



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. A-60011/18/2011/PP

3rd August 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,
CATC,
Allahabad.

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

Corporate HRM Circular – 36/2011

Sub: Grant of HBA, Conveyance and Computer advance

Reference is made to HR Corporate circular No. 3/2011 & 4/2011 regarding enhancement of House Building Advance and Conveyance Advance in respect of non-executives and executives of AAI.

2. In this regard, clarifications have been sought by the Regions/Units on various points and the same are issued as under:

Sl.No.	Points	Clarification
1	Whether the condition of Penal interest @ 2.5% above the normal rate of interest on house insurance is to be mentioned in the sanction order of HBA as the same was not in existence in metro division?	On revision/enhancement of HBA, the provisional lumpsom recovery on account of insurance on death coverage towards HBA has been revised to 1%, 2% & 3% for different slabs of advance. In addition, in non-metro division, there is a clause pertaining to the recovery of Penal interest @ 2.5% above the normal rate of interest for non-insurance of the house by the employee. In order to bring uniformity, it has now been decided that the house insurance will be mandatory/compulsory for the employees who are availing HBA from AAI and necessary documents will have to be submitted to the office. However the clause pertaining to the recovery of penal interest @ 2.5% above the normal rate of interest is withdrawn in view of the compulsory insurance.
2	Whether the penal interest @ 18% above the normal rate of interest is to be recovered from the employees who have	In order to bring uniformity, it has been decided that the existing provision of recovery of penal interest @ 18% above

	misused the HBA availed from AAI as the same is in existence in metro division?	from the employees who are misutilising the HBA will be made applicable in non-metro division also. The same rate of penal interest ie. 18% will also be applicable in the case of all other advances.
3.	Whether second HBA may be sanctioned to Sr.Supt.(SG) (non-executives) who have been granted E-2 scale?	The employees (non-executives) who have been granted E-2 scale are eligible to get the HBA at par with other Executives subject to the repaying capacity of the employee.
4.	Whether recovery can be started immediately after grant of HBA on the request of the employee?	The recovery of HBA can be started immediately from the succeeding month of grant of HBA on the request of employee.
5.	Whether employees are eligible to get the car advance more than two times in service?	Employees are entitled to get the car advance more than two times during the service subject to the repaying capacity of the individual. However, at the time of sanctioning the fresh car advance it should be ensured that there are no outstanding dues against the car advance taken by the employee. All other conditions remain unaltered.
6.	Whether employees are eligible to get the computer advance of Rs. 45,000/- against the purchase of laptop without insurance?	It has been decided that the condition for obtaining the insurance for purchase of computers/laptop shall be withdrawn. It has also been decided that the computer advance of ₹45000/- may be availed for the purchase of computer tablet also.

2. This issues with the approval of Competent Authority.


 (RAJENDRA)
 GENERAL MANAGER(HR)

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