



File No: AAI/NS/TXFR-Gen/302/11

Dated: 16th Dec, 2011

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

Sir,

Sub- Annual Transfer- 2012, CNS (Tech. & Elex.) Discipline.

Applications are invited in the enclosed Performa 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 effecting annual transfers in the year 2012. 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 15th Feb, 2012. 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 – para and I no. A to E of Annexure –II, are duly made by competent authority. The consolidated applications should be sent by name to Sh. Ravi Kant Bhatnagar, Asst. GM (CNS), Dte. of CNS-OM, Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi- 110 003.

2) VOLUNTEER FOR POSTING TO TENURE STATIONS:

The transfer 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. The individuals may volunteer for not more than three terms at tenure stations. If their choice cannot be met, then they will be considered for transfer as per their normal turn for transfer to tenure/out of region station and therefore all volunteers must fill up Form 176 (Annexure I) also for normal transfer.

3) TRANSFER TO OTHER TENURE STATIONS:

The transfers to remaining tenure stations, which could not be filled by volunteers for the tenure stations, 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 choices of stations for tenure postings as they like so that their choice can be considered to the extent possible.

Contd...2/page

--1--

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 choices of the station 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 as a last choice.**

5) **TRANSFER FROM OUT OF REGION TO HOME REGION:**

For effecting transfer from out of region to home region, the number of choice of station should be given to accommodate the request. In the event of executives not getting choice stations in the home region, he/she 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 LISTS:**

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 X respectively in respect of each cadre are enclosed. It may be noted that these list are prepared as per the regular post held by each executive and not as per his or her CPS/FCS/USR status.

It may please be noted that tenure/regional seniority lists are **PROVISIONAL & TENTATIVE** and may change at the time of transfer proposal put up for 2012 due to subsequent promotions / data correction etc, if any.

7) **DISCREPANCY IN TENURE / REGIONAL SENIORITY LISTS:**

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 Feb, 2012 through letter/Fax for review and necessary correction, if any, duly certifying that the data has been verified by GM (CNS) / CNS-In-Charge, as the case may be.

8) **EXEMPTION FROM TRANSFER:**

i) The executives who wish to avail exemption on Children's Education Grounds (CEG) should apply for the same along with the certificate in **ORIGINAL** from the Principal of the recognized school/institute where the child is studying. Transfer on Children education Ground will also be permitted to employees whose wards are studying in 10th Standard subject to their submitting a certificate form the school authorities to the effect that their ward has opted and shall appear for board Examination in 10th Standard conducted by CBSE or any other Board Examination (ICSE/State Boards etc.) other than CBSE as per instruction contained vide Corporate circular 58/2011 no A.60011/36/2009-PP dated 28th November, 2011.

ii) 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 is not granted exemption from normal transfer on this ground.

iii) CEG exemption application without proper certificate will not be entertained.

Contd...3/page

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 Transfer policy vide Circular No: A. 60011/26/2004-PP dated 25th October, 2004, should be submitted along with relevant documents duly verified by local CNS-in-charge and GM (CNS) of their region. The concerned GM (CNS) should clearly indicate their recommendations or otherwise in such case. Attention is also invited to the Amendments/Clarification – Transfer Policy- Posting of Parents of Mentally Retarded Children circulated vide Corporate Circular 12/2010 no. A.60011/36/2009-PP dated 15th April 2010 in this regard.

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) CATC AS A SEPARATE REGION:

CATC will be considered as a separate region as per the provisions contained in para (b) of the office Circular No: A 60011/26/2004-PP dated 25th October, 2004.

11) VACANCIES AT TENURE STATION:

The **numbers of likely vacancies** at various tenure stations are enclosed as per Annexure- III. It may be noted that the vacancies indicated in the annexure are tentative and may change at the time of actual posting due to operational reasons or due to change in categorization of tenure stations, if any.

12) The **CNS** numbers of each individual of CNS (Tech. & Elex) discipline must be indicated in the application form for the transfer.

The electronic copy of this letter along with all enclosures and letters under reference is also available on AAI website <http://www.aai.aero>.

It is once again emphasized that the application along with recommendations and verification should be sent well in advance and should reach CHQ latest by 15th Feb, 2011. The officers may also be advised that they should not send advance copy of their request.

Hindi version of this circular is also enclosed.

Yours faithfully,



(M K Verma)
General Manager (N&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

1. PS to Member (ANS)
2. ED (CNS-P) / ED (AVS) / ED (ATM) / ED (HR) / ED (IT)/GM(HR-ANS)
3. GM (CNS) - COM/CRSD/CMC