



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No. A-60011/10/2011/PP

30<sup>th</sup> March, 2011

The Regional Executive Director  
Airports Authority of India  
Northern/Western/Eastern/Southern/North East Region  
New 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,  
CAFC,  
Allahabad.

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

**Corporate HRM Circular - 11/2011**

**Sub: Payment of Perks - Medical(OPD), LTC, Fuel Reimbursement etc.- clarification**

Reference is made to HRCC No. 3/2011 & 4/2011 dated 21.1.2011 regarding the wage revision, Perks & Allowances of Non-Executives and Executives.

2. Airports/Units have sought clarifications related to the payment of perks with respect to LTC, Medical(OPD) and Fuel Reimbursement etc. In this connection, the following are clarified.

**A. LTC**

- (i) The employees who have availed LTC (Home Town or All India) for the block year 2006-09 after 26.11.2008, the LTC benefit will be adjusted against the "Cafeteria Approach" and the balance if any, is to be paid. However there will be no recovery of excess amount of over and above 9% under LTC.
- (ii) The employees who have not availed LTC for the block year 2008-09, the amount entitled (9%) against the benefits available under "Cafeteria Approach" is to be paid.
- (iii) If both husband and wife are employees of AAI, then either of them shall opt for LTC benefit applicable under "Cafeteria Approach". In that event, the employee will be entitled for 46% perks and his/her spouse will be entitled for 37% perks (46%-9% towards LTC) under "Cafeteria Approach".
- (iv) If the spouse of the AAI employee is working in Govt./PSE/Semi Govt. Organisations such as municipality, Port Trust etc., and entitled to avail LTC benefit under "Cafeteria Approach", an undertaking may be obtained from the employee that spouse is not claiming any LTC benefit. If spouse of such employee is availing benefit of LTC in his/her organization, in that event, the employee of AAI will be entitled for 37% Perks under "Cafeteria Approach" (46% - 9% towards LTC = 37%).

(contd. 2/-)

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**B. MEDICAL (OPD/DOMICILE TREATMENT)**

(i) The reimbursement on account of Medical-OPD/Domicile Treatment shall be made only for Feb 2011 & March 2011 on pro-rata basis (eg. The employee having annual ceiling of ₹36000/- p.a., then the pro-rata payment will be ₹36000/12=₹3000 p.m. each for Feb & March 2011.) Those who have already claimed the entire limit of medical reimbursement as per pre-revised OPD limits the employees shall not be entitled for pro-rata payment as per HRCC No. 3/2011 & 4/2011 dated 21.1.2011.

(ii) All other conditions related to eligibility for medical reimbursement remains the same.

**C. REIMBURSEMENT OF FUEL ALLOWANCES**

(i) The Executives (Below Board Level) who are provided with official vehicles shall be paid the Perks and Allowances @ 46% as per "Cafeteria Approach" and 4% of basic pay shall be recovered and shown under "Deduction" in the payslip for personal usage of car.

(ii) The recoveries/adjustments, if any to be made accordingly.

3. This issues with the approval of the Competent Authority.

  
(VILAS BHUJANG)  
EXECUTIVE DIRECTOR(HR)

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