



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No: A.60011/22/2020/HRPC/240

Date: 10th August, 2020

The Regional Executive Director
Airports Authority of India
Northern/Western/Eastern/Southern/North-East
Region **Delhi/Mumbai/Kolkata/Chennai/Guwahati**

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

The Airport Director
Airports Authority of India
Kolkata/Chennai Airport

The Director,
Indian Aviation Academy,
New Delhi

The Principal,
Civil Aviation Training College (CATC),
Bamrauli, **Prayagraj**

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

Corporate HRM Circular No. 56 / 2020

Sub: E-HR HANDBOOK

In our continuous endeavor to facilitate our employees, the AAI management has come up with a ready reference of all the major HR Policies and Schemes in the form of an E-HR Handbook.

2. This E-HR handbook for AAI Officials is intended to provide general information and guidance. The contents must be read in conjunction with Circulars /OMs/Office orders as issued from time to time. Whenever any difference in interpretation of meaning and/or content of the facts stated here vis-à-vis the original circulars/office order arises, the latter will be treated as final and binding.

3. This issues with the approval of the competent authority.

(Sanjay Jain)
Executive Director (HR)

Distribution: -

- ❖ OSD to Chairman
- ❖ DGM (ES) to Member(HR)/Member(Ops)/Member(Plg)/Member(ANS)/Member (Fin)/CVO
- ❖ All HoDs at CHQ / Operational Office / AAI Office Complex
- ❖ ED (HR-II) / GM (HR)- GB/ND/RAM/MN/RKJ
- ❖ GM HR (SAP) – for adding the said functionality in SAP/ESS portal
- ❖ GM (IT) for uploading on AAI Website
- ❖ General Secretary- AAEU
- ❖ General Secretary- ATC (Guild) /CNS Officers Guild/AAI Engg. Guild/IAAIOA/ AAI SC/ST Association/AAI SC/ST/OBC(NE) EWA.

E-HR HANDBOOK



Preface

The **human resources** are the most important **assets** of an organization. The success or failure of an organization is largely dependent on the calibre of the people working therein. Without positive and creative contributions from people, organizations cannot progress and prosper. To motivate human resource and develop them an organization needs a robust HR policies and procedures and plan for its communication to lowest level of the organization.

HR handbook is a step in this direction. It is a precise of the important HR policies and procedures, which an employee should be aware of. It will help employee to know about their duties and responsibilities.

This HR handbook for AAI Officials is intended to provide general information and guidance. The contents must be read in conjunction with Circulars /OMs/Office orders as issued from time to time. Whenever any difference in interpretation of meaning and/or content of the facts stated here vis-à-vis the original circulars/office order arises, the latter will be treated as final and binding.

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CHAPTER- 1

ABOUT AIRPORTS AUTHORITY OF INDIA



ABOUT AAI

Airports Authority of India (AAI) was constituted by an Act of Parliament and came into being on 1st April 1995 by merging erstwhile National Airports Authority and International Airports Authority of India. The merger brought into existence a single Organization entrusted with the responsibility of creating, upgrading, maintaining and managing civil aviation infrastructure both on the ground and airspace in the country. It is a Schedule 'A' Mini Ratna Category-1 CPSE organization. AAI manages 129 airports, which includes 18 International Airport, 07 Customs Airports, 78 Domestic Airports and 26 Civil Enclaves at Defence airfields. AAI provides air navigation services over 2.8 million square nautical miles of airspace.

MISSION

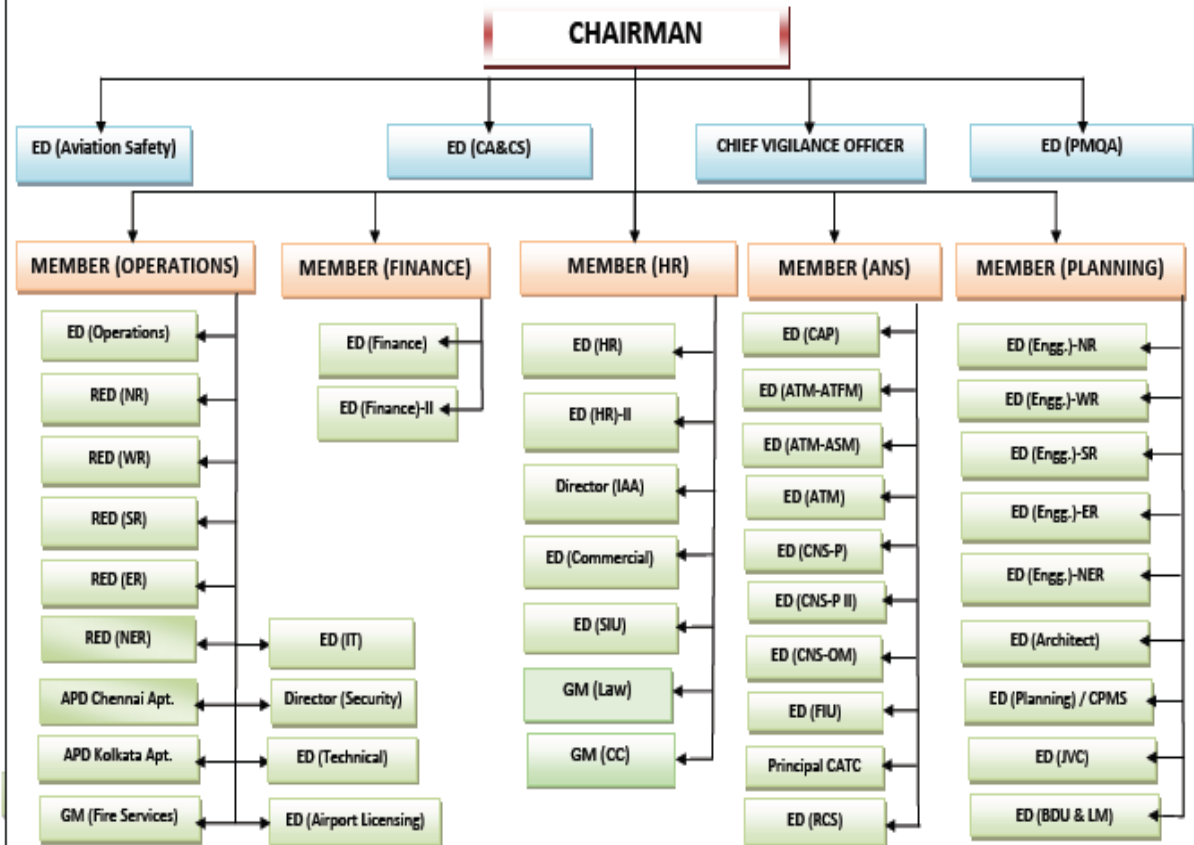
“To be the foundation of an enduring Indian Aviation network, providing high quality, safe and customer – oriented Airport and air navigation services thereby acting as a catalyst for economic growth in the areas we serve.”

VISION

AAI’s vision till 2026 is: To be the principal aviation service provider in the Country, AAI shall

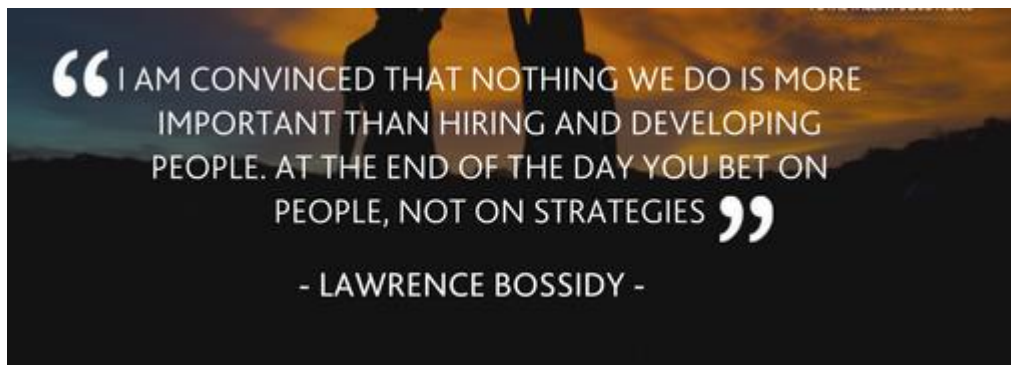
- Adopt and facilitate the use of contemporary air navigation services,
- Upgrade and develop airport infrastructure,
- Support improving air connectivity at unserved and under – served airports,
- Have a restructured organization,
- Focus on profitable operation at major airports through continuing efforts on cost reduction and enhancing non - aeronautical revenue.

ORGANIZATION STRUCTURE – AAI



CHAPTER-2

RECRUITMENT AND PROMOTION GUIDELINES



I. RECRUITMENT GUIDELINES

Induction Levels for Direct Recruitment (DR) In Executive & Non-Executive Cadres

Direct recruitment is done at the following induction levels:

(i) **EXECUTIVE CADRE:**

Group	Induction Level	Designation	%age of DR
B	E-1	Jr. Executive	75%*
A	E-3	Manager	25%**
A	E-6	Dy. General Manager	Up to 25% ***

* Remaining 25% posts of E-1 level will be filled up from departmental non-executive's subject to possessing prescribed induction level qualification and meeting other norms as prescribed.

** In case adequate number of executives are not available from next below cadre the Management would have discretion to fill up posts from open market beyond 25% posts earmarked for DR quota.

*** This is an enabling provision and will be resorted to only when qualified/ eligible candidates in the next below cadre of discipline concerned are not available for promotion.

(ii) **NON- EXECUTIVE CADRE:**

Group	Induction Level	Designation	Discipline
C	NE-6	Sr. Assistant	Fin. Hindi, Steno, Land, Law, Medical, Store, MT, Operations., PR, TM, ATC, Communication etc.
C	NE-5	Assistant	Cargo, Hindi (Asstt.), TM, Operations, HR, etc.
C	NE-4	Jr. Assistant	Cargo, Civil, Elect., Electronics, Fire, TM, Land, Store, MT, HR, Planning etc.
D	NE-1	Jr. Attendant	Civil, Elect, TM, Medical, Store, Ops., HR, etc.

- New joinee in Group 'C' Non-Executive cadres, who need to undergo mandatory training on Joining are initially considered as Trainee and will be entitled to stipend (not payscale) till they successfully complete the prescribed training.

II. PROMOTION

i. EXECUTIVES:

Level	No of Years for Eligibility	Performance Benchmark	DPC (Vacancy based) or Placement	Remarks
E-1 to E-2	3 years	Good	DPC/Placement	<p>50% posts of AM (E-2 level) are filled by promotion from JE (E-1 level) subject to vacancies and meeting other norms.</p> <p>In case vacant post is not available at AM level, Jr. Executive (E-1) on completion of 3 years are placed in E-2 scale (without designation).</p> <p>Remaining 50% posts of AM are filled in two parts i.e. 25% through DPC from Sr. Superintendent (NE-9) and 25% through Departmental exam.</p>
E-2 to E-3	3 years	Good	DPC	
E-3 to E-4	3 years	Good	DPC	
E-4 to E-5	3 years	Good	Placement	No disciplinary case is pending and performance is satisfactory.
E-5 to E-6	2 years	Very Good	DPC	
E-6 to E-7	3 years	Very Good	DPC/Placement	<p>Two-third posts of DGM are operated at JGM level as functional post in the respective discipline.</p> <p>DGM not promoted to JGM post on completion till 5 years' service as DGM are granted E-7 Scale on Selection Grade as DGM(SG), with satisfactory performance.</p>
E-7 to E8	1 years as JGM & combined 5 years	Very Good	Selection based	JGM (E-7) with minimum of one year's regular service in the grade and minimum five years combined regular service as DGM(E-6) and JGM(E-7)
E-8 to E-9	5 years	Very Good	Selection based	Minimum 05 years regular service in the grade of GM

ii. NON- EXECUTIVES:

Group -D

Level	No of Years for Eligibility	Performance Benchmark	Placement or Vacancy based	Remarks
NE-1 to NE-2	3 years	No Disciplinary case and performance is satisfactory	Placement/DPC	Assured promotion to NE-2 after completion of 6 years (in case there is no vacancy).
NE-2 to NE-3	3 years	No Disciplinary case and performance is satisfactory	Placement/DPC	Assured promotion to NE-3 after completion of 6 years (in case there is no vacancy).
NE-3 to NE-4	3 years	No Disciplinary case and performance is satisfactory	Promotion to Group-C	15% by DPC and 15% by DE in respective discipline. 20% against DR post from departmental Group-D employees, subject to meeting DR qualification.
NE-3 to NE-4	6 years	No Disciplinary case and performance is satisfactory	Next higher Scale on Selection Grade	NE-3 are entitled to NE-4 scale after completion of 6 years in the grade, on Selection Grade as Sr. Attnd.(SG), with pay fixation benefit

Group- C

Level	No of Years for Eligibility	Performance Benchmark	Placement or Vacancy based	Remarks
NE-4 to NE-5	2 years	No Disciplinary case and performance is satisfactory	Placement	
NE-5 to NE-6	3 years	No Disciplinary case and performance is satisfactory	DPC	NE-5 not getting promotion for want of vacancies in NE-6 will be placed in NE-6 pay scale as Assistant 'SG' on completion of 6 years' regular service in NE-5 with pay fixation benefit.
NE-6 to NE-7	2 years	No disciplinary case is pending and performance is satisfactory.	Placement	
NE-7 to NE-8	3 years	No disciplinary case is pending and performance is satisfactory.	DPC	Supervisor (NE-7) not getting promotion to Superintendent (NE-8) for want of vacancies may be placed in the NE-8 scale as Supervisor 'SG' on completion of 6 years' service

				in NE-7, with pay fixation benefit.
NE-8 to NE-9	2 years	No Disciplinary case and performance is satisfactory	Placement	
NE-9 to NE-10	6 years	No Disciplinary case and performance is satisfactory	Placement	NE-9 not willing for promotion/ placement to AM/ E-2 shall be placed in NE-10 on completion of 6 years.
NE-9 to E-2	3 years	No Disciplinary case and performance is satisfactory	DPC/Placement	Employee in NE-9 scale could not be promoted as regular AM through DPC, will be placed in E-2 Scale on Selection Grade as Sr. Supdt.(SG) in respective discipline on completion of 08 years regular service as Sr. Supdt., with pay fixation benefit.

CHAPTER-3

PAY & ALLOWANCES



I. SCALES OF PAY

i. BOARD LEVEL EXECUTIVES:

Designation	Pay-Scales w.e.f. 01.01.2017
Chairman	200000 - 370000
Board Member	180000 - 340000

ii. EXECUTIVES:

Group	Level	Designation	Pay-Scales w.e.f. 01.01.2017
B	E - 1	Junior Executive (JE)	40000 - 140000
	E - 2	Assistant Manager (AM)	50000 - 160000
A	E - 3	Manager	60000 - 180000
	E - 4	Sr. Manager (SM)	70000 - 200000
	E - 5	Assistant General Manager (AGM)	80000 - 220000
	E - 6	Deputy General Manager (DGM)	90000 - 240000
	E - 7	Joint General Manager (JGM)	100000 - 260000
	E - 8	General Manager (GM)	120000 - 280000
	E - 9	Executive Director (ED)	150000 - 300000

iii. NON-EXECUTIVES:

Group	Level	Designation	Pay-Scales w.e.f. 01.01.2017
D	NE-1	Jr. Attendant	25000 - 74500
	NE-2	Attendant	27000 - 80500
	NE-3	Sr. Attendant	28000 - 85000
C	NE-4	Jr. Assistant	31000 - 92000
	NE-5	Assistant	33000 - 99000
	NE-6	Sr. Assistant	36000 - 110000
	NE-7	Supervisor	37000 - 115000
	NE-8	Superintendent	39000 - 120000
B	NE-9	Sr. Superintendent	39500 - 138000
	NE-10	Sr. Superintendent (SG)	40000 - 139000

II. ANNUAL INCREMENT

An annual increment at uniform rate of 3% of Basic Pay is applicable and payable once in a year on 1st April every year. The annual increment shall be granted only on completion of minimum period of six months and above as on 1st April every year. Hence, the employees who join AAI after 1st of October shall not earn the annual increment due on 1st April in subsequent year.

III. PERKS AND ALLOWANCES

Payment of Perks and Allowances is maximum of 35% of Basic Pay. Employee has to select perks under different categories as per cafeteria approach in ESS portal during April every year. A list of perks & allowances under cafeteria approach w.e.f. 01.01.2017 is as follows:

S.No.	Name of Perks & Allowances	For Executives % of Basic Pay	For Non- Executives % of Basic Pay
1.	Conveyance/ Transport Allowance	1 - 4%	1-4%
2.	Vehicle Maintenance Allowance	1 - 4%	1-4%
3.	Washing/ Uniform Maintenance Allowance	3 - 5%	3-5%
4.	Education Allowance (maximum 2 children)	3%	3%

5.	Hostel Expenditure Allowance (maximum 2 children)	2 - 3%	2-3%
6.	HRD/ Professional Updation Allowance	3 - 8%	3-8%
7.	Entertainment Allowance	1 - 2%	-
8.	Reimbursement of Membership of Club	1 - 2%	-
9.	Reimbursement of Upkeeping Charges of House	1 - 4%	1-4%
10.	Reimbursement of Electricity and Water Charges	2 - 4%	2 - 4%
11.	Domestic Helper	1 - 3%	1 - 3%
12.	Cook/ Gardner	1 - 2%	-
13.	Driver Allowance	3%	-
14.	Canteen Allowance or Meal Vouchers	1 - 4%	1 - 4%
15.	Membership of Professional Bodies	1 - 2%	1 - 2%
16.	Leave Travel Concession (LTC)	4 - 8%	4 - 8%
17.	Other Allowances (Maximum)	5 - 15%	5 - 15%
TOTAL PERCENTAGE		MAXIMUM 35%	MAXIMUM 35%

IV. HOUSE RENT ALLOWANCE (HRA)

Classification of cities	Rate of HRA
X-Class (Population of 50 Lakh and above)	24% of Basic Pay
Y-Class (Population of 5 Lakh to 50 Lakh)	16% of Basic Pay
Z-Class (Population below 5 Lakh)	8% of Basic Pay

The rates of HRA will be revised to 27%, 18% & 9% for X, Y and Z class cities respectively when IDA crosses 25% and further revised to 30%, 20% and 10% when IDA crosses 50%.

V. CERTAIN ALLOWANCES PAID OVER AND ABOVE 35% CEILING PRESCRIBED BY DPE TO THE EXECUTIVES OF CERTAIN OPERATIONAL CATEGORY EMPLOYEES OF AAI

- i. Rating Allowance to ATCOs
- ii. Stress Allowance to ATCOs
- iii. Proficiency Allowance to CNS Executives
- iv. Stress Allowance to CNS Executives
- v. Flying Allowance to Pilots
- vi. Instructor Allowance at various Training Institutes

VI. LOCATION BASED COMPENSATORY ALLOWANCE (EXECUTIVES & NON-EXECUTIVES)

Areas covered	Percentage of Basic Pay
Most difficult Areas(Little Andaman, Nicobar group of Islands, Narcondam Islands, East Islands and Minicoy)	20% of Basic pay
Difficult Areas(North and Middle Andaman, South Andaman excluding Port Blair, entire Lakshadweep except Kavaratti, Agatti and Minicoy)	16% of Basic pay

Assam, Meghalaya, Manipur, Nagaland, Tripura, Arunachal pradesh, Mizoram, Sikkim, Ladhakh region, Areas around Capital Towns of Port Blair in A&N Islands, Kavaratti and Agatti in Lakshadweep	10% of Basic pay
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VII. NIGHT WEIGHTAGE COMPENSATION

The existing rates of Night Weightage Compensation for Executives and Non-Executives for performing night duties is as follows:

Executives		Non-Executives	
Level	Rate of SDC (in INR)	Basic Pay	Rate of SDC (in INR)
E-1 to E-3	370 per night shift	25000 - 31000	150 per night shift
E-4 to E-5	400 per night shift	31001 - 39000	200 per night shift
E-6 to E-7	500 per night shift	39001 - 45000	270 per night shift
		45001 and above	360 per night shift

VIII. OVERTIME COMPENSATION (OTC) AND OUT OF POCKET COMPENSATION (OPC)

The existing rates of OTC for overtime duties performed by non-executives and the rates of OPC for executives performing duties on holidays/off days is as follows:

Executives		Non-Executives	
Level	Rate of OPC (in INR)	Non-Executives	Rate of OTC (in INR)
E-1 to E-3	400 per day	NE-1 to NE-3	180 per hour
E-4 & E-5	500 per day	NE-4 to NE-7	200 per hour
		NE-8 to NE-9	220 per hour

IX. PERFORMANCE RELATED PAY (PRP) & PERFORMANCE LINKED PAY (PLP):

The amount of PRP to Executives and PLP to Non-executives is payable based on the following factors:-

- Current year Profits of AAI
- Incremental Profit (in current year over previous year)
- AAI's Performance (MOU Rating)
- Individual Performance (as reflected in performance appraisal reports)
- Grade-wise percentage ceiling specified for PRP/PLP

CHAPTER-4

EMPLOYEE (CONDUCT, DISCIPLINE & APPEAL) REGULATIONS



I. AAI ECDA REGULATIONS, 2003

AAI Employee (Conduct, Discipline and Appeal) Regulations, 2003 encompasses the expected behaviour and controlling mechanism in case of violation by employee.

Every employee shall at all times:-

- Maintain absolute integrity
- Maintain devotion to duty
- Conform to/abide by these and other rules of Airports Authority of India
- Do nothing which is unbecoming of him/her as an employee of Airports Authority of India

II. MISCONDUCT

The following broad **Misconducts** are defined in the ECDA Regulations:-

1. Theft, fraud or dishonesty in connection with the business or property of AAI or property of another person within the premises
2. Taking or giving bribes or any illegal gratification or any remuneration to which he is legally not entitled.
3. Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his behalf by another person, which the employee cannot satisfactorily account for.
4. Furnishing false information regarding name, date of birth, age, father's name, ability, qualification, or any other matter in relation to the employment at the time of appointment or during the course of employment.
5. Acting in any manner prejudicial to the interest of AAI.
6. Wilful insubordination or disobedience of any lawful and reasonable order of his superior.
7. Absence without leave or overstaying the sanctioned leave for more than 4 days, without sufficient grounds or satisfactory explanation.
8. Habitual late coming or irregular attendance.
9. Neglect of work or negligence in the performance of duty including malingering or slowing down of work.
10. Causing damage to any property of the authority.
11. Interference or tampering with any safety device installed in or around the premises of AAI.
12. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the AAI or outside such premises where such behaviour is related to or connected with employment.
13. Gambling within the premises of AAI.
14. Smoking within premises of AAI where it is prohibited.
15. Collection without the permission of the competent authority, of any money, within the premises of AAI except the sanctioned by any law or rules of AAI for the time being in force.
16. Sleeping while on duty.
17. Commission of any act which amount to a criminal offence involving moral turpitude.
18. Absence from the employee's appointed place of work without permission or sufficient cause.
19. Purchasing from or selling to, AAI properties, machinery, stores, or other articles without permission in writing from competent authority.
20. Participating in an illegal strike or abetting, inciting, instigating or acting in furtherance thereof.
21. Wilful damage to works of the AAI in progress.
22. Failure to wear a uniform or badge or both wherever an employee is required to wear a uniform or badge while on duty.
23. Disclosing to any unauthorized person any information in accordance with the working of process of the authority, which comes into the possession of the employee during the course of his work. Spreading rumours or giving false information which may bring disrepute to AAI or its employees or spreading panic among them.
24. Levelling malicious or false allegations.

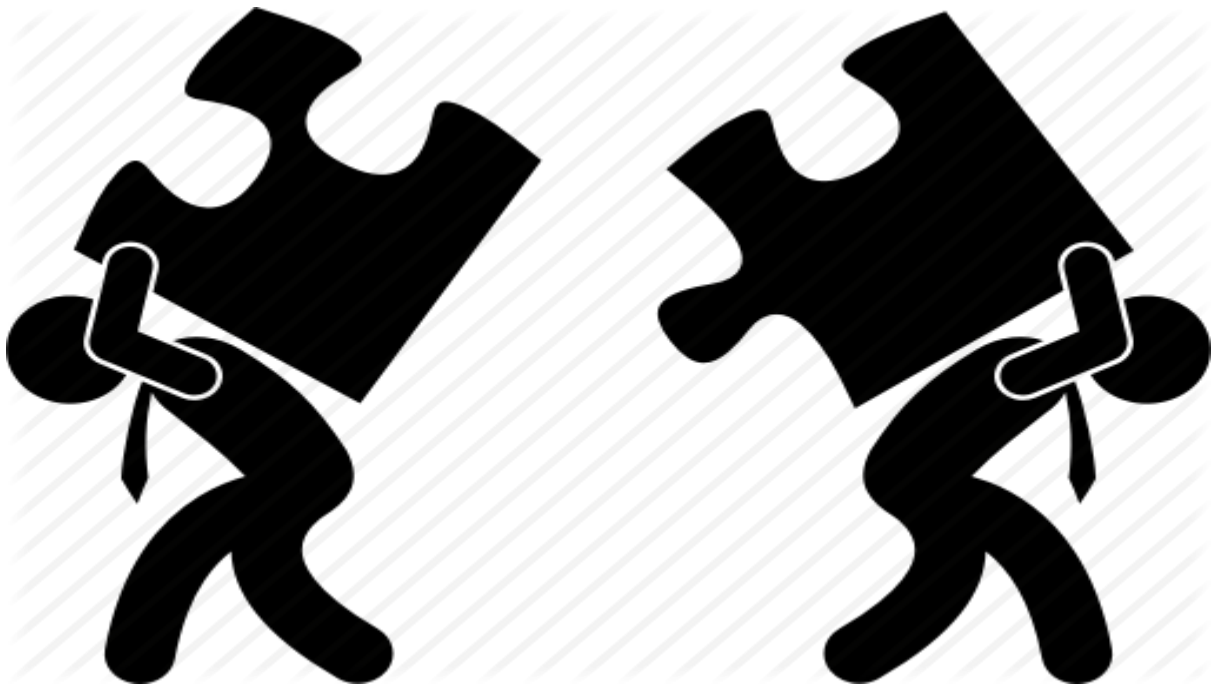
25. Occupying or taking possession in an unauthorized manner or refusal to vacate or deliver possession of AAI quarters or any of its premises, owned or hired when required to do so by AAI.
26. Refusal to accept a charge sheet or order or any other communication of management.
27. Misuse of any advance or non-compliance with the provisions of any of the rules or established practices of AAI.
28. Violation of provisions of any of the rules or established practices of the authority.
29. Subletting of residential quarters to others without permission from the competent authority.
30. Deliberate attempt to delay in delivery of cargo with ulterior motives.
31. Under weighing of cargo with intention/interest to pass under benefit to passenger/agent/third party.
32. Recycling of terminal entry passes/ tickets etc.
33. Unauthorized allotment of retiring rooms, non-realization of room charges, failure to maintain allotment/vacation record.
34. Disruption of air traffic services in manner whatsoever.
35. Abetment of or attempt to commit any act which amounts to misconduct.
36. Commission of any act subversive of discipline or of good behaviour.
37. Sexual harassment of women at workplace.

III. ACTS PROHIBITED UNDER ECDA REGULATIONS.

1. Prohibition against participation in politics and elections - conditional
2. Employment of near relatives of the employee in any company or firm enjoying patronage of AAI. - conditional
3. Prohibition on taking part in demonstrations.
4. Connection with press or radio or electronic media. - conditional
5. Criticism of government and AAI.
6. Evidence before committee or any other authority. - conditional
7. Unauthorised communication of information.
8. Dowry
9. Private trade or employment.
10. Investment, lending and borrowing with company or person with whom you have official dealings.
11. Insolvency and habitual indebtedness.
12. Canvassing of non-official or other influence.
13. Bigamous marriage if not permitted under personal law. - conditional
14. Consumption of intoxicating brinks and drugs.
15. Dealing in Movable, immovable and valuable property without permission / intimation to competent authority:-
 - i. An employee shall submit movable and immovable property return (annual property return) on 1 January of every year.
 - ii. Every employee shall intimate the transaction in movable property including shares, securities, debentures, mutual fund etc, if the value of such property is more than 2 times his/her basic pay. This information has to submitted at the time it is procured/ purchased/ acquired/disposed.
 - iii. Every employee shall intimate the transaction in shares, securities, debentures, mutual fund etc, if the value of such investment is more than 6 times his/her basic pay during the calendar year. This information has to be submitted along with the annual property return.

CHAPTER-5

TRANSFER POLICY



I. TRANSFER SEASON

- i. The transfer seniority in respect of all cadres and grades should be uploaded on AAI website by 31st October along with inviting options for choice of stations from the employees.
- ii. Options for choice of stations from the employees should reach by 15th December to the concerned discipline
- iii. Annual transfer proposals having recommendations of the Transfer Recommendation Committee should be put up before the Competent Authority for consideration by 28th February.
- iv. Annual transfer orders should be issued by end of March every year.

II. TYPES OF TRANSFER

i. Inter-Regional Transfer

- a) Transfers from one region to another region.
- b) Inter-regional transfers shall be made on the basis of length of continuous stay in the region.
- c) Officers and staff shall not normally be transferred from one region to another region before he/she completes a minimum period of five years in the region.
- d) An official shall not normally be transferred out of the region second time unless all others in that cadre have done one turn of out of region transfer.

ii. Intra-Regional Transfer

- a) Transfers from one station to another station within the region.
- b) Intra- regional transfers shall be made on the basis of length of continuous stay at the station.
- c) Officers and staff shall not normally be transferred from one station to another station in the region before he/she completes a minimum period of three years at the station.

iii. Transfer to Tenure Stations

The following procedure will be adopted for transfers at tenure stations:

a) Category I – Who have not served any tenure station

- Draw up a list of officials in the cadre who have not done a turn of posting in any unpopular/tenure station.
- Arrange them in order of their length of continuous stay at non-tenure stations irrespective of the regions.
- Transfer to tenure stations should be made from the list so prepared in the order they are arranged.

b) Category II- who have already done one tenure station turn

- Draw up a list of officials in the respective cadres who have done one or more than one turn at tenure stations
- Arrange them in order of their dates of relieving from the tenure station of last posting
- Postings to tenure station will be made from out of the Category II list in the order arranged after exhausting category I list.

III. GENERAL CONDITIONS FOR TRANSFER:

- i. Transfers shall be made according to the seniority in stay at the station in the region.
- ii. Transfer of all Executives shall be done at CHQ only.
- iii. Transfer of Group C and Group D staff under the administrative control of RHQ shall be done by RED concerned.

IV. OTHERS

i. Transfer to Home Town

- a) Persons who are within 3 years of reaching the age of superannuation shall be posted as far as possible in or nearer to their home town, provided a request is received from the concerned official for posting to home town/opted station.
- b) In the event of transfer consequent to promotion, the above provision shall not apply.
- c) When a person is due to retire within 3 years and could not be accommodated near to his/her home town, shall be exempted from transfer.

ii. Transfer at Own Request

- a) No joining time is admissible.
- b) Regular leave may be availed to cover the period from the date of relinquishing charge of the old post to the date of assumption of the charge of the new post

V. EXCEPTIONS

- i. Exemption from transfer shall be given to an employee if his/her son/daughter is studying in the 10th/12th class of a recognized Board. This concession would be available twice in the service.
- ii. Employees with defined disabilities would be eligible to opt for transfer to or near their native places.
- iii. An employee who is a care-giver of a disable child will also be exempted from transfers.
- iv. In promotional case, if the remaining service is not more than one year from the crucial date of DPC to the next date of DPC i.e. 30th June, the official can be exempted from Transfer.

VI. JOINING TIME FOR TRANSFER (ON SAME POST OR ON PROMOTION) IN PUBLIC INTEREST:

Distance Covered	Joining time admissible	Joining time where travel by road is more than 200km
Less than or equal to 1000 km	10 days	12 days
More than 1000 km to 2000 km	12 days	15 days
More than 2000 km*	15 days	15 days

* In case of travel by air, the maximum joining time admissible is 12 days.

Note: The un-availed joining time is added to EL account of the employee

VII. TENURE OF STATIONS:-

REGION	CATEGORY OF STATIONS			
	GENERAL	3 YEAR	2 YEAR	1 YEAR
NORTHERN REGION	Agra, Aligarh, Charkhi-Dadri, Chandigarh, Delhi, Gwalior, Allahabad, Hissar, Jaipur, Jhansi, Jodhpur, Kanpur, Kota, Lucknow, Ludhiana, Moga, Nuh, Pantnagar, Udaipur, Varanasi, Jammu Amritsar, Dehradun, Hindon	Bikaner, Gorakhpur, Bareilly, Kishangarh, Kangra (Gaggal), Kullu, (Bhuntar), Uttarlai, Pathankot, Shimla, Jaisalmer, Adampur, Sikandarabad,	Bhatinda, Azamgarh Farukhabad, Fursatganj, Shravasti Khajuraho, Pratapgarh, Rengus, Chitrakott, Muirpur, Srinagar, Pithoragarh Muradabad	Leh, Kargil,
WESTERN REGION	Ahmedabad, Aurangabad, Baroda, Bhavnagar, Bhopal, Goa, Indore, Juhu, Mumbai, Nagpur, Pune, Rajkot, Surat, Hirasar	Jabalpur, Jamnagar, Kandla, Kolhapur, Porbandar, Sholapur, Bhuj and Diu	Akola, Amravati, Gondia, Jalgaon, Keshod, Latur, Mundra, Nanded and Sihora, Ozar, Mithapur, Shirdi, Jagdalpur	Songarh
SOUTHERN REGION	Bangalore, Calicut, Chennai, Coimbatore, Hyderabad, Kanchipuram, Kochi (CIAL), Madurai, Mangalore, Mysore, Puducherry, Thiruvanthapuram, Vishakhapatnam, Trichy, Salem, Tirupati, Vijawada, Hosur,	Ooty, Belhaum, Cudappah, Rajamndry, Tuticorin, Warrangal, Hubli	Bellary, Gulbarga, Khammam, Neyveli Vikarabad, Thanjavur, Vellor, Baldota/Koppal, Bidar, Vidya Nagar	Agatti
EASTERN REGION	Behala, Bhubaneswar, Bilaspur, Cooch-Behar, Darjeeling (Bagdogra), Jamshedpur, Kolkata, Muzzafarpur, Patna, Ranchi, Raipur, Terakeswar,	Behrampur, Gaya and Malda	Belurghat, Deoghar, Katihar, Kishanganj, Portblair, Andal, Sikkim/Pakyong, Jharsuguda, Raigarh, Burnpur, Rourkela, Dumka, Bokaro, Darbhanga, Jeypore, Utkela, Ambikapur, Durgapur	--
NORTH EASTERN REGION	Guwahati	--	Jorhat, Kohima (Chaitu) Itanagar, Silchar (Kumbhigram), Tezpur, Tura, Shillong (Barapani), Agartala and Dibrugarh, Rupsi	Daparizo, Imphal, Aizwal (Lengpui), North Lakhimpur (Lilabari), Passighat, Tezu, Ziro, Dimapur

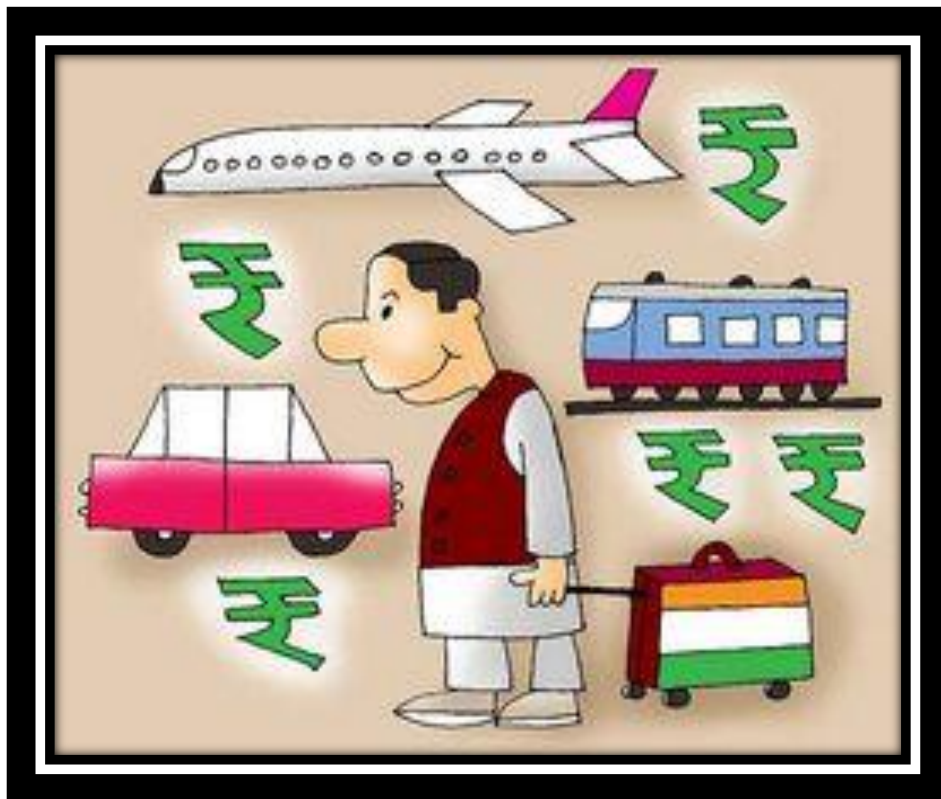
The officials posted at RCDU, FIU, GAGAN Bangalore, GAGAN Nangloi, Ionosphere Study Centre of GAGAN at Ahmedabad, SMUs and NOCC/SOCC, may be retained for maximum 5 years. In case where an employee before completion of 5 years is due for tenure/out of region posting, in such cases, the concerned employee may be retained, subject to a total of 5 years after taking approval from the Member concerned. Thereafter, the employee may be sent to tenure/out of region posting as per transfer seniority.

VIII. TRANSFER POLICY FOR AIR TRAFFIC CONTROLLERS (ATCOs)

- i. Applicable to only ATCOs of AAI
- ii. Will be effective from transfer season 2020
- iii. Types of Transfers
 - a) **Initial Postings**
 - Enroute Stream
 - Terminal Stream
 - b) **Annual & Promotional Transfers**
 - Category Upgradation
 - Category Down gradation
 - Vacancy Based
 - RCS Stations/ Civil Enclaves
 - Stations/ Islands with Access Difficulties

CHAPTER-6

TRAVELLING ALLOWANCE AND DAILY ALLOWANCE



I. RATE OF HOTEL ACCOMMODATION IN CASE OF TOUR / TRAINING :

Level	Class of Cities			Class of Cities		
	X	Y	Z	X	Y	Z
	Amount (in INR)			Amount (in %)		
Chairman	As per actuals			As per actuals		
Board level	As per actuals			As per actuals		
E-8 to E-9	14,000	11,200	9,800	100%	80%	70%
E-6 to E-7	11,200	8,400	7,000	80%	60%	50%
E-3 to E-5	8,400	7,000	5,600	60%	50%	40%
E-1 to E-2	7,000	4,900	3,500	50%	35%	25%
Non-Executives Group - B & C	4,200	2,800	2,100	30%	20%	15%
Non Executives Group - D	2,800	2,800	2,100	20%	20%	15%

Note: The above rates indicate room rent only (exclusive of taxes).

II. RATE OF DAILY ALLOWANCE (DA) ON TOUR/ TRANSFER/ TRAINING:

Condition	Level	DA Rates Applicable for		
		X Class Cities	Y Class Cities	Z Class Cities
A. When employee is neither provided accommodation nor food.	Chairman & Board Level Executives	6000	5000	4000
	E-8 to E-9	5000	3500	3000
	E-6 to E-7	4000	3500	3000
	E-3 to E-5	3500	3000	2500
	E-1 to E-2	3000	2500	2200
	Non-Executives Group - B & C	2500	2200	2000
	Non Executives Group - D	2000	1500	1000
B. When employee is provided with both accommodation and food	Chairman & Board Level Executives	1500	1250	1000
	E-8 to E-9	1250	875	750
	E-6 to E-7	1000	875	750
	E-3 to E-5	875	750	625
	E-1 to E-2	750	625	550
	Non-Executives Group - B & C	625	550	500
	Non Executives Group - D	500	375	250
C. When employee is provided Accommodation only.	Chairman & Board Level Executives	3000	2500	2000
	E-8 to E-9	2000	1750	1500
	E-6 to E-7	2000	1750	1500
	E-3 to E-5	1750	1500	1250
	E-1 to E-2	1500	1250	1100

	Non-Executives Group - B & C	1250	1100	1000
	Non Executives Group - D	1000	750	500
D. When employee is provided food only	Chairman & Board Level Executives	4500	3750	3000
	E-8 to E-9	3750	2625	2250
	E-6 to E-7	3000	2625	2250
	E-3 to E-5	2625	2250	1875
	E-1 to E-2	2250	1875	1650
	Non-Executives Group - B & C	1875	1650	1500
	Non Executives Group - D	1500	1125	750

Note: Categorization of X, Y & Z class of cities shall be as per Government guidelines.

- i. Full daily allowance shall be admissible for each completed calendar day of absence reckoned from midnight to midnight. For absence from the place of posting for less than 24 hours for journeys (other than the local journeys), the daily allowance shall be admissible at the following rates namely :-

For absence not exceeding six hour	Nil
For absence exceeding six hours but not exceeding twelve hours	70% of DA
For absence exceeding twelve hours	100% of DA

- ii. Daily Allowance in case of local journeys will be admissible at half the rates mentioned above. Daily Allowance is payable even if the conveyance is provided free of charge for local journeys.
- iii. The admissibility of daily allowance at a place outside the place of posting of any employee for a continuous halt up to 30 days or more during tour or temporary transfer or training shall be as follows: -
- a) First 90 days : Full daily allowance
- b) Beyond 90 days : 3/4th daily allowance
- iv. In case tour/residential training is for duration of 5 days or more, an allowance of Rs. 1500/- per week shall be paid to the official for each completed week to meet the incidental expenditure on laundry, etc. In case of temporary transfer, the said charges will only be paid when an employee avails AAI accommodation or otherwise and does not resides in his/her home.

III. TRAVELLING ENTITLEMENT OF OFFICIALS

Mode of Journey	Designation	Travel Entitlement
Journey by Train/ Rail	Chairman Board Level Executives Executives E-6 & above	AC First Class/ Executive Class/ AC Chair Car in all type of trains
	Executives E-1 to E-5	AC 2 Tier Class/ AC Chair Car in all type of trains
	All Non-Executives	AC 3 Tier / AC Chair Car in all type of trains

*Journey by Air	Chairman Board Level Executives Executive Directors	Executive/ Business/ Club Class
	All Executives upto E-8 level	Economy Class For E-2 official: Applicable to regular Asst. Manager only For E-1 official : <i>The Air Fare should be restricted to the maximum of double the train fare of 2nd AC of all trains (Non dynamic fares).</i>
	Non-Executive (NE-9 and above)	If Basic Pay greater than or equal to 84,815/- Official is entitled for air travel in Economy Class on tour or transfer or training. If Basic pay is Rs. 73,456/- and above but below Rs. 84,815/ : Official is entitled for air travel in Economy Class on tour only, if the distance involved is more than 500 Kms and the journey cannot be performed overnight by direct train or coach service. <i>Note: The Air Fare should be restricted to the maximum of double the train fare of 2nd AC of all trains (Non dynamic fares).</i>
Journey by sea or by river steamer <i>(For places other than A&N Group of Islands and Lakshadweep Group of Islands)</i>	Chairman Board Level Executives Executives E-6 & above	Highest Class
	E-1 to E-5 Level Executives	Lower Class if there be two classes only on the steamer
	All Non-Executives in Group 'B' or 'C'	If two classes only, the lower class. If three classes, the middle or second class. If there be four classes, the third class.
	All other Non-Executives	Lowest class
Journey by sea or by river steamer <i>(For travel between the mainland and the A&N Group Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited)</i>	Chairman Board Level Officers Executives E-6 & above	Deluxe Class
	E-1 to E-5	First/'A' Cabin Class
	All Non-Executives in Group 'B' or 'C'	Second/ 'B' Cabin Class
	All other Non-Executives	Bunk class
	Group 'A' & 'B' Employees	Actual AC Taxi fare (on production of bills). Taxi categories are mentioned below: NE-9 to E-5 (Hatchback up to 1400cc)

Journey by Road		E-6 to E-7 (Sedan up to 2000cc) E-8 to E-9 (SUV up to 2400cc) <i>*No Luxury car like Audi, BMW, Mercedes, Volvo etc are allowed for the above mentioned purpose.</i> or reimbursement of road mileage (on self-certification) @ Rs. 24/- per km when the journey is performed by own vehicle.
	Non-Executives up to Group 'C'	For journey by own vehicle, the reimbursement of road (on self-certification) mileage shall be @ Rs. 12/- per km or cost of single seat in a Non-AC Taxi (on production of bills) whichever is lower.
	All other Non-Executives	Actual fare by ordinary public bus/local train, etc.

Note:

- Travel by any airline is allowed with lowest economy class fare.
- The class of travel by Air while on foreign tour on official business will be as follows:
 - Chairman, Board Members and Executive Director: Business Class or Club Class.
 - Executives - Full Fare Economy Class. However, Excursion tickets, also known as Economy Class, should be availed wherever possible.
- In case of flight duration during foreign visit last more than 8 hours then all officials from E-1 to E-8 level shall be allowed to purchase premium economy seat, if available.
- Transit Expense will be paid at the rate of US 200\$ for each foreign tour

IV. LOCAL JOURNEY

Local Journey means journey on duty on any day beyond 8 km from the duty point at place of posting. The conveyance charges are as mentioned below:

Level	Entitlement for reimbursement
Board Level Officers	AC Taxi Charges as per actual expenditure for travel within the city per day on production of bills/invoice
E-8 to E-9	AC Taxi Charges upto Rs.1500/- per day for travel within the city on production of bills/invoice.
E-4 to E-7	AC Taxi Charges upto Rs.1000/- per day for travel within the city on production of bills/invoice.
E-1 to E-3	AC Taxi Charges upto Rs. 800/- per day for travel within the city on production of bills/invoice
All Non-Executives in Group 'B' or 'C'	AC Taxi Charges upto Rs. 500/- per day for travel within the city on production of bills/invoice or Auto charges upto Rs. 400/- per day on self-certification basis.
All other Non-Executives	Non-AC Taxi Charges upto Rs. 300/- per day for travel within the city on undertaking basis or Auto charges upto Rs. 250/- per day on self-certification basis.

V. AN EMPLOYEE ON TRANSFER WILL BE ELIGIBLE TO THE FOLLOWING:

- i. Travelling allowance for family who follows AAI Official within six months or precedes the AAI Official by not more than three months shall be admissible. The Competent Authority (REDs in case of region and ED (HR) in case of CHQ) may allow extension beyond the time limits in exceptional cases.

- ii. In addition to transfer Travelling Allowance entitlement, the employees will be entitled for an additional fare by the entitled class for self for both onward and return journeys if he/she has to leave his/her family behind due to non-availability of Authority accommodation at the new place of posting
- iii. **Journey on Transfer** - Actual fares for self and family for journey by rail/steamer/air/ road mileage as the case may be.
- iv. **Daily Allowance on Transfer:** DA for the first 30 days in first month of transfer shall be paid, irrespective of Shifting of family or marital status.
- v. **Transfer Grant:** One month Basic pay + DA is admissible only if transfer involves change of station. If the employee, on his/her transfer to the new station, do not completes his/her half tenure (as specified in Transfer policy) of that station and leaves that station at his own cost, then 50% of transfer grant given to him/her on his/her joining to that station shall be recovered.
- vi. **Cost of transportation of personal effects:**

a) *In case personal effects shifted by Train/ Steamer*

Level	In case personal effects shifted by Train/ Steamer
E-8 to E-9	Full four wheeler wagon, or 12000 kg by goods train, or one Double Container
E-4 to E-7	Full four wheeler wagon, or 8000 kg by goods train, or one Single Container
E-1 to E-3	Full four wheeler wagon, or 6000 kg by goods train, or one Single Container
All Non- Executives	3500 kg by goods train.

b) *In case personnel effect shifted by Road (Actual Distance travel from Residence of current place of posting to Residence of New place of posting)*

For Executive:

Distance	Admissible Amount
Up to 150Km	Rs. 50 per Km or Rs.15,000 whichever is higher
151Km to 300 Km	Rs. 50 per Km or Rs.20,000 whichever is higher
301Km to 500 Km	Rs. 50 Per Km or Rs.30,000 whichever is higher
501 km and above	Rs. 50 per Km or Rs. 40,000 whichever is higher.

For Non-Executive:

Distance	Admissible Amount
Up to 150Km	Rs. 30 per Km or Rs.8,000 whichever is higher
151Km to 300 Km	Rs. 30 per Km or Rs.12,000 whichever is higher
301Km to 500 Km	Rs. 30 Per Km or Rs 18,000 whichever is higher
501km and above	Rs. 30 per Km or Rs 24,000 whichever is higher.

- vii. **Cost of transportation of conveyance:** All executive and group B officials are entitled for one motor car or one motorcycle or one scooter etc. All other Non-Executive are entitled for one motorcycle or scooter or moped.

Transport by rail	Actual amount charged for transport by Passenger Train is admissible. If it is transported by goods train, the cost of packing, transporting the packed vehicle to and from the goods shed, cost of crating the car, loading / unloading charges, etc., are allowed.
Transport by own propulsion	Rs. 24/- per km for Car and Rs. 12/- per km for Scooter/Motor Cycle/Moped, etc. as the case may be
Transport by truck	60% of the amount as applicable for transportation of conveyance sent under own propulsion or actual whichever is lower on submission of bills.

viii. **Packing charges**

<i>Level</i>	<i>Baggage handling and incidental charges (In INR)</i>
E-8 to E-9	15,000/-
E-6 to E-7	12,000/-
E-4 to E-5	10,000/-
E-1 to E-3	7,000/-
All Non-Executives	5,000/-

VI. TRAVELING ALLOWANCE ON RETIREMENT / DEATH:

i. **On Retirement:**

- a) *Transfer Grant and other incidental on the same rate as for serving employee on transfer.*
- b) *Facility of providing transport of conveyance charges, if the possession of a conveyance by the employee while in service of the Authority was considered to be in the public interest, necessary*
- c) *A retiring employee has the freedom to settle down in a station of his choice and the transfer Traveling Allowance shall be admissible to him accordingly subject to the above being limited to what would have been admissible to him had he proceeded to his declared home town.*
- d) *The concession should be availed by the employee during leave preparatory retirement or within 6 months from the date of his retirement which is extendable up to 1 year by the approval of Competent Authority.*
- e) *Travelling allowance is not admissible to employees who quit service by resignation or who may be dismissed or removed from service. The concession is also not admissible to persons who are compulsorily retired as a measure of punishment.*

ii. **On Death:**

- a) *Family of the deceased employee has freedom to settle down to Home town or to any other selected place of residence as per their wish.*
- b) *Family of the deceased official is eligible for availing transfer grant and other incidentals and transportation of conveyance on the same rate as eligible to the deceased employee.*
- c) *If at the time of death of the employee, family or any member of his family (subject to a maximum of 2 family members) may travel by air from their respective place of residence to the station where deceased employee is posted for the purpose of taking the body of the deceased employee and return to the home town or selected place of residence for the purpose of performing rituals irrespective of the entitlement of the deceased employee. Family members are also eligible for the reimbursement of body carrying charges*

VII. TRAVELLING ALLOWANCE IN CASE OF INTERVIEW /DOCUMENT VERIFICATION FOR DIRECT RECRUITMENT POST:

- i. Executive level post under direct recruitment: To and fro AC II Tier Rail Fare (including Rajdhani Express).
- ii. Non-Executive Post under direct recruitment: AC III tier rail fare

VIII. TRAVELING ALLOWANCE ON FIRST APPOINTMENT

- i. An employee shall be entitled to Air or Rail fare, and cost of transportation of personal effects, as applicable to the post for which employee shall be joining.
- ii. The newly recruited JE (ATC/CNS) who are initially posted at airports for On the Job Training (OJT) are considered to be “on tour” in the event of proceeding for ab-initio training from the station of OJT and will only be entitled for TA to the nominated training institute. Also such candidates may be entitled for TA for their first posting i.e from their place of residence to the place of posting for On the job Training(OJT).

IX. SUBMISSION OF CLAIMS

- i. **For Tour/Training:** Within 2 months of completion of tour/training.
- ii. **For Transfer:** Within 6 months of joining of new place of posting.
- iii. **For retiring employees:** Claim may be submitted within one year for settlement.

CHAPTER-7

LEAVE RULES



I. RIGHT TO LEAVE

Leave cannot be claimed as a matter of right. Leave of any kind may be refused and revoked by the Authority Competent to grant when the exigencies of service so required.

II. TYPE OF REGULAR LEAVES

Type of Leave	Quantum/year	Accumulation	Important points
Casual Leave	12	No; expires at the end of year	<ul style="list-style-type: none">▪ It can be combined with Saturday/Sunday, Restricted Holiday, other holiday▪ It cannot be combined with any other kind of leave▪ Total period of absence cannot be more than 10 days▪ Half day casual can be taken▪ 3 days per quarter casual leave to added in the account of newly appointed employee
Restricted Leave	2	No; expires at the end of year	<ul style="list-style-type: none">▪ List of Restricted holidays is published by HR in the beginning of the year▪ It can be prefixed or suffixed to any kind of leave▪ It can combine with casual leave
Earned Leave	30	Upto 300 days	<ul style="list-style-type: none">▪ EL is credited to the account of an employee 2 times in a year i.e. 15 days w.e.f 01 January and in 15 days w.e.f 01 July.▪ A maximum of 180 days of EL can be taken.▪ If official spends a period of leave outside India a maximum of 300 days can be granted, provided not more than 180 days is spent in India
Half Pay Leave (HPL)	20	No limit	<ul style="list-style-type: none">▪ HPL is credited to the account of an employee 2 times in 2 instalments of 10 days in a year
Commutated leave		No separate account. HPL account is used to debit commuted leave	<ul style="list-style-type: none">▪ Commuted leave not exceeding half the amount of HPL is granted on production of medical certificate.▪ Employee can join duty only on production of a fitness certificate▪ HPL upto 180 days allowed to be commuted during entire service without medical certificate and such leave is used for study.▪ Commuted leave upto 60 days can be availed without medical certificate in continuation of maternity leave or on adoption of a child, less than 1-year-old

III. OTHER TYPES OF LEAVES

Type of Leave	Quantum of Leave	Conditions
Extra Ordinary Leave (EOL)	<ul style="list-style-type: none">▪ 24 months	<ul style="list-style-type: none">▪ For studies which will enhance his/her working

<p>Note: When no other leave is available in account or employee applies for EOL even though other leave is available.</p>		<ul style="list-style-type: none"> ▪ Employee has completed 3 years of continuous service ▪ Employee to execute a bond ▪ SC/ST employees for pre-exam training notified by Government
	▪ 18 months	▪ If employee is undergoing treatment for cancer or mental illness and other major illness
	▪ 3 months	<ul style="list-style-type: none"> ▪ It should be in exceptional or extreme compassionate circumstances ▪ Without medical certificate
	▪ 12 months	<ul style="list-style-type: none"> ▪ It should be in exceptional or extreme compassionate circumstances ▪ With medical certificate
Maternity leave	▪ 180 days	<ul style="list-style-type: none"> ▪ 2 times in service including medical termination of pregnancy. ▪ Medical certificate to be submitted ▪ Maternity leave can be combined with any other kind of leave ▪ Not admissible for threatened abortion. ▪ It is also allowed in surrogacy with IVF.
Child adoption leave	▪ 180 days	<ul style="list-style-type: none"> ▪ 2 times in service. ▪ Employee should complete 1 year of service ▪ Not admissible if the female employee has 2 surviving children ▪ Child adoption leave can be combined with any other kind of leave
Leave not due	<ul style="list-style-type: none"> ▪ In entire service 360 days ▪ Not more than 90 days at a time ▪ 180 days in stretch on medical certificate 	<ul style="list-style-type: none"> ▪ It is to be granted by competent authority on the request of employee ▪ When there is no HPL in the account of employee ▪ Competent authority is satisfied that employee will return to duty ▪ Leave not due shall be debited against the HPL the employee earned subsequently
<p><i>Special Casual Leave</i></p> <p>Note: Special Casual Leave can be combined with Saturday, Sunday, RH & other Hoilday</p>	▪ 10 to 20 days in year	▪ Union activities
	▪ Maximum of 14 days	▪ Family planning
	▪ Maximum of 30 days in a year	▪ Participating in sports events, coaching camps or trekking expedition.
	▪ For specified dates only	<ul style="list-style-type: none"> ▪ Employee who could not attend office on account of Bandh, Curfew, Failure of Transport etc ▪ Participating in Republic Day Parades and rehearsals ▪ Donating blood on working day

		<ul style="list-style-type: none"> ▪ Training and duty as members of officially sponsored auxiliary police organization ▪ Election or bye-election of lok sabha or state assembly in the constituency
Special Disability Leave	<ul style="list-style-type: none"> ▪ Maximum 24 months for one disability ▪ Can be granted more than once 	<ul style="list-style-type: none"> ▪ For injury incurred in office premises or in discharge of official duties (including outside office premises) upon submitting required documents/ information

IV. ABSENCE FROM DUTY AFTER THE EXPIRY OF LEAVE (OVER STAY OF LEAVE) AND UNAUTHORIZED ABSENCE FROM DUTY:

- i. Wilful absence from duty after the expiry of leave renders an employee liable to disciplinary action.
- ii. The unauthorized absence of this kind apart from resulting in loss of Pay and Allowances would also constitute a break in service entailing forfeiture of past service, unless the break itself is condoned and treated as “Dies-Non”. This break will not count for any purpose.

V. LEAVE SALARY

S. No.	Type of leave	Salary to be paid
1	Earned Leave	Equal to the pay drawn before proceeding on Leave
2	Half Pay Leave or Leave Not Due	<i>Equal to half the amount of pay drawn before proceeding on Leave</i>
3	Commutated Leave	Equal to the pay drawn before proceeding on Leave
4	Maternity Leave	Equal to the pay drawn before proceeding on Leave
5	Extra Ordinary Leave	<i>No salary</i>

VI. LEAVE ENCASHMENT

Earned Leave Encashment	<p>On resignation or retirement or death</p> <ul style="list-style-type: none"> ▪ Maximum 300 days <p>During service</p> <ul style="list-style-type: none"> ▪ Maximum 2 times in a FY ▪ Minimum of 10 days to be encashed ▪ Balance of 30 days to be maintained in EL account
Half Pay Leave Encashment	<ul style="list-style-type: none"> ▪ Allowed on retirement or death ▪ Maximum 240 days ▪ On cessation of service including resignation other than on disciplinary grounds, subject to age more than 50 years and minimum 20 years of service in government/PSU including 1 year in AAI.

VII. LEAVE DURING PROBATION

If a newly appointed employee takes any kind of leave in excess of 30 days during his/her probation then, the probation period may be extended as follows:

- i. 31-90 days – probation will be extended by 3 months
- ii. 91-180 days – probation will be extended by 1 year
- iii. 180 days and beyond- no extension of probation & he/she will be terminated;
- iv. However, on medical grounds or maternity leave his/her probation will be extended by 1 year plus excess leave taken beyond 180 days.

CHAPTER – 8

LOANS AND ADVANCES



I. HOUSE BUILDING ADVANCE (HBA)

i. EXECUTIVES

Eligibility	<ul style="list-style-type: none">• Max. Rs. 75 lakhs for Delhi-NCR and Mumbai *• Max. Rs. 60 lakhs for other X Class cities*• Max. Rs. 50 lakhs for rest of the cities* (*subject to repaying capacity)	
Rate of Interest	<ul style="list-style-type: none">• Up to Rs. 20 lakhs @ 6.5% p.a.• Above Rs. 20 to Rs. 40 lakhs @ 7.5% p.a.• Rs 40 lakhs and above @ 8.5% p.a.	
Insurance	<ul style="list-style-type: none">• Up to Rs. 20 lakhs- 1% of HBA• Rs.20 to Rs.40 Lakhs - 1.5% of HBA• Rs 40 lakhs and above - 2% of HBA	
Repaying capacity	Length of remaining service	Repaying capacity
	Employees retiring /superannuating after 20 years	50% of the gross pay
	Employees retiring /superannuating after 10 years but not later than 20 years	55% of the gross pay
	Employees retiring /superannuating within 10 years	60% of the gross pay

ii. NON-EXECUTIVES

Eligibility	<ul style="list-style-type: none">• Max. Rs. 50 lakhs for 'X' class of cities *• Max. Rs. 40 lakhs for 'Y' class of cities *• Max. Rs. 30 lakhs for 'Z' class of cities * (*subject to repaying capacity)	
Rate of Interest	<ul style="list-style-type: none">• Up to Rs. 20 lakhs @ 6.5% p.a.• Above Rs. 20 to Rs. 40 lakhs @ 7.5% p.a.• Rs 40 lakhs and above @ 8.5% p.a.	
Insurance	<ul style="list-style-type: none">• Up to Rs. 20 lakhs- 1% of HBA• Rs.20 to Rs.40 Lakhs - 1.5% of HBA• Rs 40 lakhs and above - 2% of HBA	
Repaying capacity	Length of remaining service	Repaying capacity
	Employees retiring /superannuating after 20 years	50% of the gross pay
	Employees retiring /superannuating after 10 years but not later than 20 years	55% of the gross pay
	Employees retiring /superannuating within 10 years	60% of the gross pay

II. CHILDREN HIGHER EDUCATION LOAN (CHEL)

i. EXECUTIVES

Eligibility	<p><u>For studies in India:</u> The total ceiling on CHEL per child shall be as under: - (max 2 children):</p> <p>(i) 50 months pay (BP + DA) of employees, or (ii) 90% of the total course fee or (iii) Rs. 15 lakhs, whichever is least subject to repaying capacity.</p> <p>Maximum of Rs. 20 Lakhs in case of Single child / or for only one child on request</p> <p><u>For studies Abroad:</u> The ceiling on Children Higher Education Loan per child shall be as under: (max 2 children):</p> <p>(i) 50 months' pay (Basic Pay + DA) of employees, or (ii) 90% of the total course fee or (iii) Rs. 30 lakhs, whichever is least subject to repaying capacity.</p> <p>Maximum of Rs. 40 Lakhs in case of Single child / or for only one child on request.</p>	
Rate of Interest	7.5% per annum	
Insurance	<ul style="list-style-type: none"> • Up to Rs 30 lakhs - 1% of the sanctioned amount. • Rs 30 lakhs and above - 2% of the sanctioned amount. 	
Repaying capacity	Length of remaining service	Repaying capacity
	Employees retiring /superannuating after 12 years	50% of the gross pay
	Employees retiring/ superannuating after 8 years but not later than 12 years	55% of the gross pay
	Employees retiring /superannuating within 8 years	60% of the gross pay

ii. NON-EXECUTIVES

Eligibility	<p><u>For studies in India:</u> The total ceiling on CHEL per child shall be as under: - (max 2 children):</p> <p>I. 50 months pay (BP + DA) of employees, or II. 90% of the total course fee or III. Rs. 10 lakhs, whichever is least subject to repaying capacity.</p> <p>Maximum of Rs. 15 Lakhs in case of Single child / or for only one child on request</p> <p><u>For studies Abroad:</u> The ceiling on Children Higher Education Loan per child shall be as under: (max 2 children):</p> <p>I. 50 months' pay (Basic Pay + DA) of employees, or II. 90% of the total course fee or III. Rs. 25 lakhs, whichever is least subject to repaying capacity.</p> <p>Maximum of Rs. 25 Lakhs in case of Single child / or for only one child on request.</p>	
Rate of Interest	7.5% per annum	
Insurance	<ul style="list-style-type: none"> • Up to Rs 30 lakhs - 1% of the sanctioned amount. • Rs 30 lakhs and above - 2% of the sanctioned amount. 	

Repaying capacity	Length of remaining service	Repaying capacity
	Employees retiring /superannuating after 12 years	50% of the gross pay
	Employees retiring/ superannuating after 8 years but not later than 12 years	55% of the gross pay
	Employees retiring /superannuating within 8 years	60% of the gross pay

III. CONVEYANCE ADVANCE

i. EXECUTIVES

Eligibility	<ul style="list-style-type: none"> • E-1 to E-3 : Rs. 6 lakhs • E-4 to E-5 : Rs. 8 lakhs • E-6 to E-7 : Rs. 10 lakhs • E-8 and above: Rs. 14 lakhs (subject to repaying capacity)
Rate of interest	<ul style="list-style-type: none"> • Up to Rs. 10 lakhs @ 6.5% p.a. • Rs 10 lakhs to Rs 12 lakhs @ 7.5% p.a. • Rs 12 lakhs and above @ 8.5%. p.a.

ii. NON-EXECUTIVES

Eligibility	<ul style="list-style-type: none"> • For NE-10 : Car/Scooter/Scooty/Motor Cycle of Rs.6 lakhs or 90% of the cost of the vehicle whichever is less. • For NE-6 to NE-9: Car/Scooter/Scooty/Motor Cycle of Rs.5 lakhs or 90% of the cost of the vehicle whichever is less. • For NE-3 to NE-5: Scooter/Scooty/Motor Cycle of Rs. 80,000/- or 90% of the cost of the vehicle whichever is less. • For NE-1 to NE-2: Scooter/Scooty/Motor Cycle of Rs. 40,000/- or 90% of the cost of the vehicle whichever is less. <p>(subject to repaying capacity)</p>
Rate of interest	@ 6.5% p.a. for all Conveyance Advances.

IV. LAPTOP / DESKTOP / TABLET ADVANCE

i. EXECUTIVES

Eligibility	<ul style="list-style-type: none"> • E-1 to E-3 : Rs. 50,000/- • E-4 to E-7 : Rs 60,000/- • E-8 and above : Rs 75,000/- <p>Employee is eligible for availing second computer advance on completion of 5 years after drawl of first advance.</p>
Rate of interest	6.5% per annum

ii. **NON-EXECUTIVES**

Eligibility	<ul style="list-style-type: none">Rs. 50,000/- or 90% of the cost of the computer whichever is less. (subject to repaying capacity) Employee is eligible for availing second computer advance on completion of 5 years after drawl of first advance.
Rate of interest	6.5% per annum

Note:

All loans and advances shall be granted to the employees in such a way that the employee receives **at least 35% of salary (Basic Pay + DA)** after making recoveries for the statutory deductions and loan(s) granted.

CHAPTER - 9

RESIDENTIAL ACCOMMODATION



I. TYPES OF ACCOMMODATION

AAI provides two types of accommodation for its employees posted at stations/ Regions.

- i. In AAI residential colony
- ii. Lease Accommodation

II. ENTITLEMENT OF ACCOMMODATION

Based on designation & basic pay of the employee, the entitlement of accommodation is as follows:

Type of Quarter	Plinth Area [m ²]	Entitlement
A1	22-34	25000-32189
A2	35-55	25000-32189
B1	56-63	32190-43879
B2	64-84	43880-84819
C1	85-97	84820-102359
C2	98-164	84820-102359
D [AGM, DGM & JGM only]	165-195	102360-138889
E [GM & Above]	195 above	138890 & above
SINGLE ROOM HOSTEL		Below 89999
DOUBLE ROOM HOSTEL		90000 & above

III. PROCEDURE FOR ALLOTMENT

- i. House allotment committee will decide the block allocation of the type of quarters.
- ii. There are 2 blocks. Quarters are divided into the ratio of 70:30 between Watch keeping block and non-watch keeping block except in case of A1, A2 & B1.
- iii. Watch keeping means, those who are performing shift duties.
- iv. Watch keeping block are further sub divided into ATC, CNS and Maintenance block & quarters are divided based on % of satisfaction.
- v. Based on the block allocation, vacant quarters are circulated among the eligible employees of the block/sub-block
- vi. Quarter is allotted to the employee who applies for the quarter based on the priority date.
- vii. Priority date for initial allotment is the date from which an employee is continuously posted at the station.

IV. ELIGIBILITY FOR ALLOTMENT OF ACCOMMODATION

- i. If both husband & wife working in AAI & at same station, only one will be eligible.
- ii. If spouse of an employee is occupying quarter of GOI, PSU, no quarter will be allotted. (judicial separation is an exception)
- iii. If 2 employees are occupying separate quarter at same station, on marriage one quarter has to be vacated by either of them within 1 month.
- iv. If father/mother & unmarried son/daughter are in AAI working at same station. One will be eligible.
- v. An employee can apply for a quarter of lower type than his entitlement.

V. CONDITIONS FOR OCCUPYING QUARTER ON ALLOTMENT

- i. Employee to give acceptance within 5 days and take possession within 8 days.
- ii. Employee to pay fixed licence fee, electricity charges and water charges
- iii. Employees HRA will be stopped. If his/her spouse is working in AAI/GOI/PSU/State Government, he/she will not get HRA.
- iv. If an employee fails to accept allotment, the allotment will be cancelled and he/she will be debarred for another allotment for next 1 year

VI. RETENTION OF QUARTER

Scenarios	Permissible period
Resignation/removal/termination/dismissal	2 months
Superannuation/Retirement	<ul style="list-style-type: none"> • 2 months – normal license fee • Next 2 months – 20 * license fee • Next 2 months – 40* license fee • Apply 1 month in advance • Withhold amount • A – 200000; B- 150000; C- 100000 • D- 60000 • Station/RHQ is competent to approve • For lease accommodation retention beyond 2 months is not permitted.
Voluntary Retirement	2 months at normal license fee
Death	6 months or 31 Mar Retention at normal license fee
On proceeding on Foreign service or deputation	2 months
Study leave	4 months
Proceeding on training	Full period of training
Repatriation to parent department	<ul style="list-style-type: none"> • 2 months on normal license fee • Additional 4 months on 2 times license fee
Transfer	<ul style="list-style-type: none"> • 2 months – normal license fee • Beyond 2 months [upto6 months or 31 Mar whichever is later] – 2 * license fee • HRA for 2 months at new station • No HRA at new station beyond 2 months if quarter is retained at old station
Transfer to remote area/north-east	<ul style="list-style-type: none"> • Special provision for NER, A&N island, Leh, Lakshadweep, Srinagar • Retain quarter /Leased accommodation at old station • Double HRA if family not shifted • If family shifted to some other place; Least HRA of 2 places

VII. LEASE ENTITLEMENT FOR EXECUTIVES

Monthly lease entitlement (in INR) for AAI Executives is as follows:

Level	Mumbai	X-Class Cities	Y-Class Cities	Z-Class Cities
E-1	29,250	24,750	18,000	11,250
E-2	34,125	28,875	21,000	13,125
E-3	39,000	33,000	24,000	15,000
E-4	43,875	37,125	27,000	16,875
E-5	48,750	41,250	30,000	18,750
E-6	53,625	45,375	33,000	20,625
E-7	58,500	54,000	36,000	22,500
E-8	65,000	60,000	40,000	25,000
E-9	73,125	67,500	45,000	28,125

CHAPTER - 10

MEDICAL BENEFITS



I. COVERAGE

AAI provides both indoor and outdoor medical facility to its serving and retired employees.

II. SYSTEM OF MEDICINES

The employee and his/her dependents can take treatment under the following system of medicines:

- i. Allopathy
- ii. Homeopathy
- iii. Ayurveda
- iv. Unani

III. OUTDOOR MEDICAL TREATMENT

- There are 2 schemes i.e Scheme A & Scheme B under outdoor medical treatment
- Employee has to opt any one of the scheme at start of every financial year.
- Scheme can be change in between after giving proper justification.

i. SCHEME 'A': Reimbursement on submission of actual OPD bills

Annual Ceiling under scheme A:

Executive			Non-Executive		
Level	Serving	Retired	Level	Serving	Retired
E - 1	69000	48300	NE 1	34500	24150
E - 2	73600	51520	NE 2	39100	27370
E - 3	78200	54740	NE 3	43700	30590
E - 4	82800	57960	NE 4	46000	32200
E - 5	87400	61180	NE 5	50600	35420
E - 6	92000	64400	NE 6	55200	38640
E - 7	100000	70000	NE 7	59800	41860
E - 8	120000	84000	NE 8	64400	45080
E - 9	150000	105000	NE 9	69000	48300
Board Member	180000	126000	NE 10	69000	48300
Chairman	200000	140000	-	-	-

ii. SCHEME 'B': Paid on quarterly basis on self-certification/undertaking basis in ESS

Annual Ceiling under scheme B:

Executive			Non-Executive		
Level	Serving	Retired	Level	Serving	Retired
E - 1	55200	38640	NE 1	27600	19320
E - 2	58880	41216	NE 2	31280	21896
E - 3	62560	43792	NE 3	34960	24472
E - 4	66240	46368	NE 4	36800	25760
E - 5	69920	48944	NE 5	40480	28336
E - 6	73600	51520	NE 6	44160	30912
E - 7	80000	56000	NE 7	47840	33488
E - 8	96000	67200	NE 8	51520	36064
E - 9	120000	84000	NE 9	55200	38640
Board Member	144000	100800	NE 10	55200	38640
Chairman	160000	112000			

IV. OTHER BENEFITS

SNo	Benefits	Features
1	Annual increase of 3% every financial year	<ul style="list-style-type: none"> • On OPD ceiling of both schemes for all beneficiaries.
2	Dental and Physiotherapy – Reimbursement of annual expenses upto Rs.20,000/- (<i>with increment of 3% every financial year</i>)	<ul style="list-style-type: none"> • For serving and retired employees • In addition to annual OPD ceiling • On submission of actual bills
3	<u>High cost Pathology Test/ Imaging</u> <i>MRI scans, CT scans, PET scans, Cancer or Tumour marker tests, Nuclear Medicine Imaging/test, DEXA scans, Biopsy (Including CT guided), if done as OPD procedure, EEG (Electro – Encephalogram), ERCP, Any other single test costing Rs. 3000/- and more.</i>	<ul style="list-style-type: none"> • Over and above OPD ceiling for all beneficiaries. • Reimbursement on actual basis
4	In-Vitro Fertilization (IVF) treatment	<ul style="list-style-type: none"> • IVF treatment will be considered on the advice of Head of Gynaecology & Obstetrics of a government medical institution. • Treatment should be taken in government medical institution or AAI empanelled hospital • Age of women should between 21 to 39 • Women shall be married and living with her husband • The couple shall have no living issue
5	Procurement of artificial appliances	<ul style="list-style-type: none"> • Hearing aid/CPAP/BIPAP machine • Wheel chair (non-motorised), insulin pump (only in case of juvenile DM), orthopaedic prosthesis and any other appliance as approved under CGHS.
5	<u>Chronic disease (List A):</u> <i>Tuberculosis, Metabolic Diseases, Epilepsy, Pemphigus, Bronchial Asthma, Hepatitis-B, Hepatitis-C, Nephrotic Syndrome, Ulcerative Colitis, Aplastic Anaemia, Chronic Renal Failure, Parkinson, Hypothyroidism & Myxedema, Hyperthyroidism (Thyrotoxicosis), Open angle Glaucoma, Retinal Detachment, COPD, Diabetes, Schizophrenia, Bronchitis, Cystic Fibrosis, Sarcoidosis, Systemic Hypertension, Cardiac Arrhythmias, Osteoporosis & All types of Arthritis, Crohn's Disease, Muscular Dystrophy, Ankylosis Spondylitis etc., SLE, Ischemic/Rheumatic Heart Diseases. Interstitials Lung Disease (ILD)</i>	<ul style="list-style-type: none"> • Only Applicable to those Serving and Retired officials who opt for Scheme-A. • An additional 40% of the entitled annual ceiling shall be admissible subject to annual ceiling limit for OPD expense is exhausted during the financial year
6	<u>Critical/Chronic disease (List B)</u> <i>Kidney Dialysis, Thalassaemia, Cancer, Haemophilia, Post Organ Transplant medication, Cirrhosis of Liver, HIV infection (AIDS), Diabetes Type-1</i>	<ul style="list-style-type: none"> • Applicable to both Serving and Retired Officials who opt for Scheme A or B • Out of Annual OPD ceiling limit • 100% Reimbursement.

Note: Critical/Chronic Disease Certificate by HR/Administration department is mandatory.

V. HOME BASED TREATMENT

- i. Permitted in case patient is in Coma or Medical and Surgical conditions resulting in paralysis of all the four limbs and patient is bed ridden.
- ii. Applicable to employee, spouse and dependent children.
- iii. Outside the OPD ceiling
- iv. Medicines, injections, syringes/needles (consumables) will be reimbursed.
- v. Dressing material, diapers, thermometers, sanitizers, food supplements etc. are not payable.
- vi. Nursing charges are payable with following upper limit.
 - a) X class cities= 25000 pm or actual whichever is less
 - b) Y class cities= 20000 pm or actual whichever is less
 - c) Z class cities=17500 pm or actual whichever is less
- vii. Physiotherapy services will be reimbursed at the CGHS rates.

VI. ANNUAL MEDICAL HEALTH CHECK UP

- i. For GM and above annual health check-up every year irrespective of age.
- ii. For executives below GM and 50 years and above, annual health check-up every year.
- iii. For non-executives who are 50 years and above, annual health check-up every 2 year.
- iv. Lab and hospitals to be empanelled for this purpose by HR like NABL accredited lab, CGHS approved lab.
- v. Cost of annual health check-up is over and above annual OPD ceiling.

VII. INDOOR TREATMENT

In case of hospitalization of the employees and their dependents in empanelled Hospitals, the entitlement of room/bed/rent charges is as under which shall be changed from time to time:

S.No.	Level of the serving employee	Category of room
1	NE-1 to NE-7	Multi bedded room
2	NE-8 to NE-10 / E-1 to E-5	Double bedded room
3	E-6 to E-7	Single room
4	E-8 to E-9	Deluxe single room
5	Chairman and Board Members	Suite

VIII. OTHER IMPORTANT ASPECTS OF MEDICAL SCHEME FOR RETIRED EMPLOYEES

- i. Medical benefits for self, spouse, parents and other dependents
- ii. Employee who are going to retire after April 2019 can join the scheme by making following one-time payment.
- iii. Life certificate of the retired employee and dependents to be submitted every FY.

Level	Lump-Sum contribution
E-9 and above	5000
E-6 to E-8	4000
E-1 to E-5	3500
Group B Non-Executives	3500
Group C Non-Executives	2700
Group D Non-Executives	2000

IX. DEPENDENCY

(i) Serving Employee can declare following as their dependents subject to conditions

- a) Employee's spouse
- b) Parents (not step parents)
- c) Children & step children (if adoption is permissible under personal law)
- d) Sister, widowed sister
- e) Widowed daughter
- f) Minor brother

(ii) Retired Employee can declare following as their dependents subject to conditions

- a) Spouse
- b) Disabled/spastic children suffering from incurable disease with more than 60% deformity.
- c) Parents.

CHAPTER - 11

SOCIAL SECURITY SCHEMES



I. SOCIAL SECURITY SCHEMES IN AAI

- i. Group Gratuity Cash Accumulation Scheme (GGCA)
- ii. Group Savings Linked Insurance Scheme (GSLIS)
- iii. Group House Building Insurance Scheme (GHBIS)
- iv. Group Personal Accident Insurance Scheme (GPAIS)
- v. Group Insurance Scheme (GIS)
- vi. AAI Employees Benevolent Fund Scheme (EBFS)
- vii. AAI Employees Defined Contribution Scheme (AAIEDCS)
- viii. Death Relief

II. GROUP GRATUITY CASH ACCUMULATION SCHEME (GGCA)

S No	FEATURES	DESCRIPTION	
1	Entitlement	Employees on the rolls of AAI who have rendered 5 years' regular service in AAI (on superannuation/death/ disablement due to accident/ resignation/ VRS). Condition of 5 years' regular service is not necessary in death or permanent disablement cases.	
2	Benefits	(A) In Death cases; Gratuity will be payable for the Total service (Service from the date of joining till death) on the basis of last salary drawn at the time of death, subject to maximum of ₹20 lacs as follows:	
		<i>Period of continuous service</i>	<i>Amount of Gratuity payable to Nominee in case of Death as per AAI Gratuity Regulations</i>
		Less than 1 year	2 times of monthly emoluments (Basic+DA) x 2
		One year or more but less than 5 years	6 times of monthly emoluments (Basic+DA) x 6
		Five years or more but less than 11 years	12 times of monthly emoluments (Basic+DA) x 12
		11 or more but less than 20 years	20 times of monthly emoluments (Basic+DA) x 20
		20 years or more	Half month's emoluments for every completed six monthly of qualifying service subject to a maximum of 33 times pay provided the amount of gratuity shall in no case exceed Rs. 20 lacs.
		(B) In case of separation on account of superannuation, resignation & VRS, (minimum service is 5 years/ 4 years and 240 days), Gratuity is Payable=(Basic + DA) x No. of years of Qualifying Service x 15/26 subject to maximum of ₹20 lacs w.e.f. 01.01.2017 (gratuity will increase by 25% whenever IDA rises by 50%)	
3	Premium	Paid by Airports Authority of India.	
4	Nomination	Every employee has to make a nomination. An employee may in his/her nomination distribute the amount of gratuity payable to him/her among more than one nominee.	

III. GROUP SAVINGS LINKED INSURANCE SCHEME (GSLIS)

S.No.	FEATURES	DESCRIPTION																									
1	Eligibility & Contribution	<p>a) For Employees who have joined before 01.09.2013</p> <ul style="list-style-type: none"> Employees are categorized into 4 groups making monthly contribution of Rs. 200/-, Rs.300/-, Rs.400/- and Rs.500/- per month. Out of monthly contribution, 70% is earmarked for savings and 30% for the life coverage. <p>b) For Employees who have joined on or after 01.09.2013</p> <ul style="list-style-type: none"> Employees eligible for only Insurance coverage of 30% and not saving portion Monthly contribution is made only towards life coverage plus service tax 																									
2	Entitlement	<p>a) On Superannuation: - Saving Portion + interest thereon.</p> <p>b) On death (while in service): - actual contribution + interest thereon and the compensation/sum assured to the family as below:</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Level</th> <th>Death Coverage</th> <th>Monthly Subscription (70% + 30%)</th> <th>Monthly Subscription (30% + S.Tax)</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>NE1 - NE2</td> <td>2,00,000/-</td> <td>200/- (140+60)</td> <td>69 (60+9)</td> </tr> <tr> <td>II</td> <td>NE3 - NE6</td> <td>3,00,000/-</td> <td>300/- (210+90)</td> <td>103.5 (90+13.5)</td> </tr> <tr> <td>III</td> <td>NE7 - E2</td> <td>4,00,000/-</td> <td>400/- (280+120)</td> <td>138 (120+18)</td> </tr> <tr> <td>IV</td> <td>E3 & above</td> <td>5,00,000/-</td> <td>500/- (350+150)</td> <td>172.5 (150+22.5)</td> </tr> </tbody> </table>	Category	Level	Death Coverage	Monthly Subscription (70% + 30%)	Monthly Subscription (30% + S.Tax)	I	NE1 - NE2	2,00,000/-	200/- (140+60)	69 (60+9)	II	NE3 - NE6	3,00,000/-	300/- (210+90)	103.5 (90+13.5)	III	NE7 - E2	4,00,000/-	400/- (280+120)	138 (120+18)	IV	E3 & above	5,00,000/-	500/- (350+150)	172.5 (150+22.5)
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IV	E3 & above	5,00,000/-	500/- (350+150)	172.5 (150+22.5)																							

IV. HOUSE BUILDING INSURANCE SCHEME (HBIS)

S.No.	FEATURES	DESCRIPTION
1	Risk covered on death of the HBA loanee	Covers all HBA Loanees from the date of introduction of this scheme. In case of death of HBA Loanee, his outstanding loan on annual renewal date for the sum assured to a maximum of Rs. 75 lacs + interest thereon is settled through insurance company.
2	Premium	Loanee's are required to make only one-time contribution of 1% of outstanding HBA (principal +interest) up to Rs.20 lakhs, 1.5% above Rs. 20 lakhs and up to Rs. 40 lacs and 2% above Rs. 40 lakhs from date of release of HBA loan.

V. GROUP PERSONAL ACCIDENT INSURANCE SCHEME (GPAIS)

S.No.	FEATURES	DESCRIPTION		
1.	Risk covered on death of the employee as	Level	Death outside of workplace	Death at workplace
		NE1- NE3	Rs.10 lacs	Rs. 12 lacs

	compensation to the family	NE4-E2	Rs.16 lacs	Rs. 20 lacs
		E3-E5	Rs.18 lacs	Rs. 25 lacs
		E6&above	Rs.22 lacs	Rs. 34 lacs
2.	Premium	Paid by Airports Authority of India		

Mandatory documents for forwarding GPAI Claims to CHQ for settlement:

- Copy of I-Card of the employee issued by AAI/ Aadhar Card/ Passport (either of it)
- Original Death Certificate issued by the concerned authority/hospital
- Copy of FIR
- Copy of Post-mortem Report/Panchnama
- Copy of last pay slip
- Discharge receipt from the nominee of deceased employee

VI. GROUP INSURANCE SCHEME (GIS)

S.No.	FEATURES	DESCRIPTION	
1.	Coverage on Death	Level	Sum assured (in Rs.)
		NE-1 to E-2	30 lacs
		E3-E5	35 lacs
		E6 & above	50 lacs
2.	Premium	Paid by AAI	

VII. EMPLOYEES BENEVOLENT FUND SCHEME (EBFS)

S.No.	FEATURES	DESCRIPTION
1	Benefits	<p>The entitled Beneficiary (Superannuated/ Compulsory/ Voluntary Retired employees and Family in case of Death of Employee) will be entitled monthly benefit for 8 years @</p> <ul style="list-style-type: none"> - Rs. 7,000/- Per month for contribution made upto 2 years from the date of superannuation. - Rs. 10,000/- Per month for contribution made above 2 years to 5 years. - Rs.12,000/- Per month for contribution made above 5 years. <p><i>*employees separated on account of termination/dismissal shall be entitled to get the total subscription made by the employee till date without interest by deducting 10% administrative charges.</i></p>
2	Contribution	Rs.250/- per month by the employee.

VIII. AAI EMPLOYEES DEFINED CONTRIBUTION SCHEME

S.No	PARTICULARS	DESCRIPTION
1	Applicability	The scheme is applicable to all regular employees (including Board level) of AAI as on 01.01.2007 or joined thereafter

2	Contribution	<ul style="list-style-type: none"> • Contribution towards the scheme is paid by AAI in respect of each employee upto superannuation age i.e. percentage of (Basic Pay + DA). The yearly rate of contribution by the Authority shall be notified by the Management each year depending on affordability. • Employee can also make voluntary contribution from 01.04.2018 not exceeding 10% of (BP + DA) subject to a maximum of AAI's Contribution for that year.
3	Nominee	Every Member shall appoint one or more nominee under the scheme who shall be his/her spouse, children or dependent's to receive the benefits hereunder in the event of death of the Member.
4	Exceptions	<ul style="list-style-type: none"> • Those employees who opt for Government pension based on the combined service rendered in DGCA and NAA/AAI will not be eligible for any other Superannuation Benefit Schemes of AAI including EPFO pension, EPS 95 Pension, Superannuation Benefit Scheme pension or any other such benefits that may be extended in future. • The Benefit of Scheme will not be extended to employees coming on deputation from Central/State Government to AAI'
5	Annuity	Employees will get benefit in terms of monthly annuity after superannuation which will be purchased out of corpus created at the time of employee's superannuation.

IX. DEATH RELIEF

The non-refundable amount of INR 40,000 will be released to the family of deceased employee as immediate monetary relief.

CHAPTER - 12

PERFORMANCE MANAGEMENT SYSTEM



I. ABOUT PMS IN AAI

As per the instructions of DPE, a robust Key Performance Area (KPA) based Performance Management System (PMS) system has been implemented in AAI to evaluate potential of its executives. Scores of PMS are used for various aspects such as career progression, Performance Related Pay (PRP), training needs, etc. PMS for executives is online through Employee Self Service (ESS) portal.

II. KPA BASED PERFORMANCE MANAGEMENT SYSTEM:

- i. Performance Assessment year commences from 1st April of each year and continues until 31st March of the following year.
- ii. KPA based Performance Appraisal System Process is broadly divided into the following stages:

E-1 to E-7	E-8 & E-9
Performance Planning	Performance Planning
Mid-Year Review	Annual Assessment
Annual Assessment	
Normalization	
Feedback, Coaching and Counselling	

- iii. Components of PMS on which an executive's performance and competencies are measured is as follows:

E-1 to E-7		E-8 & E-9	
Key performance areas	70% weightage	MOU Targets	15% weightage
Managerial competencies	10% weightage	Individual targets flowing from MOU targets	65% weightage
Core Values	8% weightage	Personal Attributes & Functional Competencies	20% weightage
Potential	8% weightage		
Special Achievement	4% weightage		

- iv. Range of scores & grading is as below:

Score (out of 100)	Grading
90 to 100	Outstanding
Less than 90 to 70	Very good
Less than 70 to 50	Good
Less than 50 to 33	Fair
Less than 33 to 0	Poor

III. ROLES AND RESPONSIBILITIES:

- i. **Employee:** The Employee shall fill out appropriate portions of the form, attend the KPA based Performance Appraisal System meetings at all stages/parts
- ii. **Reporting Officer:** The reporting officer shall cascade the KPAs to the executives reporting to him in a fair and achievable manner, set up performance planning, mid-year review and

annual assessment meetings, activities with all the executives reporting to him. In the event of change of KPAs, measures, targets etc., the reporting officer is required to obtain clearance from Reviewing Officer prior to making the change.

- iii. **Reviewing Officer:** The reviewing officer shall go through KPA based Performance Appraisal System forms for all executives under his purview and ensure that the reporting officer has been objective and unbiased in his scoring of various executives, particularly with respect to the sections relating to Competencies, Values and Potential.
- iv. **Counter-Signing Officer:** The counter-signing officer defined as per the PMS Policy/Reporting Mechanism shall oversee all the PMS forms under his purview to ensure that the Reviewing Officer has been objective and unbiased in his assessment.
- v. **Nodal Officer:** The Nodal Officer would be responsible for implementing KPA based Performance Appraisal System as well as for periodic administration, follow-up, tracking and analysis of KPA based Performance Appraisal System activities as per schedule in his/her respective location.

IV. TRANSFERS DURING THE ASSESSMENT YEAR:

- i. In case of transfer during assessment Year, assessment from the previous department is needed only if the executive has spent more than 3 months of the assessment year prior to transfer from the department.
- ii. Fresh KPAs will be issued by the new reporting officer and the employee's annual assessment for that year will comprise both the old as well as the new KPA based Performance Appraisal System forms, duly signed by the respective reporting officers.

V. PROMOTION DURING THE ASSESSMENT YEAR:

- i. Executives promoted during the assessment year would be issued new KPA based Performance Appraisal System forms, only if promotion is accompanied by change in role, job responsibility or transfer.
- ii. The executive will be normalized in the cluster applicable after promotion. If some responsibilities are added as a result of promotion, the same can be incorporated in the KPA based Performance Appraisal System format during the Mid- Year Review.

VI. PERFORMANCE APPRAISAL OF NON-EXECUTIVES

- i. Presently, the Performance appraisal of non-executives is done offline on yearly basis.
- ii. The Performance appraisal of NE-8 to NE-10 has 2 stages, 1st stage is KPA setting and the 2nd stage is annual assessment.
- iii. The performance appraisal of NE-1 to NE-3 & NE-4 to NE-7 has only one stage i.e. annual assessment.

CHAPTER – 13

GRIEVANCE REDRESSAL MACHINERY

I. EMPLOYEE GRIEVANCE

Grievance relating to any employee arising out of implementation of the policies/rules or decisions of the Authority, interpretation of service rules etc. of an individual nature or any other matter related to work situation.

II. WHAT IS NOT A GRIEVANCE?

- i. Annual Performance Appraisal / Confidential Reports
- ii. Where the grievance does not relate to an individual employee; and
- iii. In the case of any grievance arising out of discharge or dismissal of an employee.
- iv. Grievance pertaining to disciplinary action or appeal against such action shall be channelled to the Competent Authority as per the procedure laid down under the AAI (Conduct, Discipline & Appeal) Regulations.

III. CONSTITUTION OF GRIEVANCE REDRESSAL MACHINERY

i. Local Grievance Officer (LGO)

CHQ	General Manager (HR)
RHQ / Airport Director Chennai /Airport Director Kolkata	Senior most executive from HR
Other Airports	Airport Director / Officer In-charge of airport

ii. Grievance Redressal Committee (GRC)

CHQ	Member (Finance) – Chairman ED (HR) – Member GM (HR) – Member Secretary
RHQ / Airport Director Chennai /Airport Director Kolkata	RED / APD – Chairman GM (Finance) – Member GM (HR) – Member Secretary

IV. PROCEDURE FOR FILING OF GRIEVANCE

- i. An employee shall take up his grievance orally or in writing, with the Local Grievance Officer (LGO) of the respective office through his/her HOD. In case, the grievance cannot be settled within a month from the date of the receipt of the representation, LGO will intimate the same to the aggrieved employee giving reasons for the delay and also indicating when it is likely to be settled.
- ii. If the grievance is not satisfactorily resolved locally or there is any undue delay in its redressal, the aggrieved employee may submit his/her grievance in writing through proper channel to RED / Airport Director (Chennai/Kolkata) / ED (HR) at the CHQ for consideration of his grievance by the GRC of the Region / Chennai Airport/ Kolkata Airport / CHQ.
- iii. If Redressal of grievance falls within the competence of the Corporate Hqrs., the grievance will be referred to the GRC of the Corporate Hqrs. under intimation to the aggrieved employee.
- iv. The recommendations and the decision of the GRC will be processed within one month by the concerned Department. The GRC may also recommend to RED / APD (Chennai/Kolkata) to take up the issue with the GRC at CHQ, in case the GRC at the Region/Metro Airport is unable to resolve the grievance at their level.

- v. In exceptional case, where an employee is not satisfied with the decision of the LGO / GRC of the Region/Chennai Airport/Kolkata Airport as indicated above, he/she will have the option to appeal to Chairman. The decision on such appeals will be taken within one month of the receipt of the appeal. The decision of the Chairman shall be final.

V. OTHER CONDITIONS:

If the grievance arises out of an order given by the Management, the said order shall be complied with before the employee concerned invokes the procedure laid down for redressal of his grievance.

CHAPTER - 14

INCENTIVE SCHEMES AND MISCELLANEOUS



I. INCENTIVE SCHEMES FOR WORKING IN HINDI

As per our constitution Hindi is our official language and it is mandatory to use it in all official work. To encourage more and more people to work in Hindi, AAI has initiated various incentive schemes.

These schemes are for those employees who work in Hindi as per given details. They are implemented on quarterly basis.

i. Noting Drafting Scheme

S. No	Word Count	Incentive amount	No of prize in CHQ/RHQ/all GM level offices	No of prize in all Jt. GM/ DGM/SM level offices	Other offices
1.	10,001 & above words	5,000/-	02 prizes	01 prize	01 prize
2.	6,001 to 10,000 words	3,000/-	03 prizes	02 prizes	01 prize
3.	4,000 to 6,000 words	2,000/-	05 prizes	04 prizes	01 prize

ii. For Officers to give dictation In Hindi

letter Count dictated and issued in Hindi	Incentive amount	No of prize in CHQ/RHQ/all GM level offices	No of prize in all Jt.GM/DGM/SM level offices	Other offices
300 & above letters	5,000/-	02 prizes	01 prize	01 prize

iii. For Typist /Steno

Minimum work to be done in one quarter	Incentive amount
Letter/Noting/Draft-300 or more typed in Hindi	4,000/- to Steno and 3,000/- to typist per quarter

iv. Special Incentive Scheme for Non-Hindi Speaking Employees

Minimum word Count written in Hindi	Incentive amount	No of prize in CHQ/RHQ/CAT C/APD offices	No of prize in SR/ER/NER offices	RCDU/CRS D/E&M workshop
10,000 words	12,000/-	03 prizes	05 prize	01 prize

v. Hindi Teaching Scheme

As per policy of Home Ministry, Government of India, all employees must be efficient to work in Hindi. For this purpose, various Hindi teaching programmes runs under Home Ministry, Government of India. Employees are nominated to these programmes as per their eligibility conditions. After completing the programme, employees are awarded certificate and cash prizes from Government. Apart from this, AAI also give One-time cash awards to such employees.

S. No	Exam	One-Time Cash Award
1.	Hindi Typing/Hindi Stenography	5,000/-
2.	Hindi Steno (for non-Hindi speaking employees)	7,500/-
3.	Pragya	5,000/-
4.	Praveen and Prabodh	5,000/-

vi. **Hindi Nodal Officer Scheme**

This scheme will be implemented in those field offices in which there is no Hindi officer posted. This scheme will be operational in its present form and as amended from time to time. There is a provision of giving Rs. 1,500/- per month as incentive to the identified nodal officer.

II. INCENTIVE SCHEME FOR ACQUIRING HIGHER EDUCATIONAL QUALIFICATION

- i. AAI employees are eligible for lump sum incentive scheme on acquiring Higher Qualification as mentioned below after induction into service in AAI for courses from University or any Institute recognized by UGC/respective regulatory bodies like A.I.C.T.E, Medical Council of India/by the Govt. of India, which are directly related to the functions of post held by him/her & for which prior approval from the Competent Authority to pursue has been obtained:

S. No	Qualification	Lump-Sum Incentive (In Rs.)
1.	Ph.D in the field relevant to the functions of the employee	40000
2.	M. Phil in the field relevant to the functions of the employee	30000
3.	a) Post Graduate degree or equivalent in the field relevant to the functions of the employee	30000
	b) Post Graduate Diploma in Management equivalent to MBA recognized by A.I.C.T.E/Govt. regulatory body in the field relevant to the functions of the employee	30000
	c) Post graduate Diploma or equivalent in the field relevant to the functions of the employee	18000
4.	Graduate degree or equivalent in the field relevant to the function of the employee	24000
5.	Diploma or equivalent in the field relevant to the functions of the employee	-----
	a) If duration is of 3 years or more	14000
	b) If duration is of 1 year or more but less than 3 years	12000
6.	a) On passing Intermediate/Part 1 examination of the Institute of Chartered Accountants of India, Cost & works Accountants of India/Institute of Chartered Financial Analysts of India	12000
	b) On passing final examination of the Institute of Chartered Accountants of India, Cost & works Accountants of India/Institute of Chartered Financial Analysts of India	24000
7.	a) On passing Intermediate examination of the Institute of Company Secretaries of India.	8000
	b) On passing final examination of the Institute of Company Secretaries of India.	12000
8.	For Fire Personnel	
	a) On passing the examination conducted by Institute of Fire Engineering (UK)	12000
	b) MI (F) London	

- ii. The Competent Authority for granting permission for acquiring higher qualification will be as mentioned below:

- GM(HR) for CHQ/RHQ
- APDs (upto grade-2)/CIC for airports under their administrative control.
- Principal for CATC, Allahabad

- iii. The Competent Authority for granting lump-sum incentive on acquiring higher qualification will be as mentioned below:
 - a. ED(HR) for CHQ
 - b. RED/APDs(Grade-1) for regions/airports
- iv. Employees shall not be eligible for incentive under the scheme in the following circumstances:
 - a. If they are sponsored at the expense of the Organization for the examination/training to acquire the qualification.
 - b. Persons who have not taken permission from the competent authority to pursue the higher qualification.
 - c. Applications for claim of incentive received after six (6) months are liable to be rejected.

III. E-LEARNING SCHEME

- i. Employee can acquire important skills through e-learning programme on voluntary basis.
- ii. The e-learning programme should be as per job requirement/ for personal development in consultation with reporting officer and recommendation of concerned Board Members/ REDs/ EDs/APDs as the case may be.
- iii. 100% re-imbursement of course fee upto Rs. 6,000/- once in five years.
- iv. Amount spend over and above Rs.6000/- shall be re-imbursed on 50% basis upto Rs. 15,000/- once in 5 years.

IV. EMPLOYEE SELF SERVICE PORTAL

i. About ESS

It is a web enabled tool on which various HR processes and functionalities have been embedded, to enable employees to navigate through HR processes and functionalities like PMS, Salary Slips, EL encashment etc. Further it helps an employee to keep track of various HR process and developments.

ii. Important Features in ESS

At present, various HR processes and functionalities have been made live which are given below:

- a) **Payroll:** Through this service, Employee can view salary statement and other information regarding payments like Leave encashment, Perks Declaration / Declaration details and Tax exemption.
- b) **Time Management:** Employee can apply leave and view his/her status of leave. Employee can also upload the documents e.g. Medical certificate along with leave application.
- c) **Employee Personal Information:** This contains services to maintain, display and update employee's personal data (Details like Personal profile, Bio Data Form including photograph etc.).
- d) **Revised Medical Policy w.e.f. 01.04.2019:** As per revised medical policy employees can opt option 'A' and 'B' and accordingly submit Form 'C' through ESS for re-imbursement of Medical.
- e) **Performance Management System (PMS):** Employee (E-1 to E-9) can fill up PMS form and the check the PMS status, choose KPI form KPI directory and modify KPI, if required, through ESS.

- f) **VIP References:** VIP references for bringing outside influence is captured in SAP-ERP and linked to the Employee Portal for viewing such outside influences.
- g) **HCM Forms**
1. Disciplinary for Passport/Going Abroad/NOC
 2. Vigilance Clearance Passport/Going Abroad for E8/E9
 3. Vigilance form for Passport/Going Abroad E4/E5/E6/E7
 4. Vigilance for Passport /Going Abroad E1/E2/E3/NE(CHQ)
 5. Vigilance for Passport /Going Abroad NE(RHQ)
 6. OPA for Executives (not drawing rating allowance)
 7. Mileage allowance claim for performing duties
 8. Re-imbursalment of stitching / shoe expenditure form
 9. Movable / immovable property acquisition /disposal information
 10. Higher Education enrolment details
 11. Change of Marital Status
 12. Holiday home
 13. Leave Joining Report
 14. Mobile handset/Briefcase re-imbursalment form
 15. Station leaving form
 16. Winter kit for Leh and Srinagar Airport
 17. Charge assumption form

V. AIRPORTS AUTHORITY OF INDIA SPORTS POLICY

Airports Authority of India (AAI) has an exhaustive policy approved by its Board to promote sports in the country as well as sports and culture in its own employees.

AAI Sports Control Board (AAISCB) is the body in AAI responsible for the sports promotion in AAI as well as in India. AAISCB, every year adopts meritorious sports persons under its sports policy e.g. AAI Contract Scheme as well AAI Scholarship Scheme, besides sponsoring various national level tournaments conducted by respective National Sports Federations.

In order to implement the sports policy, AAISCB has its nine constituent boards which are headed by Executive Director level officers i.e. Five Boards at regional headquarters, one each at Chennai and Kolkata Airports and one each at CATC, Prayagraj and CHQ, Delhi.

AAISCB is an active member of All India Public Sector Sports Promotion Board apart from an affiliated member of the following national federations:

- i) Table Tennis Federation of India
- ii) Badminton Association of India
- iii) Chess Federation of India
- iv) Kho-Kho Federation of India.

For employees, the sports policy has provisions that attract for participation to almost all sort of activities, e.g. indoor and outdoor; normal sports as well as adventure sports. Cricket, Football, Badminton and Table Tennis are the regular feature for annual championship for All Zonal teams, whereas, Chess & Carom, Athletics, Volley Ball & Throw Ball are conducted every alternate year. As regards adventure sports, Trekking and Cycling Expeditions are conducted every year.

In brief, the AAISCB not only promote sports and meritorious sports persons as national duty but also creates an environment for its own employees for fulfilling their sportsmanship and

adventurous desires which brings harmony, team building, health competition and last but not least oneness as an organization.

VI. GUIDELINES FOR FORWARDING OF APPLICATIONS FOR OUTSIDE VACANCIES

- i. Within first year of joining services in AAI, no application will be forwarded for outside employment except UPSC/SSC/State selection Board examination giving on intimation. However, departmental candidates, who have not completed one year of service, but meeting the requirements as per the advertisement may apply for higher post only.
- ii. Application must be forwarded, with all necessary documents, through proper channel for the approval of respective HoD except in the case of application in response to UPSC/SSC advertisement.
- iii. **Not more than 4 applications in a calendar year** in response to advertisements or circulars etc. will be forwarded except to the applications in response to UPSC/SSC/State Selection Board advertisement for competitive examination and applications for posts applied in the United Nations, its specialized agencies or other international bodies. Limit of four applications in a calendar year shall not apply in the case of employees belonging to SC/ST category.
- iv. Disciplinary and Vigilance clearance is to be issued while forwarding the application/issue of NOC.
- v. Forwarding of Application and issuance of NOC is done as per the competent authority mentioned below:

Category of employees	Competent authority for forwarding of application
For Employees who are posted at CHQ	GM (HR) of Establishment -1
For employees posted at Regions and Kolkata & Chennai Airports (APD grade -1)	GM (HR) of the respective region
For employees who are posted at CATC & grade II, III and IV Airports.	HoD (HR) with the approval of Principal CATC/APD.
For employees who are posted at Joint Venture (JV) Airports such as Hyderabad, Nagpur, Bangalore, Cochin etc	HoD (HR) with the approval of respective Co-ordination Incharge.
For all other stations	GM(HR) of the respective region

Level of officials	Competent authority for issuance of NOC
E-6 and above officials	Member (HR)
Up to E-5 posted at CHQ, except where the person is under bond.	ED(HR)
Up to the level of E-5 and posted at region/CATC/Kolkata & Chennai Airport	RED/Principal CATC/APD grade -1
