

**AIRPORTS AUTHORITY OF INDIA  
(DIRECTORATE OF ADMINISTRATION)**

Rajiv Gandhi Bhavan,  
NEW DELHI.

No. AAD/ADMN/COORD.CELL/02/2010

11/3/2010

**CORPORATE ADMINISTRATION CIRCULAR NO. 02/2010**

You may be aware that hotel booking of the visiting officers/officials on tour to CHQ is done by Administration Directorate. The details of the officer(s) assigned the duties are as under:-

Shri Ved Prakash  
Sr. Manager(Admn)  
Phone No. 011-24632950 Extn.2416.

Shri Chander Prakash,  
Asstt Manager  
Administration Dte.  
Phone No. 011-24632950 Extn.2452  
Mob. No.9971011707

Fax No. 011 - 24615465

You are requested to forward a copy of the approved tour programme from the Competent Authority well in advance to ED(Admn), CHQ, Rajiv Gandhi Bhavan, New Delhi for making necessary arrangements. The above instructions may be brought to the notice of the Station under your control.

**(RS MAKER)  
GENERAL MANAGER(ADMN).**

Distribution:-

1. Regional Executive Director, NR/WR/ER/SR/NER
2. Principal, CATC Allahabad.
3. Airport Director, Chennai, Kolkata.

Internal:-

4. All HoDs at Rajiv Gandhi Bhavan/Ops Offices/AAI office complex.
5. OSD to Chairman/PS to Member(Ops)/Fin/P&A/Plng/CVO
6. SM(Admn)-Coordination for uploading on AAI website.