



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No. A.60011/41/2011/PP

17<sup>th</sup> January, 2012

The Regional Executive Director  
Airports Authority of India  
Northern/Western/Eastern/Southern/NER  
Delhi/Mumbai/Kolkata/Chennai/Guwahati

The Executive Director,  
RCDU/FIU  
AAI, New Delhi.

The Airport Director,  
Airports Authority of India  
Kolkatta/Chennai Airport.

The Director,  
Indian Aviation Academy,  
New Delhi.

The Principal,  
CATC, Allahabad.

The General Manager,  
CRSD/E&M Workshop,  
AAI, New Delhi.

Corporate HRM Circular - 04 /2012

**Subject : Review of policy / procedure of allotment of transit/hostel/guest house accommodation and payment of HRA thereof.**

With a view to streamline the policy and procedure regarding allotment of transit/hostel/guest house accommodation and drawal of HRA thereof the existing guidelines have been reviewed and the following decisions have been taken:-

- a) Wherever reserved residential accommodation is available, executives shall not be permitted to stay outside. If any exemption / relaxation is required in this regard on the ground of non-availability of entitled class of accommodation or dilapidated condition of accommodation etc., it may be granted only with approval of the Chairman.
- b) Employees should be provided, if available, AAI residential accommodation of entitled class/lease within 30 days of the posting. During this period, the employee will be entitled to get transit/guest house accommodation for which applicable charges will be levied. The employee will also be entitled for HRA during this period.
- c) In case AAI accommodation / lease is not made available within 30 days, the employee will be eligible to extend the stay in the transit / guest house accommodation beyond 30 days for a maximum period of 6 months. HRA will also be paid during the extended period.
- d) In case the employee is provided with the lower type of accommodation and not entitled type of accommodation, the license fee shall be charged against the lower type of accommodation based on the plinth area of the category of the accommodation allotted.
- e) In case the employee has been allotted by AAI on regular basis AAI residential accommodation or transit accommodation or hostel/guest house, he /, she shall not be entitled for HRA of the station and in addition other relevant charges in this regard shall be recovered from him / her.

Contd./-2

- f) The above norms shall apply wherever hostels are in existence and are being used as transit accommodation except at training institutes.
  - g) It is mandatory on the part of the employees posted at CATC, Allahabad to occupy the AAI residential accommodation at the College.
  - h) At training institutes, the trainees shall have the first preference for allotment of hostel accommodation.
  - i) At Regional Training Centres (RTCs), the appropriate type of accommodation to stay in groups will be arranged by the RED concerned for the trainees.
2. This order will supersede all the previous instructions issued in this regard.
  3. This issues with the approval of the Competent Authority.



( **K.K. Jha** )  
Member (HR)

**Internal Distribution :**

- OSD to Chairman
- PS to Member(Plng.)/Member(ANS)/Fin./Member (Ops.)/CVO
- ED(Fin.)/ED(Admn.)/ED(HR)/ED(CA&CS)
- GM (IT) – for uploading the circular in AAI website
- All GMs in HR /Admn. –BS/RK/RSM / RD/ Dy. GM(MS)
- General Secretary, AAEU
- President / General Secy. –AAOA(I)/IAAIOA/ACOA(I)/ATC Guild(I)/AAI Engg. Guild/  
AAI SC/ST Welfare Association
- Notice board