

**OFFICE ORDER**

**Presenting Gift/Memento to AAI officials at official functions / meetings / seminar etc.,**

It is observed that in official Functions/Meetings/Seminars, wherein senior officers of AAI have also been invited are being welcomed with gift/memento. It is felt that the practice of presenting gift/memento to the departmental officials is not required. In case protocol demands, the invited officials may be welcomed with flower bouquet not exceeding Rs.300/- as a sign of respect.

This issues with the approval of Competent Authority

- S/d -  
( T. PREMNATH )  
Executive Director (Admn)

**DISTRIBUTION : -**

1. Regional Executive Directors, NR / WR / ER / SR / NER
2. Airport Director, Kolkata and Chennai International Airports
3. The Principal, CATC, Allahabad/E.D.(Trg) NIAMAR, New Delhi
4. Executive Director, FIU, Safdarjung Airport, New Delhi

Copy to :- Sr.E.A. to Chairman for information of Chairman  
- PS to Member (Ops) / (Fin) / (P&A) / (Plg)  
- PS to CVO  
- All HODs at CHQ / Operational Offices