



No. PERS/IR/1104/1/2002/

22 November 2002

OFFICE ORDER

In pursuance of the letter of even number dated 30-10-2002, recognition to the Airports Authority Employees Union (Regn. No. 3515) has already been granted. It was felt necessary to consolidate various facilities including existing facilities granted to the Recognised Union in IAD & NAD. Therefore, revised guidelines on the facilities to be provided to the Recognised Union has been finalized and a copy of the same is enclosed herewith for further necessary action.

All Regional Executive Directors (NAD), Airport Directors (IAD) and Unit Heads are required to initiate action as per the revised guidelines, as well as to initiate action on Para 12 (Twelve) of the revised guidelines immediately.

(S K Narula)

Member (Pers & Admn)

Enclosures :

as above.

Distribution :

- Shri M.K. Ghoshal, General Secretary, Airport Authority Employees Union.
- The Regional Executive Director (NR/WR/SR/ER/NER).
- The Airport Director (Delhi/Mumbai/Chennai/Kolkatta/Trivandrum).
- ED (P&A), IAD/NAD
- ED (F&A)-I/II/III
- All HoDs at CHQ./ Operational Offices.

Copy for information and necessary action to :

- PS to Member (P&A)/ (F&A)/ (Planning)/(Operations)/ CVO.
- Sr. EA to the Chairman, AAI, Rajiv Gandhi Bhavan, New Delhi.
- The Principal CATC, Airports Authority of India, Bamaruli, Allahabad (U.P.).



- The Chief Pilot, FIU, Airports Authority of India, New Delhi.
- The General Manger, RC&DU, Airports Authority of India, E&M Workshop, New Delhi.
- The General Manger, CRSD, Airports Authority of India, New Delhi.
- The General Manger (Cargo), Airports Authority of India, Cargo Complex, IGI Airport, New Delhi.
- Airport Director, Airports Authority of India, Ahmedabad/Bangalore/Calicut/ Goa/ Hyderabad/Jaipur/ Lucknow/ Nagpur/ Srinagar/ Varanasi/ Bhubneshwar.
- The Project Incharge, AAI, Delhi/Mumbai/Calcutta/Chennai/Jaipur/Amritsar/Bhuj.



**Guidelines on the facilities to be provided to the
Recognized Union**

**A. ACCOMMODATION FOR OFFICE, TELEPHONES ETC., FOR RECOGNISED
UNION**

1. **Accommodation** : Accommodation for Central Office as well as Branch Offices will be provided only to the Recognized Union to facilitate the working of the Union at Regional Headquarters, International Airports and other major Airports/Stations/Units in consultation with the Regional Secretary/Branch Secretary as the case may be.

- (i) *Central Office – Location of a Central Office will be as per existing arrangements. However, any change will be decided in consultation with the General Secretary of the Recognized Union.*
- (ii) *The Union Offices at Regional Headquarters, International Airports, RGB, AIU, CRSD, RCDU, FIU and Operational Building will continue as per existing arrangements.*

2. **Furniture** :- Suitable furniture shall be provided which will include chairs and tables. For Regional Offices (NAD) & International Airports (IAD), one big and one small steel almirah shall be provided. For other offices, one steel Almirah shall be provided.

3. **Personal Computer** :- One Personal Computer with printer will be provided at the Central Office and one PC with Printer in the Office at Regional Headquarters/International Airports/Stations/Units of the Recognized Union.

4. **Telephone Facilities** :- The telephone facilities will be provided to the Recognised Union as follows :

- (i) **Central Union Office** :
 - One telephone with Fax and STD facility as per the existing provisions.
 - One telephone with STD facility. [This facility has already been provided].
 - Reimbursement of the rentals and calls upto 7500 local calls bimonthly will be allowed inclusive of STD calls which are converted into local calls.
 - One extension line from EPABX exchange as per the existing provisions

(ii) Regional Office at five Regional Headquarters and Branch Offices at five International Airports :

- One telephone with STD facility AT EACH Regional Offices and at each International Airports. For this purpose, International Airports are IGIA, CSIA, NSCBIA; Chennai & Trivandrum.
- Reimbursement of the rentals and calls will be upto 1500 local calls bimonthly inclusive of STD calls which are converted into local calls will be allowed for both the offices at Regions and International Airports.
- One extension line from EPABX exchange
- The above all facilities are as per existing provisions.

(iii) Branch Offices :

- One direct telephone at the domestic airports headed by APD besides one extension from EPABX
- Reimbursement of rentals and calls will be allowed upto 500 local calls bimonthly.
- One extension line from EPABX exchange with zero dialing facility for local calls will be provided in small Stations on need basis and approved by the Corporate Hqrs. in consultation with Gen Secy.

5. Special Casual Leave :- The Special Casual Leave to the Office Bearers of the Recognised Union will be a granted as follows :

- Special Casual leave of maximum 20 days in a calendar year to the members of CEC of the Recognised Union.
- Special Casual Leave of maximum 10 days in a calendar year will be granted to the Office Bearers of the Recognised Union at the Regions and Airports where formal Union office is set up and formal list of Union office bearers has been communicated to the local Management on the recommendation of Regional Secretary and Branch Secretary as the case may be.
- The other delegates who are not office bearers of the Branch or the Regional office or CEC Member will be granted maximum of 10 days special casual leave for attending All India Central Meeting of the Recognised Union. The above said leave will be allowed only on the recommendation of the General Secretary of the Recognised Union.

The number of office bearers for the said purpose shall be as per the existing provisions.

6. TA/DA :-

- (i) Members of CEC shall be entitled to travel by train AC-3 tier or as per their entitlement whichever is more. However, DA will be paid as per their entitlement.
- (ii) Other office bearers of the recognised Union who are invited by formal written notice/letter by the Management on the recommendation of the Recognised Union to attend meeting/conference etc. will be entitled to TA/DA as per their entitlement. The period of stay including journey period for attending official meetings etc., will be treated as period spent on duty.

7. Protected Workmen :- In terms of ID Act, 1947, the Office bearers of the Recognised Union will be considered as protected workmen for the purpose spelt out in the said Act. Also, office bearers of Central Executive Committee, i.e., President, General Secretary and other Members of the Central Executive Committee will be exempted from a routine transfer during the period of Union Recognition.

8. Notice Board :- Notice Board facility (near Personnel/administrative office of the Unit) shall be provided. The size and exact location of the Board shall be decided in consultation with the Regional Secretary/Local Secretary/General Secretary of the Union.

9. Union Subscription :- Union Subscription from the members of the Recognised Union will be deducted from their salary after receiving the written consent/ authorization from the individual employee. The amount so received by way of subscription will be remitted to the Union by Finance Department directly as per directions of GS of the Union.

10. Participation of the Representative of the Recognized Union : 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 staff represented by the Union and also the members of all such Committee. The copies of policy matters, circulars and any other information considered important will be endorsed to the Union.

11. Meetings with the Union : The Representatives as nominated by the Recognized Union (not exceeding 3-5) may meet and discuss with the accredited representatives of the Management on the general and collective grievances of workmen posted at the station on the appointed date and time as mutually convenient. The accredited officers in the O/o Regional Executive Directors/ Airport Director/ Airports will meet the accredited representatives of the Union once a month on mutually agreed date and time. In so far as Regional Hqrs, and International Airports (including Trivandrum), joint meetings shall be held.

12. Vacation of Accommodation and withdrawal of Facilities : The Office accommodation already occupied by the other Unions, if any, will have to be vacated by the respective Unions. The concerned Unit Heads will take necessary action to get such accommodation vacated immediately and to withdraw all other facilities if available.

B. FACILITIES TO BE PROVIDED TO THE PRESIDENT AND GENERAL SECRETARY OF THE RECOGNISED UNION :

i) Telephone at Residence : The President and the General Secretary of the Union will be provided a telephone at their residence with STD facility. The entitlement of free calls on bimonthly basis will be upto 6000 local calls +rent + service tax or actual, whichever is less.

ii) Fuel Allowance: The President and General Secretary of the Recognised Union will be allowed reimbursement of fuel expenditure equivalent to the cost of 80 ltrs of petrol for maintaining a vehicle for Union activities. This will be in addition to the fuel allowance drawn by them in the capacity of AAI employee as per their entitlement.

iii) TA/DA and Air Journey : The President and General Secretary of the Recognised Union will be allowed to travel by Air (Economy Class) to attend official meetings/ conferences convened by the Management as per the requirement. They will be treated on duty for the period inclusive of their journey period. Incase, the President and General Secretary intend to travel by Train, they will be allowed to travel by First Class (AC).

iv) Accommodation : The President and General Secretary of the recognised Union will be entitled to use the retiring rooms being maintained by AAI at Airports/ Units. In case, retiring room accommodation is not available, they will be provided hotel accommodation charges limited to the rent equivalent to single room in Hotel Ashok, New Delhi.
