



F. No. A.60011/3/2011-PP

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

10 April, 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
Kolkata/Chennai Airport.

The Director,
Indian Aviation Academy,
New Delhi.

The Principal,
CATC, Allahabad.
AAI, New Delhi.

The General Manager,
CRSD/E&M Workshop,

Corporate HR Circular No.12/2012

**Subject: - Annual Property Return and Performance Management
System forms - timely submission req.**

It has been observed that employees are not adhering to the due dates for submission of duly completed Annual Property Return (APR) form and Performance Management System (PMS) form. These forms are received much later on issuing repeated reminders. Timely submission of these two forms is very important.

2. The Government of India vide O.M. No.11012/11/2007-Estt(I.L.A) dated 27.9.2011 has notified that officers who do not submit their Annual Property Return (APR) would be denied vigilance clearance and will not be considered for promotion and empanelment for higher posts. Since AAI has also prescribed the time limits for submission of APR and PMS forms, it has been felt prudent to implement the same guidelines in our organization also. Accordingly, those who are not submitting their APR / PMS forms timely will not be granted vigilance clearance and will also not be considered for empanelment for higher positions through DPCs. This provision will also be applicable even to those in the channels of reporting, such as, Reporting / Reviewing Officers and Countersigning Authority who delay timely completion of PMS.

3. This guideline may be brought to the notice of all the employees for their knowledge and compliance.

encl:-as above


(K.K. JHA)
MEMBER(HR)

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