



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

File No: AAI/NS/TXFR-Gen/302/15

Dated: January 07, 2015

To

The Regional Executive Director
Airports Authority of India
NR / ER / SR / WR / NE Region
Delhi / Kolkata / Chennai / Mumbai / Guwahati

The Executive Director,
RCDU/FIU

Principal,
CATC, Allahabad

Sub- Annual Transfer- 2015, CNS (Tech. & Elex.) Discipline.

Sir,

1) Applications are invited in the enclosed Proforma nos. NS-176 (Annexure 'I') and NS-176A (Annexure-II) from the officers and staff (for inter region transfer) belonging to CNS (Tech. & Elex.) discipline for affecting annual transfers in the year 2015. It is requested that all applications received from the individuals may be diarised, compiled and then forwarded to this office so as to reach this Directorate by 20th January, 2015. It may be ensured, while forwarding the application, that the recommendations and verifications, as mentioned in para no. A to E and G to L of Annexure – I and para no. A to E of Annexure – II, are duly made by competent authority. The consolidated applications should be sent by name to Sh. S K Sharma, Asstt. General Manager (CNS), Dte. of CNS-OM, Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi- 110003.

2) VOLUNTEER POSTINGS TO TENURE STATIONS:

The transfers to the tenure station will first be made from the volunteers as per the provisions stipulated in para 4(viii) of the transfer policy. All volunteers to the tenure stations are required to indicate their choice of station and period of volunteer in Annexure – II of the application form as stated above. Individuals may volunteer for maximum period of 03 terms at tenure stations. In case their choice for volunteered station is not met, then they will be considered for transfer as per their normal turn for transfer to tenure station and therefore all volunteers must fill up Form 176 (Annexure I) also for normal transfer. An individual can volunteer for posting to tenure station even if he/ she is not due for tenure posting. However, such postings if given, shall be treated as Non-tenure postings.

3) TRANSFERS TO TENURE STATIONS:

The transfers to remaining vacancies at tenure stations, which could not be filled by volunteers as stated in para 2 above, shall be made as per transfer policy guidelines taking into consideration the information provided by the individual officers in Performa NS-176 (Annexure-I). The individuals may indicate as many no. of choices of stations for tenure postings as they like so that their choice can be considered to the extent possible.

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4) TRANSFER FROM TENURE TO NON-TENURE STATION:

The individuals, who are moving out of tenure station to non-tenure station, may also submit as many no. of choices of the stations as they like, so that their choices may be considered to the extent possible. For retention at the present tenure station, the same should be indicated in the choice stations along with its priority.

5) TRANSFER FROM OUT OF REGION TO HOME REGION:

For effecting transfer from out of region to home region, sufficient number of choices of Home region stations should be given to accommodate the transfer request. In the event of executives not getting choice stations in the home region, they may clearly indicate retention at the present station otherwise they will be transferred to any other station in the home region.

6) TENTATIVE TENURE / REGIONAL SENIORITY LIST:

The Seniority list for purpose of posting to Tenure station as per Annexure IV and for posting to Out of Region as per Annexure V to Annexure-X respectively in respect of each cadre are enclosed.

It may please be noted that Tenure/Regional seniority lists are **PROVISIONAL & TENTATIVE** and may change due to data correction if any and due to promotions at the time of transfer proposal.

7) DISCREPANCY IN TENURE / REGIONAL LIST:

Lot of care has been taken while preparing the enclosed tentative tenure / regional seniority lists. However, if any discrepancy exists in the list, the same may be intimated to this office by 15th January, 2015 through letter/Fax for review and necessary correction. The data for correction may be duly certified by GM(CNS)/Station In-charges as the case may be.

8) EXEMPTION FROM TRANSFER:

i) The officers who wish to avail exemption on Children Education Grounds (CEG) for their wards appearing in XII th standard Board Examination in the year 2016, should apply for the same along with the certificate in **ORIGINAL** from the Principal of the recognized school/institute where the child is studying.

ii) Transfer on CEG will also be permitted to employees who wish to avail exemption on Children Education Grounds (CEG) for their wards appearing in X th class Board Examination in the year 2016, subject to their submitting a certificate from the school authorities to the effect that their ward has opted for X nth class Board Examination to be conducted by CBSE/ICSE/State Board etc. as per instruction contained vide Corporate circular 58/2011 No A.60011/36/2009-PP dated 28th November, 2011.

iii) The executives, who are not in the zone of transfer, are also advised to apply for exemption under CEG if eligible, as a matter of abundant precaution. However, the executives will not be deemed to have availed this concession if he/she is not granted exemption from normal transfer on this ground.

iv) The request for exemption from transfer or transfer to a particular station on compassionate ground, as per the provisions contained in clause (h) of the office Circular No: A. 60011/26/2004-PP dated 25th October, 2004, should be submitted along with relevant documents and duly verified by local in-charge and GM (CNS) of their region. The concerned GM (CNS) should clearly indicate their recommendations or otherwise in such cases. Attention is also invited to the Amendments/Clarification – Transfer Policy- Posting of

Parents of Mentally Retarded Children circulated vide letter No. A.60011/36/2009-PP dated 15/04/2010. **In case of MRC and medical cases of self and dependent family members, the latest Medical certificate indicating the disease and treatment thereof along with supporting documents from Government District Hospital/AAI Empanelled Hospital may be enclosed.**

9) TRANSFER TO CATC AND SMU:

The transfer to CATC and SMUs, shall be done as per the provisions contained in para (r) of the office Circular No: A 60011/26/2004-PP dated 25th October, 2004 and subsequent letter No : AAI/NS/TXFR- Gen/302/05(Pt.1) dated 12th Aug, 2005 on the criteria for posting to SMUs. The executives willing to be posted to these units should specifically state so in the choice column along with the name of the station.

10) VACANCIES AT TENURE STATION:

The number of vacancies at various tenure stations are enclosed as per annex-III. It may be noted that all the vacancies indicated in the annexure are indicative in nature. However in view of acute shortage of CNS officers, the numbers are likely to be less than depicted.

11) Officers expecting their promotions may fill up their choices for transfer considering vacancies in higher cadre also.

It is once again requested that the transfer applications along with the details in the enclosed Performa may be sent to this office latest by 20th January, 2015. The electronic copy of this letter along with all enclosures and letters under reference is also available on AAI website <http://www.aai.aero>.

Yours faithfully,

(A K Banerjee)
General Manager (A&S)

Encl: A/A

Copy to:

1. General Manager (CNS- Region) - Delhi/ Kolkata / Chennai / Mumbai / Guwahati
2. General Manager (CNS- ACS) - Delhi/ Kolkata / Chennai / Mumbai
3. General Secretary – AAOA (I)/ACOA/ SC&ST EWA.

Internal Distribution

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