

MINISTRY OF CIVIL AVIATION AND
TOURISM

(Department of Civil Aviation)

NOTIFICATION

New Delhi, the 19th April, 1995

S.O. 348(E).—In exercise of the power conferred by sub-section (5), read with clause (a) of sub-section (2), of section 42 of the Airports Authority of India Act, 1994 (55 of 1994), the Central Government hereby makes the following regulations, namely :—

1. Short title and commencement.—(1) These regulations may be called the Airports Authority of India (Transaction of Business) Regulations, 1995.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. Time and place of meetings of the Authority.—The Airports Authority of India (hereinafter referred to as the Authority) shall ordinarily meet at Delhi at such time and places as the Chairman may, from time to time, determine.

provided. That the Authority shall meet once in three months.

3. Power to call a meeting of the Authority.—

(1) The Chairman may, at any time, call a meeting of the Authority.

(2) The Chairman shall call a meeting if a requisition for that purpose is presented to him in writing by not less than three members specifying the subject of the meeting proposed to be called.

4. Notice for meetings.—(1) Not less than 15 clear days' notice of every meeting of the Authority [other than an adjourned meeting] shall be given to each member who is for the time being in India.

(2) A notice may be served upon any member either personally or by post in an envelope addressed to such member.

(3) Any accidental omission to give any such notice to any of the members shall not invalidate any resolution passed at any such meeting.

(4) Notwithstanding anything contained in sub-regulation (1), a meeting of the Authority at which any matter which is considered urgent by the Chairman has to be taken up may be called at a shorter notice.

5. Quorum.—(1) No business shall be transacted in a meeting of the Authority unless there are at least 4 members present in such meeting.

(2) If within half an hour from the time appointed for holding the meeting the quorum is not present, the Chairman or in his absence the member presiding shall adjourn the meeting.

6. Adjournment of meeting.—(1) The Chairman may, with the consent of the members present at any meeting of the Authority, adjourn the meeting from time to time.

(2) No business other than that which is included in the agenda shall be transacted at any such adjourned meeting except with the consent of the Chairman.

(3) The absentee member shall be intimated, by telegram, of the date and time of the adjourned meeting.

7. Transaction of business by circulation of papers.—(1) Any business which it may be necessary for the Authority to transact may, if the Chairman so directs, be dealt with by circulation of papers under registered cover among all the members for the time being in India at their usual address, and any resolution so circulated and approved by a majority of the members signing, shall be as effective and

binding as if the resolution had been passed at a meeting of the Authority.

(2) Every resolution approved under sub-regulation (1) shall be laid, as soon as may be, after it is approved before the next ordinary meeting of the Authority, and if the Authority agrees in making any modification in the resolution or the Authority agrees that the resolution should not be ratified, the resolution shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or non-ratification shall be without prejudice to the validity of any thing previously done under that resolution.

(3) When any business is so referred to the members by circulation, a period of not less than ten clear days shall be allowed for the receipt of replies from the members, such period to be counted from the date on which the notice of business is issued.

(4) If a resolution is circulated, the result of circulation shall be communicated to all members.

8. Minutes of the Meeting.—(1) The minutes recording the proceedings at every meeting of the Authority and the names of the members present thereat shall be entered in the minute book and signed by the person presiding.

(2) Minutes of each meeting shall be prepared under the direction of the person presiding within seven days of the date of the meeting and shall thereafter be forthwith circulated to all members.

(3) The proceedings of every meeting prepared in accordance with sub-regulation (2) shall be confirmed at the next meeting of the Authority held after the meeting to which the minutes relate.

Provided that the suggestions or comments as may be received from members shall be considered at the meeting where the minutes are put up for confirmation.

(4) The minute book shall be open to the inspection of any member of the Authority without payment at the office of the Authority at all reasonable times.

9. Presumption as to validity.—(1) Proceedings of meetings shall be deemed to be good and valid.

(2) until the contrary is proved, every meeting of the Authority shall be deemed to have been duly convened and held.

[No. AV-24014/003/94-VE]
A. M. BHARDWAJ, Jt. Secy.