.
6.	How many days of leave are contract employees eligible for annually.	
7.	Are there specific conditions or policies regarding leave for contract employees	

*[Signature]*  
AGM (E-C) CMD-I  
5/3/25

*[Signature]*  
AGM(E-C) CMD-II  
05/03/2025

*[Signature]*  
SM (E-C) CMD-III  
05/03/2025

*[Signature]*  
DGM(E-C) CMD-I & II  
5/3/25

*[Signature]*  
DGM(E-C) CMD-III  
05/03/2025

*[Signature]*  
DGM(E-C) CMD-IV  
05/03/25

5

Security Dept

**GM OPS Chennai**

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**From:** CSO, Chennai  
**Sent:** 05 March 2025 16:11  
**To:** B Brajesh Mohan; HOD HR, Chennai; Suresh Mohanty  
**Cc:** GM OPS Chennai; Mahendran M  
**Subject:** RTI ONLINE REQUEST OF MR.RAMESH PANDI - DIRCA/R/E/25/00016 DT.11.2.2025  
REG.  
**Attachments:** RTI Reply - Sh Ramesh Pandi.docx

Sir,

Please refer to the trailing email and attachments seeking information sought vide RTI online request of Mr. Ramesh Pandi (DIRCA/R/E/25/00016 DT.11.2.2025).

In this regard, please find attached herewith the replies to the information sought for necessary further action.

सस्नेह / With regards,

एस.एन. सरवणन / S.N. Saravanan  
मुख्य सुरक्षा अधिकारी / Chief Security Officer  
एएआई, चेन्नई हवाई अड्डा, / AAI, Chennai Airport  
चेन्नई - 600 027 / Chennai - 600 027.  
Phone : +91 44 2256 4555 / +91 44 2256 1777

RTI REPLY – SHRI RAMESH PANDI	
Information sought	Reply
Policy on Overtime is there an official policy regarding the payment of overtime to contract employees who work beyond the stipulated office hours	Contract staff deployed by Directorate of Security are sponsored by Directorate General, Resettlement, Ministry of Defence, Govt. of India, New Delhi and the guidelines issued by Govt. of India, Ministry of Defence (Department of Ex-Servicemen Welfare), New Delhi, are followed.
Specific Instances how many contract employees have recorded hours exceeding the official work hours over the last six months	Contract staff sponsored by Directorate General, Resettlement, Ministry of Defence, Govt. of India, New Delhi are deployed on shift duties (8 hours /shift) round the clock. Hence, no work hours exceeding official work hours.
Justification for Non Payment if no overtime has been provided what is the justification for this decision are there any guidelines or laws that negate the provision of overtime pay in this context.	Not applicable.
Contact Point who would be the appropriate person or department to address complaints related to this matter	Joint General Manager (Security), Airports Authority of India, Chennai Airport
What are the types of leaves available for contract employees	As per guidelines dated 13.05.2021 issued by Govt. of India, Ministry of Defence (Department of Ex-Servicemen Welfare), New Delhi, weekly off & shift off are applicable.
How many days of leave are contract employees eligible for annually	As per guidelines dated 13.05.2021 issued by Govt. of India, Ministry of Defence (Department of Ex-Servicemen Welfare), New Delhi, weekly off & shift off are applicable.
Are there specific conditions or policies regarding leave for contract employees	Not applicable.



HR Dept (6)

भारतीय विमानपत्तन प्राधिकरण  
चेन्नै एयरपोर्ट :: चेन्नै  
AIRPORTS AUTHORITY OF INDIA  
CHENNAI AIRPORT :: CHENNAI – 600 027

**DEPARTMENT OF HRM**

No. AAM/HRM/CONTRACT/ 1031

05.03.2025

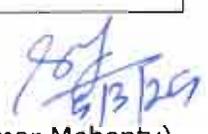
**OFFICE NOTE**

**Sub : Reply to RTI Application dated 11.02.2025 of Shri. Ramesh Pandi**

Reference to RTI Application No. DIRCA/R/E/25/00016 dated 11.02.2025 of Shri. Ramesh Pandi forwarded to this office vide mail dated 03.03.2025.

2. The information sought by the applicant in respect of Department of HRM is furnished below.

Point No.	Query	Reply
1.	Policy on Overtime is there an official policy regarding the payment of overtime to contract employees who work beyond the stipulated office hours	No
2.	Specific Instances how many contract employees have recorded hours exceeding the official work hours over the last six months	Nil
3.	Justification for Non Payment if no overtime has been provided what is the justification for this decision are there any guidelines or laws that negate the provision of overtime pay in this context Contact Point who would be the appropriate person or department to address complaints related to this matter	N/A
4.	What are the types of leaves available for contract employees	Applicable as per Labour Laws
5.	How many days of leave are contract employees eligible for annually	
6.	Are there specific conditions or policies regarding leave for contract employees	

  
(Suresh Kumar Mohanty)  
Sr. Manager (HR)

Encl : As above

To

General Manager (Ops)/CPIO-RTI,  
RTI Cell,  
Chennai Airport

FW: RTI ONLINE REQUEST OF MR.RAMESH PANDI -  
DIRCA/R/E/25/00016 DT.11.2.2025 - REG.

(2)

GM (Engg-Elect), Chennai

Tue 11-03-2025 12:58

Public Information Officer RTI, Chennai <pio-rti-chn@AAI.AERO>; B Brajesh Mohan <bbrajeshm@AAI.AERO>;

Juhi Sharma <juhi@AAI.AERO>;

1 attachment

RTI.pdf;

Sir,

The details / reply of EMD is attached.

धन्यवाद & सादर/Thanks & Regards,

माया देवी एन. एस  
महाप्रबंधक (इंजी. विद्युत)  
MAYA DEVI N.S.  
GM [ENGG-ELECT]

RTI No:DIRCA/R/E/25/00016

Information Sought	Reply by Engg. Electrical
Policy on overtime is there an official policy regarding the payment of overtime to contract employees who work beyond the stipulated office hours.	As per agreement terms and conditions, the Contractor shall at all times indemnify AAI against all claims, damages or compensation under the provisions of Payment or Wages Act, 1936, Minimum Wages Act, 1948, Employer's Liability Act, 1938, the Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947 and the Maternity Benefit Act, 1961 or any modifications thereof or any other law relating thereto and rules made there under from time to time or as a consequence of any accident or injury to any workman or other persons in or about the Works, whether in the employment of the Contractor or not, his agents or servants, and also against all costs, charges and expenses of any suit, action or proceedings arising out of such accident or injury and against all sum or sums which may with the consent of the Contractor be paid to compromise or compound any claim.
Specific Instances how many contract employees have recorded hours exceeding the official work hours over the last six months	
Justification for Non Payment if no overtime has been provided what is the justification for this decision are there any guidelines or laws that negate the provision of overtime pay in this context	
Contact Point who would be the appropriate person or department to address complaints related to this matter .	
What are the types of leaves available for contract employees	
How many days of leaves are contract employees eligible for annually	
Are there specific conditions or policies regarding leave for contract employees.	

*Juhi Sharma*  
*ARM(E.E)*  
*11/03/2025*

जूही शर्मा / JUHI SHARMA  
 सहायक महाप्रबंधक (अभि-विरुत्त)  
 Assistant General Manager (Engg. Elect)  
 भा.वि.प्रा, चेन्नई हवाईअड्डा, चेन्नई - 600 016  
 AAI, CHENNAI AIRPORT, CHENNAI - 600 016



RE: RTI ONLINE REQUEST OF MR.RAMESH PANDI -  
DIRCA/R/E/25/00016 DT.11.2.2025 - REG.

GM(GFS)

(9)

gmgfs, Chennai

Wed 12-03-2025 10:37

To: HOD HR, Chennai <hrhod\_chn@AAI.AERO>;

Cc: Public Information Officer RTI, Chennai <pio-rti-chn@AAI.AERO>; Shibu Chalampata <shibuc@AAI.AERO>; JGM (ASM) <dmgmfschn@AAI.AERO>; Aviation Safety Dept. Chennai <safetymgrchn@AAI.AERO>; B Brajesh Mohan <bbrajeshm@AAI.AERO>;

1 attachment

RTI Reply - Ramesh Pandi.docx;

Sir,

कृपया पिछला मेल देखें।  
ऑपरेशन विभाग - एएसएम से संबंधित जानकारी आपकी आवश्यक कार्रवाई हेतु यहां संलग्न है।

Please refer trailing mail.

The information in respect of Dept. of Ops – ASM is attached here with for your necessary action.

सादर / Regards

**Shibu.C**  
**Dy. General Manager (Ops)**  
**O/o महाप्रबंधक (प्रचालन – ए.एस.एम.) /General Manager (Operations - ASM)**  
**Airports Authority of India**  
**Chennai Airport**

S.No.	RTI Query	Reply
1.	Policy on Overtime is there an official policy regarding the payment of overtime to contract employees who work beyond the stipulated office hours.	The contracting agency is required to adhere to the provisions of the Contract Labour (Regulation & Abolition) Act, 1970, which governs the payment of wages, including overtime, for contract employees.
2.	Specific Instances how many contract employees have recorded hours exceeding the official work hours over the last six months.	Detailed records regarding employees working beyond official hours are maintained by the contracting agencies.
3.	Justification for Non Payment if no overtime has been provided what is the justification for this decision are there any guidelines or laws that negate the provision of overtime pay in this context.	Refer reply no. 02
4.	Contact Point who would be the appropriate person or department to address complaints related to this matter.	Complaints regarding this issue should be directed to the respective Labour Officer, under whose jurisdiction the work site falls.
5.	What are the types of leaves available for contract employees.	The types of leaves and the related conditions for contract employees are governed by the provisions of the Contract Labour (Regulation & Abolition) Act, 1970.
6.	How many days of leave are contract employees eligible for annually	Contract employees are entitled to annual leave as per the stipulations outlined in the Contract Labour (Regulation & Abolition) Act, 1970.
7.	Are there specific conditions or policies regarding leave for contract employees.	The leave policies for contract employees are governed by the provisions of the Contract Labour (Regulation & Abolition) Act, 1970.