



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No. A. 60011/36/2011-PP

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

Regional Executive Director  
Airports Authority of India,  
Northern /Western/Eastern/Southern/NE Region  
New Delhi/Mumbai/Kolkata/Chennai/Guwahati

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

Airport Director  
Airports Authority of India  
Kolkata/Chennai Airport

Director  
Indian Aviation Academy  
New Delhi

Principal  
CATC  
Allahabad

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

Corporate HRM Circular No. 02 /2012

**Subject: Premature retirement.**

The organizational performance is directly proportionate to the efficiency of its manpower. Accordingly, the Govt. of India is laying more emphasis on the qualitative performance of its CPSEs. Hence, it is necessary to weed out the inefficient employees by premature retirement in a scientific and transparent manner.

2. The Regulation 12(5) of AAI (General Conditions of Service & Remuneration of Employees) Regulations, 2003 provides for premature retirement of employees who have attained the age of 50 years and are considered to be -

1. inefficient; or
2. of doubtful integrity; or
3. medically unfit.

- a) Inefficiency: An employee, who has consecutively secured poor rating in his/her appraisal reports for the preceding three years, may be deemed as 'inefficient' and is a fit case for premature retirement. 'Below par' grading as per the "Bell Curve Approach" for PMS contained in DPE O.M. dated 26.11.2008 may be treated as 'poor rating' for this purpose.
- b) Doubtful integrity: An employee who gets an adverse comment consecutively for three years on his/her integrity in his/her PMS /PAR shall be treated as a fit case for premature retirement.
- c) Medical Unfitness: - Detailed provisions on the grounds of medical unfitness as contained in the said Regulation shall be followed to decide such cases.

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3. For the purpose of fair/impartial consideration of cases of employees for premature retirement under the aforesaid regulation, such cases shall be considered by a Review Committee as given below:-

S.No.	Level of employee	Review Committee
1.	ED/GM	Chairman - Chairman Members - Member concerned and Member (HR)
2.	Jt.GM/DGM/AGM	Chairman - Member concerned Members - ED(HR) and ED (Fin.)
3.	SM/Manager/JE	Chairman - ED concerned Members - GM(HR) and GM (Fin.)
4.	Other Group 'B'	Chairman - GM concerned Members - DGM/Jt.GM(HR) and DGM / Jt. GM (Fin.)
5.	Group 'C' and group 'D'	Chairman - DGM/Jt.GM concerned Members - SM/ AGM(HR) and SM / AGM (Fin.)

**Note:-**

- i. In the case of executives belonging to HR Department (ED/GM level), Member (Finance ) will replace Member (HR) as the latter will already be in the review committee as Member concerned.
- ii. In respect of employees belonging to HR Department / Finance Department in the composition of the review committee, officers of the same rank from Administration will replace the officers of the HR / Finance Department as Member and there will be no change in the Chairman of such committees.
- iii. For employees upto the rank of Sr. Manager in the regions / airports, the review committee will be at the respective RHQ / airport and its composition will be on the same lines as mentioned in the para 3 above for corresponding level of employees subject to the condition that ED will be replaced by RED / APD. In respect of other officers (AGM and above) in the region / airports, the Review Committee at CHQ will consider their cases.
- iv. The Review Committee will make its recommendations on the basis of majority view.
- v. Each office of AAI will constitute the Review Committee as per above guidelines and will issue formal orders in this regard, with a copy to CHQ.



Contd./-3

4. The recommendations of the Review Committee shall be subject to the approval of the Appointing Authority. The Appointing Authority shall not be associated with the Review Committee unless it is inescapable. Even if the Appointing Authority is inescapably associated with the Review Committee, its recommendations will be placed before the Appointing Authority for taking an appropriate decision in that capacity.

5. The Review Committee shall consider cases according to the following schedule:-

Period in which review is to be made	Cases of employees who will be attaining the age of 50 years in the period indicated below to be reviewed.
1. April to June	July to December of the same year
2. October to December	January to June of the next year.

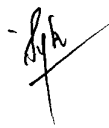
6. The grounds for premature retirement should be bonafide and in the public interest based on relevant grounds without being influenced by extraneous considerations, arbitrariness or malice.

7. The instructions relating to premature retirement should not be used:-

- a) to retire an employee on the grounds of specific acts of misconduct as a shortcut for initiating formal disciplinary proceedings; or
- b) for reduction of surplus staff as a measure of effecting general economy without following the rules and instructions relating to retrenchment.

8. The instructions relating to premature retirement should also not be used:-

- a) in the case of unauthorized absence for long period or extension of leave while abroad for longer periods. If the absence is not authorized or leave is not granted, it is always open to the Competent Authority to take disciplinary action. In such cases, it would not be appropriate to take action for premature retirement as a shortcut to initiate formal disciplinary proceedings.
- b) on grounds of ineffectiveness, if in any case, an employee would be retiring on superannuation within one year. Further, no employee should ordinarily be retired on grounds of ineffectiveness, if his / her service during preceding five years or where he / she has been promoted to higher post during the last five years period, his / her service in the higher post has been found to be satisfactory.



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9. Cases once considered by the Review Committee and recommended for retention in service will be reviewed again only after five years. In short, in the first two meetings of the Review Committee, cases of all those employees who are attaining the age of 50 years during the period mentioned in para 5 above and those upto the age of 59 years will be considered. Subsequent Review Committee meeting will consider only new cases as per the schedule in para 5 above and those which were reviewed five years back.

10. All the Heads of Departments / Offices will send an annual report to ED (HR), CHQ confirming holding of the two meetings of the Review Committee and highlighting the details of the employees prematurely retired after following the above laid down procedure.

11. In respect of employees against whom disciplinary proceedings are under process, the recommendations of the Review Committee will be reviewed in the light of the outcome of the said proceedings by the Appointing Authority.

12. Before issuing order of premature retirement, vigilance / disciplinary clearance should be invariably obtained in all cases.

13. Once an order of premature retirement is served on the recommendations of the 'Review committee' with the concurrence of the 'Appointing Authority', the employee may submit a representation within one month which will be considered and decided by the 'Review Committee' for the next higher category of posts mentioned in para 3 above and decided by the 'Appointing Authority' of the next higher post. In the case of ED / GM, the representation will be considered by the Sub Committee of the Board consisting of full-time Members in position including Chairman and it will be decided by the majority.

14. Compliance report regarding constitution of Review Committee in pursuance of note (iii) below para 3 above may be furnished to CHQ within a month by RED / APD concerned.

  
[K.K. Jha]  
Member (HR)

Internal Distribution:

- OSD to Chairman
- PS to Member(PIng.)/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