



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No.A.60011/17/2009-PP (Part.1)

29<sup>th</sup> March, 2012.

The Regional Executive Director  
Airports Authority of India  
NR/SR/WR/ER/NER  
Delhi/Chennai/Mumbai/Kolkata/Guwahati

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

The Airport Director  
Airports Authority of India  
Kolkata/Chennai

The Director,  
Indian Aviation Academy  
NIAMAR, New Delhi

The Principal  
CATC  
Allahabad

The General Manager  
Airports Authority of India  
CRSD/E&M Workshop  
New Delhi

**Sub: Retention of accommodation in AAI Residential Colony after separation.**

Sir,

Kindly refer to CHQ letter of even number dated 28<sup>th</sup> July, 2010 on the subject noted above.

2. It is informed that **para- 2** of the letter under reference (Copy enclosed) may please be read as "the existing guidelines will be applicable to the employees who have taken VRS and death cases in addition to Superannuation". The transferred out employees will continue to be governed as per the conditions stipulated in the circular dated 15/17 January, 2002 (Copy enclosed).

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

  
(RAJU DUREMA)  
GENERAL MANAGER (HR)

**Encl.:** As above.

**Distribution:**

1. OSD to Chairman.
2. PS to Member (HR)/Member (Plg)/Member (ANS)/(Fin)/Member (Ops)/CVO.
3. ED(Fin)/ED(Admn)/ED(HR)/ED(CA&CS).
4. All GMs in HR/Admn – RNS/BS/RK/RSM.
5. GM (IT) – for uploading in circular in AAI website.
6. President/General Secretary – AAQA(I)/IAAOA/ACOA(I)/ATC Guild(I)/AAI Engg. Guild/AAISC/ST WA.
7. General Secretary, AAEU.



वि. सं. ३५४  
दिनांक ३१/८/२०१०

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भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No.A.60011/17/2009-PP

July 28, 2010

The Regional Executive Director  
Airports Authority of India  
NR/SR/WR/ER/NER  
Delhi/Chennai/Mumbai/Kolkata/Guwahati

The Executive Director (RCDU)  
Airports Authority of India  
New Delhi

The Airport Director  
Airports Authority of India  
Kolkata/Chennai

The General Manager (CRSD)  
Airports Authority of India  
New Delhi

The Principal  
CATC  
Allahabad

The General Manager  
E&M Workshop  
Airports Authority of India  
New Delhi

The Executive Director (FIU)  
Airports Authority of India  
New Delhi

Sub.: Retention of accommodation in AAI Residential Colony after separation

Sir

Kindly refer to CHQ letter no.A.60011/17/2009-PP dated April 21, 2009 on the above subject. With a view to address issues related to Retention of accommodation in AAI Residential Colony after separation, para 1.1 of the letter under reference is amended to as follows:-

S.No.	Existing	Amended
1.1	The recovery for first two months will be the normal license fee plus amount equivalent to applicable HRA in case of Superannuation.	The recovery for first two months will be the monthly license fee plus electricity and water charges as per actual

2. It has also been decided that the existing guidelines will be applicable to the employees who are transferred out from station, taken VRS and death cases etc. in addition to Superannuation.

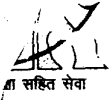
3. This issues with the approval of the Competent Authority.

(DINESH KUMAR)  
EXECUTIVE DIRECTOR (PERS.)

Distribution:-

1. Sr EA to Chairman
2. EA to Member (Ops.)/Member (P&A)/Member (Fin.)/Member (Plg.)
3. ED (Admn)/All HODs at CHQ
4. General Secretary, ATC  
Guild/ACOA(I)/AAOA(I)/IAAIOA/AAIEG/SC&ST Welfare Association
5. General Secretary, AAEU

२५/८/१०  
३/८/१०  
०१/९/१०  
२१/८/१०  
D. Kumar



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No.A-60011/17/2009-PP

April 21, 2009

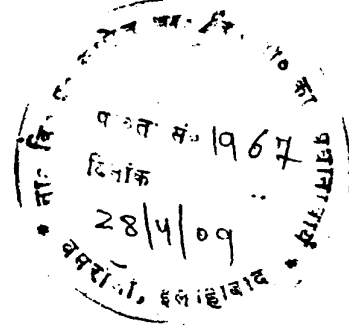
Regional Executive Director  
Airports Authority of India  
NR/WR/ER/SR/NER  
Delhi/Mumbai/Kolkata/Chennai/Guwahati

Airport Director  
Airports Authority of India  
NSCBI/Chennai

Principal  
CATC, Allahabad

ED, FIU/RCDU

GM, CRSD / E&M Workshop



**Sub : Retention of accommodation in AAI Residential Colony after separation**

Sir,

The matter regarding retention of accommodation in AAI Residential Colonies after retiring on attaining the age of superannuation was considered by the Management and decided as under:-

1. The maximum retention may be permitted for a period of 6 months (instead of 8 months as per the existing practice).

1.1 The recovery for first two months will be the normal license fee plus amount equivalent to applicable HRA.

1.2 The additional two months may be permitted on health ground of employee/spouse/dependent parent/children or education of dependent children of the employee on recovery of market rate.

1.3 Further retention of two months may be permitted for health/education ground on recovery of double the market rate.

Contd.../-

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*Handwritten date: 27/4*

*Handwritten date: 27/4/09*

Sr. Mgr  
Admin

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2. The retention may be permitted with the approval of concerned REDs/APDs in case of (1.1) above. As regards (1.2) and (1.3), the same may be permitted with the approval of Member(P&A) for the cases upto the level of Dy.General Manager and Chairman will be the Competent Authority for Jt. GM & above.

3. If an employee is not vacating the quarter after the permissible periods, i.e. after 6 months, the retention will be considered as unauthorized occupancy and the action will be taken as per PP Act.

4. For unauthorized occupancy, the monthly charges @ Rs.150/- per sq. mtr. for type -I to IV and Rs.220/- per sq. mtr. for type-V plus amount equivalent to entitled HRA will be made beside action under PP Act.

5. The employee is required to submit a request for retention of quarters in writing one month prior to date of retirement and authorize the Management to withhold an amount of Rs.1,00,000/- for Group 'A', Rs. 75,000/- for Group 'B', Rs.50,000/- for Group 'C' and Rs.30,000/- for Group 'D' employees from his/her retirement dues such as EL,HPL etc. as the case may be.

6. In case of lease facility, other than self lease, the maximum retention may be permitted for two months with the recovery proposed above subject to a request for withholding an amount on pro-rate basis as contained in Para 5. For self lease, however retention is not permitted on superannuation.

The above orders are effective from 01.04.2009.

This issues with the approval of the Competent Authority.

  
(M. DEY)

Executive Director(Pers.)

**Distribution:**

- i. Sr. EA to Chairman
- ii. EA to Member(Ops.)/Member(P&A)/Member(fin.)/Member(Plg.)
- iii. ED(Admn.) / All HODs at CHQ
- iv. General Secretary ATC Guild/ ACOA(I)/ AAOA(I)/IAAIOA/ AAIEG
- v. General secretary, AAEU

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**AIRPORTS AUTHORITY OF INDIA**  
**OPERATIONAL OFFICES, GURGAON ROAD**  
**NEW DELHI - 110 037**

No. PERS.GENL.1209 5 83 pt. 123

January 15, 2002

Airport Director,  
Delhi-Kolkata-Mumbai-Chennai  
Trivandrum

Regional Executive Director,  
ER-WR-NR-SR-NER

Sub: Clarification regarding drawal of HRA/Retention of Leased/AAI Accommodation on transfer etc.

The issue of retention of AAI Leased accommodation to the entitled employees on their transfer from one Station to another was under active consideration of the management for sometime. Further, guidelines issued from time to time regarding availing of transit accommodation, leaving family at old station and grant of Transfer Tour have been reviewed and clarified as follows:

(A) When the family joins the employee immediately on transfer

- (i) The employee will be entitled to 'Transfer Tour' and DA maximum up to 30 days at his new place of posting.
- (ii) Wherever transit accommodation is provided available he will be entitled for the same subject to availability for a maximum period of 60 days. In case, transit accommodation is not available, employee will be entitled to compensation in lieu of transit accommodation not exceeding 50% of HRA applicable to new station, for a period up to two months or till date he has been allotted AAI Leased accommodation, whichever is earlier.

This is however, subject to employee vacating AAI accommodation at old Station within 60 days.

- (iii) The employee will be entitled to HRA Lease at new place of posting as per his entitlement.

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(iv) Transfer Tour facility mentioned at (i) & (ii) will not be allowed in case family does not join the employee, at new place of posting, within six months.

**(B) When the family is not likely to join the employee immediately on transfer**

(i) The Employees who are availing leased accommodation/AAI accommodation or drawing HRA at old station will be permitted to continue the same till 31<sup>st</sup> March or six months, whichever is later.

(ii) The recovery of license fee, wherever applicable, will be normal for the said period of B(i) above. In case, the employee retains AAI accommodation beyond the said period, market rent will be charged apart from action under Public Premises Act. Similarly, employees availing lease facility/drawing HRA, the lease/HRA will not be paid beyond the said period at old station.

(iii) Employees on transfer will be entitled to a transit accommodation subject to availability, for a maximum period upto 31<sup>st</sup> March or six months whichever is later at the normal licence fee. In case transit accommodation is not available, the employee will be eligible to compensation in lieu of non-availability of transit accommodation upto 50% of additional HRA as applicable to new station, for the period as mentioned at B(i) subject to maximum of 8 months in lieu of transit accommodation or till the date he has been allotted AAI Leased accommodation whichever is earlier.

2. The additional HRA in lieu of non-availability of transit accommodation as per A(ii) & B(iii) will not be available if the new place of posting happens to be home town of the employee or a place where employee has constructed a house with loan assistance from AAI.

3. The employee who have been granted leased accommodation facility/AAI accommodation, will be required to submit necessary certificate regarding non-drawal of HRA in case his spouse is working in Govt. PSU.

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- 4. This will be effective from the date of issue and supersedes earlier guidelines' instructions on this issue.
- 5. This issues with the approval of the Competent Authority.

( H.S. Bains )  
Executive Director (P&A)

Distribution :-

- 1. Project In-charge. Delhi/Mumbai/Jaipur/Amritsar/Bhuj
- 2. Principal. CATC, Allahabad
- 3. Chief Pilot, FTU, New Delhi
- 4. General Manager, CRSD-RCDU, New Delhi
- 5. Addl. General Manager, E&M, Workshop, New Delhi

Internal Distribution :-

- 1. EA to Chairman
- 2. Member (Ops) / Member (Fin) / Member (P&E) / Member (P&A)
- 3. Chief Vigilance Officer
- 4. All HODs in IAD / NAD
- 5. Notice Board