



NO.A.60011/56/2008-PP

June 29, 2009

Regional Executive Director  
Airports Authority of India  
Western/ Northern/ Eastern/Southern/ North-Eastern Region

Airport Director  
CHENNAI/KOLKATA

Project Director / Project In-Charge  
Airports Authority of India

Principal, CATC, Allahabad

ED(Admn.),RG Bhawan/ED(FIU)/RCDU, Airports Authority of India,  
Safdarjung Airport, New Delhi

General Manager,CRSD/E&M Workshop, AAI, SAP, New Delhi

**SUB : INSTRUCTIONS ON AUSTERITY MEASURES**

Sir,

The matter regarding introducing austerity measures by curtailing certain incentives, allowances, expenditure etc. in the wake of recession faced by the country in general and the Civil Aviation Sector in particular has been examined carefully and , accordingly, the following economy measures are introduced:-

- i. Domestic and international travels should be undertaken only when it is absolutely essential and directly related to work. Foreign travels in connection with study tours, workshops, conferences, seminars, presentation of papers etc. at AAI cost, are stopped forthwith.
- ii. The executives who are entitled to travel by air may avail the cheapest air fare. The Executive Directors will be entitled to travel by economy class on official duties.
- iii. Only small cars are to be engaged for executives on official tours.

Contd..2/-

- iv Hotel accommodation may be arranged one grade below the present entitlement of executives. In case of the lowest category of executives, the entitlement shall remain unchanged.
- v Out of Pocket Allowance of executives and incentives / package for performing extra duties admissible to ATC and Communication executives are to be reduced by 50%.
- vi REDs/APDs are directed to restrict & urgently review the expenditure incurred on Over Time Allowance for the period April and May, 2009. A station-wise monthly statement for the stated period, indicating number of hours and amounts disbursed in regard to OTA, may be compiled and sent to the undersigned by 15.07.2009.
- vii. Medical reimbursement(OPD and Hospitalisation) is restricted to the limit prescribed in the pre-revised pay scales of executives of serving as well as retired employees. In case of non-executives, the existing entitlement shall continue.
- viii. HRD allowance is also limited to pre-revised scales of executives. In case of non-executives, the existing entitlement shall continue
- ix No vacancy arising under direct recruitment quota is to be filled by REDs and APDs without permission from CHQ except posts meant for Special Recruitment Drive & operational posts for which instructions have already been issued.
- x. Sponsoring of executives and non-executives for training within India is restricted to such programmes where participation fee is Rs.5000/- and below.

2. The above instructions, which are to be strictly complied with, shall take effect from 01.07.2009 and remain in force till further orders.



( K.K. JHA )  
MEMBER(P&A)

**Copy to:-**

- i. Sr. EA to Chairman
- ii. EAs to Member(Ops.)/Member(Fin.)/Member(P&A)/Member(Plg.)/CVO
- iii. ED(Fin.) / ED(P&A)
- iv. General Manager(IT) – for uploading on website
- v. All HoDs at RG Bhawan, SAP, Operational Offices, AAI Office Complex
- vi. General Secretary, ATCGuild (I)/ACOA(I)/AAOA(I)/IAAIOA/ AAIEGuild
- vii. General Secretary, AAEU