



No.A.60011/40/2010-IR

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

January 24, 2011

HR CORPORATE COMMUNICATION (HRCC) NO. 5/2011

Reference is made to HR Corporate Circular (CPC) No.3/2011 & 4/2011 on revision of scales and pay & allowances in respect of Non-Executives and revision of Perks/Allowances of Executives of AAI.

Non-Executives

It has been decided that pending fixation of pay in the revised pay scale of Non-Executives, they may be paid salary for the month of January, 2011 on provisional basis on the revised pay as mentioned in CPC No. 3/2011.

As regards payment of Perks/Allowances, the same may be paid as per said circular w.e.f. 01.02.2011 based on their options exercise.

Executives

Similarly, in respect of Executives, the pending exercise of option w.e.f. 1st February, 2011 they may be paid Perks & Allowances on the basis of revised "Cafeteria Approach" with salary of the month of January, 2011. In the Corporate Policy Circular No.4/2011, in Para 11.2.3, application date shall be 01.02.2011 instead date of issue of order. Option Form applicable for executives is enclosed.

As regards grant of 'additional increment', the same will be considered on receipt of reply/approval of Department of Public Enterprises (DPE) in due course.

(DINESH KUMAR)

EXECUTIVE DIRECTOR (HR)

Copy to :

- i. RED,NR/WR/ER/SR/NER
- ii. Airport Directors/Chennai/Kolkata
- iii. Director, IAA (NIAMAR) New Delhi
- iv. Principal, CATC, Allahabad.
- v. EDs, FIU/RCDU
- vi. GMs, CRSD/E&M Workshop
- vii. All Airport Directors

Internal Distribution :

- i. OSD to Chairman
- ii. PS to Member(Fin)/Member(Plg)/Member(ANS)/Member(Ops)/CVO
- iii. ED(Fin)/ED(HR)/ED(Admn.)
- iv. All HODs at RG Bhawan, SAP, Operational Offices, AAI Office Complex
- v. GM(IT) – For uploading on Website of AAI

PERKS & ALLOWANCES OPTION FORM UNDER CAFETERIA APPROACH - EXECUTIVES
(To be submitted before 15th April on each financial year)

Name	Employee No.
Designation	Department
Place of Posting	Basic Pay Rs.
List of Perks & Allowances opted for the financial year :	

SL. NO.	NAME OF PERKS	% OF BASIC PAY	CHOOSE OPTION () & SPECIFY %AGE
1.	Washing Allowance/Uniform Maintenance Allowance	2.5%	
2.	Reimbursement of Conveyance Allowance, Transport Assistance and Vehicle Maintenance	8%	
3.	Education Allowance	3%	
4.	Hostel Charges (maximum 2 children)	3%	
5.	HRD/Professional Updation Allowance	4%	
6.	Entertainment Allowance	4%	
7.	Leave Travel Concession (LTC)	9%	
8.	Reimbursement of Club Membership	2%	
9.	Reimbursement of House Upkeep Charges	4%	
10.	Reimbursement of Electricity and Water Charges	4%	
11.	Domestic Helper	4%	
12.	Driver Allowance	4%	
13.	Canteen Allowance or Meal Vouchers	6%	
14.	Telephone/Mobile/Internet (for those not covered in Telecom Policy)	2%	
15.	Membership of Professional Bodies	2%	
16.	Other Allowances	Upto 10%	

Note : 1. The initial option will be available for the period 1.2.2011 to 31.3.2011 and employee may furnish their option before 15th February, 2010.

2. The option for the year 2011-12 onwards has to be furnished on or before 15th April every year.

3. If no option is exercised by the due dates, the perks & allowances under cafeteria shall be paid on lump sum basis as per the applicable percentage without considering the benefits available under taxation.

(Signature)

Phone : _____

Date : _____

Finance Department – for necessary action