



सुरक्षा सहित सेवा

मानव संसाधन संवादपत्र - उ. पु. क्षे. मु HR NEWS LETTER -NER

January 2009



विषय सूची

- संपादकीय
- संदेश
- चारो ओर मानव संसाधन विकास
- पुरस्कार और उपलब्धियां
- भारतीय विमानपत्तन प्राधिकरण के मानव संसाधन से संबंधित अहतन सुचनाएँ
- पूर्वोत्तर क्षेत्र का कर्मचारियों से संबंधित समाचार

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**भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA**

क्षेत्रीय मुख्यालय, उ. पू. क्षेत्र, गुवाहाटी
Regional Head Quarters, N.E. Region, Guwahati



It is a privilege to be the Editor of "HR News Letter-NER" published on quarterly basis commencing from 1st January, 2009.

I thank the initiative taken by Shri N.P. Selvan, DGM (PA), for conceiving the idea of "HR News Letter-NER" and also thank the unstained support and co-operation of Shri S. C. Sharma, Regional Executive Director, NER for launching this magazine, without his support the publication of this magazine would not have been possible.

The "HR News Letter-NER" aims to mirror the HR News of NER to the officials posted at NER. The "HR News Letter-NER" is also available in AAI website for wider reach and benefit. The long term perspective of this magazine is to enable the officials to create an open and work based culture and delivering of standard and quality service.

At North-Eastern Region, there are 14 Airports and civil Enclaves which are situated at various corners of NER. Some of the areas are treated as disturbed areas as on date. Some Airports/ Projects are located in a place, which is not easily accessible by road/ rail. The communication system in some of the areas remain affected frequently for various reasons including the reason of natural calamities, sometimes.

I wish all the best to the employees of AAI, NER and expect co-operation and support for the improvement of "HR News Letter-NER".

(Anil Kumar Kalita)
Sr. Supdt. (Pers) SG
Editor

कर्मणो ह्यपि बोद्धव्यं च विकर्मणः ।
अकर्मणश्च बोद्धव्यं गहना कर्मणो गतिः ॥ (श्रीमद्भगवद् गीता)

* * *

कर्मका (स्वरूप) भी जानना चाहिये और
अकर्मका (स्वरूप) भी जानना चाहिये तथा
विकर्मका (स्वरूप) भी जानना चाहिये क्योंकि
कर्मकी गति गहन है । (श्रीमद्भगवद् गीता)

* * *

One must understand the nature of prescribed action, the nature of forbidden action, and also the nature of inaction. The path of action is mystifying. (Bhagwadgita)



I am glad that the Regional Head Quarters Personnel Directorate has brought out an In-house magazine of NER from January 2009 on quarterly basis. It is a novel idea to communicate with the officials posted at NER about the on going changes in the Region which will be of interest to all concerned.

The In-house magazine will serve as a link in conveying the information pertaining to officials between Airports in the Region including transfers, appointments and exists etc. The In-house magazine is also an useful tool to communicate the welfare benefits and amendments in the service conditions of the employees on a wider scale in the Region.

The magazine is also made available in AAI, NER website in order to reach the maximum number of employees of AAI, NER as well as outside NER.

I wish all the best to the P & A team and the HR Magazine, NER.

S. C. SHARMA

Regional Executive Director
North Eastern Region



It gives me great pleasure to be associated with "HR News Letter-NER" and the team of P&A, NER, whose enthusiasm, interest & effort has brought out this In-house magazine. I convey my regards to Shri S. C. Sharma, RED, NER for his unstinted support, guidance & cooperation in the release of "HR News Letter-NER". I also appreciate the enthusiasm and effort of the editor of the magazine Shri A. K. Kalita, Sr. Supdt (Pers) SG and other team members of P & A, NER in releasing this magazine in a most economical way.

The "HR News Letter-NER" is being published on quarterly basis from January 2009. This magazine is also available in AAI, NER website for the wider coverage of employees at NER and outside NER.

The "HR News Letter-NER" intends to communicate with the employees about the HR Developments & activities related to P&A discipline so as to enable P & A Department to improve upon its working and understood the requirement & needs of the officials posted at NER and contribute constructively to the development of AAI.

I am sure that the steps taken towards "HR News Letter-NER" will facilitate openness and work culture amongst employees of NER in achieving the objective & goals of AAI. I wish heartiest congratulations and all the best for success of "HR News Letter-NER" to the core team of the magazine, senior officers and colleagues of NER for the support & cooperation in releasing this In-house magazine.

N. P. SELVAN

Dy. General Manager (P&A)
North Eastern Region

UPDATES ON HR RELATED MATTERS OF AIRPORTS AUTHORITY OF INDIA

AAI NEWS

Sri V. P. Agrawal has been appointed as new chairman of AAI and has assumed the charge 1st January,09

ALLOWANCES & BENEFITS TO OFFICIALS POSTED IN NORTH ESTERN REGION

Special Duty Allowances : Executives and non-executives of AAI having All India transfer liability and posted at North Eastern Region are eligible for Special (Duty) Allowance @ 12.5% of their Basic Pay. This Allowance is not admissible during leave/ training beyond fifteen days at a time and beyond 30 days in a year, and during suspension/ joining time.

DOUBLE HRA

The executives and non-executives having All-India transfer liability and posted at NER are eligible for benefit of double HRA, subject to the condition that they are keeping their families in rented house or in their own house at the last station of posting/ any other place/ location from his/her old station. Such employees will be entitled to draw HRA admissible to them at the previous station of posting/ any other place/ location from his/ her old station as also the new place of posting subject to the following conditions :

- Hired private accommodation or owned house at the last station of posting is put to bonafide use of the members of his/ her family.
- In case an employee before his transfer is in occupation of departmental accommodation, he is to apply for allotment of accommodation to one category below his entitlement. He is not entitled for HRA in lieu thereof.
- The HRA at old station will not be admissible to those employees who bring their family to the new place of posting and claim transfer TA, but later on send their families to the last place of posting or some other place.
- The entitlement of HRA will be restricted to previous place of posting or new place, whichever is less.
- These rules are also applicable mutatis mutandis in case of leased accommodation also.

(Reference : CHQ amendment order No. A.60011/60/2008-PP/Dated 18th November, 2008)

CHQ vide circular No. A.60011/25/2008-PP dated 14.05.2008 have also amended for inclusion of Dearness Pay for the purpose of calculation of entitlement of double HRA.

AAI LEASE/ SELF LEASE FACILITY

The officials who are residing in AAI accommodation/availing lease/self lease facility from AAI in lieu of HRA are not entitled to avail HRA separately in respect of their spouse residing in the same station and is employed with Central Govt. Organization including Municipality, Nationalized Bank, LIC, etc.. An undertaking to this effect is required to be furnished at the time of availing quarters/ lease/self lease facility to the effect that their spouse is working and is not availing HRA from such Govt. Organizations. Non-compliance will attract recovery of the amount drawn with interest at 12% per annum w.e.f. 01.04.2002 apart from issue of Caution Memo to such employees for the lapses on their part.

(CHQ vide order No. PERS/IR/1102/31/2001/NKN/2171 dated 7th October, 2008)

UPDATES ON HR RELATED MATTERS OF AIRPORTS AUTHORITY OF INDIA

LEAVE TRAVEL CONCESSION

AAI employees posted at NER who leaves his family behind at his previous place of posting and does not avail the transfer TA/DA for the family will have the option to avail the following benefits. The existing LTC to Home Town once in a block of two calendar years :

The concession for himself once a year from the station of posting to his Home Town or place where the family is residing, and in addition concession for the family (restricted to the spouse and two dependent children only) also to travel once a year from the place of residence to the employee's station of posting.

EMERGENCY PASSAGE

AAI employees and families posted in NER will be entitled to LTC of two additional occasions during their entire service. As "Emergency Passage Concession" and intended to enable them and families (spouse and two dependent children) to travel to their Home Town or to the last place of duty from the station of posting or vice versa in an emergency. These additional passages will be admissible by the entitled mode and class of travel as for normal LTC.

RETENTION OF QUARTERS

The facility of retaining of AAI accommodation by AAI employees posted at NER is available at their previous place of posting in case their family is retained at AAI accommodation at the previous place of posting. The licence fees will be charged at normal rate as per entitled type of quarters.

AMENDMENT TO PAYMENT OF GRATUITY ACT, 1972

As per the new amendment to the Payment of Gratuity Act, 1972, the definition of "employee" is as under:

'(e) "Employee" means any person (other than an apprentice) employed on wages, in any establishment, factory, mine, oilfield, plantation, port, railway company or shop, school, college, university, to do any skilled, semi-skilled or unskilled, manual, supervisory, technical, teaching or clerical work, whether the terms of such employment are expressed or implied, and whether or not such person is employed in managerial or administrative capacity, but does not include such person who holds a post under the Central Government or a State Government and is governed by any other Act or by any rules providing for payment of gratuity.'

IMPORTANT DATES

- Please remember to submit the Property Returns/ PARs/ Probation Report, in time.
- The due date for submission of nominations for "Innovative Employees- NER" for the quarter ending 31st Mar' 09 is 20th March 09.
- The "Compilation of Personnel Policies-I" has been uploaded in AAI, NER intranet- (Infosarthee aai. aero)

AWARDS AND ACHIEVEMENTS

INNOVATIVE EMPLOYEE OF NER – (OCT'08 TO DEC'08)



In order to recognise innovative work and encourage the active participation/ better performance of job by the officials of NER, vide No. AAI/NER/DGMP/CHAIRMAN AWARD dated 03-12-08 nominations were invited from employees for the award of innovative excellence. In response to the above Shri D. Dillip Kumar, DGM (Aviation Safety) was recognised as innovative employee of NER-October 2008 to December 2008. A brief of innovative statement, the benefit of innovation according to Shri D. Dillip Kumar is as under:

INNOVATIVE STATEMENT :

Shri D. Dillip Kumar, DGM (Aviation Safety), is a graduate in Civil Engineering, working in Aviation Safety Department at NER since 27-11-2007

RHQ, NER has invited applications from the employees of NER for the innovative work performed by them during the quarter in order to recognize such innovation work and encourage their active participation/better performance of job.

In this regard Shri D. Dillip Kumar, DGM (Aviation Safety) has been recognized as an innovative employee of NER, October 2007-08.

STATEMENT OF EMPLOYEE ABOUT THE INNOVATION :

Innovation is doing things in a new way. The goal of innovation is a positive change to make someone or something better. He has nurtured the attitude of work culture in his Department, which has resulted in improvement in quality, efficiency and productivity. Quality output is paramount importance to him. His team members also reportedly exhibits similar quality in their work.

Apart from the job of DGM (Aviation Safety), he is also engaged as Management representative of LGBI Airport for ISO Certification, co-ordinator of the monthly HOD meetings and performance monitoring of MOU. He considers it a privilege to be a person with many job responsibilities and takes all measures to encourage similar attitude amongst the officials working in his Department.

He believes in being punctual and uses computer extensively at home and office and expects AAI will work one day paper less. He believes in reduced dependency of office/staff supporting.

The Safety Department has published an action plan containing methods for expenditure management, self monitoring & submission of quarterly reports to RHQ/CHQ. The Department has targets verifying from 5-10% reduction in expenditure in quarter III & IV of year 2008-09.

According to Shri . D. Dilip Kumar, good planning is essential for effective management. He has plan for at least 3 months in advance including schedule and written tasks. Safety audit prepared well in advance and HOD meetings planned one month in advance. This enables him to dedicate time to handle contingency activities. He want to be thorough professional and do his best efforts in his work and to produce quality output within the time constraints.

BENEFIT OF THE INNOVATION AND HOW IT CAN BE SUSTAINED :

He believes that the work culture he adopts bring the following benefits –

1. Quality output in all areas of activities.
2. On-time performance and completion of tasks.
3. Cost-effective methods.
4. Acceptance of multiple responsibilities by officers and staff will benefit AAI.
5. Faster, reliable and significant changes are possible in communication and governance through IT tools.
6. Effective expenditure management will benefit the organization in a big way, especially during the global current financial crisis.

– D. Dilip Kumar, DGM (Aviation Safety)



EMPATHY AT WORK

What is Empathy : Empathy is simply recognizing emotions in others, and being able to understand other 'persons' perspective and reality. "Put yourself in another person's shoes".

To be empathic, one has to think beyond oneself and his/her own concerns. Once a person starts seeing beyond his/her own world, he/she will realize that there's so much to discover and appreciate!

People, who are accused of being egotistical and selfish, or lacking perspective, have often missed the big picture; that they are only one person in a world with a billion of other people, and he/she can't escape their influence on their life. It's far better to accept this, and to decide to build relationships and understanding rather than try to stand alone all of the time.

Using Empathy Effectively : To start using empathy more effectively one has to consider the following:

1. **Put aside his/her viewpoint, and try to see things from the other person's point of view :** When you do this, you will realize that other people most likely aren't being ..., unkind, stubborn, or unreasonable – they are probably just reacting to the situation with the knowledge they have.
2. **Validate other person's perspective :** Once you "see" why others believe what they believe, acknowledge it. Remember : acknowledgement does not always equal agreement. You can accept that people have different opinions from your own, and they may have good reasons to hold their opinions.
3. **Examine your attitude :** Are you more concerned with getting your way winning or being right ? Or, is your priority to find a solution, build relationships, and accept others ? Without an open mind and attitude, you probably won't have enough room for empathy, mind and attitude, you probably won't have enough room for empathy
4. **Listen :** Yes! ... Listen to the entire message that the other person is trying to communicate.
 - Listen with your ears – what is being said and what tone is being used ?
 - Listen with your eyes – what is the person doing with his or her body while speaking?
 - Listen with your instincts – do you sense that the person is not communicating something important?
 - Listen with your heart – what do you think the other person feels ?
5. **Ask what the other person would do :** When in doubt, ask the person to explain his or her position – this is probably the simplest and most direct way to understand the other person. However, it's probably the least used way to develop empathy.

Key points :

Developing an empathic approach is perhaps the most significant effort one can make toward improving his/her people skills. When a person understands other, they will probably want to understand you – and this is how one can start to build cooperation, collaboration and teamwork.

– N. P. Selvan, DGM (P & A) NER



अधिकारियों के अपक्षित गुण

सुलझा हुआ प्रशासक
विषय का उच्च स्तरीय ज्ञान और समुचित अनुभव
व्यवसाय के प्रति लगाव
कर्तव्यनिष्ठा और अनुशासन
सबल सरित्र
संकल्प
कार्य-वैशिष्ट्य की सुस्पष्ट अवधारण आत्मविश्वास
निर्धारित लक्ष्य
योजना

शक्तियों का प्रत्यायोजन
नेतृत्व क्षमता
सतर्कता
ऊर्जा और साहस
धैर्य
आत्मविश्वास
शक्तियों के व्यवहार में
संयम और विवेक
स्वभिमान

स्वच्छता छवि
परिश्रमी और व्यवहार - कुशल
साहित्यिक, संस्कृतिक एवं सामाजिक रुचि
कुशल अनुवादक
कुशाग्रबुद्धि और प्रत्युत्पत्ति
उत्कृष्ट व्यक्तित्व

संग्रहक : एम. पी. दास
कार्मिक एवं प्रशासनिक विभाग

MANAGING WORKFORCE

1. **Throw out old assumption** : You may think senior employees are hard to handle or that they are difficult to train. Cited as stereotypes. They are individuals like everyone else in the group. Treat them as such.
2. **Remember the range of ages** : One should not treat a seasoned employee of 45 the same as a 21 year old out of college. Don't think the 20 year gap is any less in your Senior workers. A worker at 21 and a worker at 45 & above have different goals & needs.
3. **Value their life experience** : Senior workers have been around. They have seen a lot. They have done a lot. Recognizes the value of this experience, and encourage the younger members of your team to learn from it. The lessons from the "School of hard knocks" are invaluable.
4. **Communicate sometime** : Assumption that the senior workers knows what you expect of them may be true, as they don't have the same background as you.
5. **Train them** : Senior workers are just as receptive as their younger peer. The subject of training may be different but the need is same.
6. **Security needs** : Senior employees probably need benefits more than the younger workers- Medical, vision & financial planning.
7. **Motivation** : Senior employees have different information than their younger counterparts. Opportunity for advancement is probably less important than the recognition of a job well done.
8. **Don't have to be boos** : Senior workers grew up in a hierarchical society. They know you are the boss. Get on with leading the department and don't waste time posturing. It won't impress them anyway. They have seen it all before.
9. **Be flexible** : Senior employees need flexibility. You need their talent & technical skill so do what you need to keep it available. Some may be motivated by working the same long, hard hours that they have always done.
10. **Use them as mentors** : Let them coach and encourage the younger employees. Most senior employees have wealth of knowledge and experience that they would have to pass on. Give them the opportunity to do so and the entire organization will benefit.

– N. P. Selvan, DGM (P & A) NER

"Innovation and Creativity are not the same thing. Creativity may spur innovation, but there's an element of action missing there"

(Conchie in Mika)

"Whether you think you can, or you can't, either way you are right."

(Henry Ford)

TOP-10 TO DO LIST FOR CHANGE

10. *Think out of the Box*
9. *Use Date- based decision making*
8. *Think in shades of grey... not just Black and White*
7. *Repeatedly say, "Problems are our friends".*
6. *Reallocate current Resources.*
5. *Choose your targets well*
4. *Be systemic*
3. *Capitalise on strength, remediate the weak, or simply clean house*
2. *Lead direct or get out of the way*
1. *Children first, always first*

(Jim Collins)

"The best way to manage change is to allow it to happen."

(Mintzberg)

HR DEVELOPMENTS AROUND US

CORPORATE LESSON FROM – IIM KOLKATA

- So, we will be going through change
- Here's three lessons from large corporations to help you survive change...

CORPORATE LESSON – I

A crow was sitting on a tree resting, doing nothing.

A small rabbit saw the crow, and asked him.

"Can I also sit like you and doing nothing?"

The crow answered : "Sure, why not."

So the rabbit sat on the ground below the crow and rested.

All of a sudden, a fox appeared, jumped on the rabbit and ate it.

Moral of the story is ...

To be sitting and doing nothing

you must be sitting very, very high up.

CORPORATE LESSON – II

A turkey was chatting with a bull.

"I would love to be able to get to the top of that tree." Sighed the turkey, "but I have not got the energy."

"Well, why don't you on some of my droppings?" replied the bull. They are packed with nutrients".

The turkey pecked at the droppings, and found it actually gave

him enough strength to reach the lowest branch of the tree that day,

he reached second branch, and after a fourth night, the turkey was proudly perched at the top of the tree.

He was promptly spotted by a farmer, who shot him out of the tree.

Moral of the story is

Bull shit might get you to the top,

but it won't keep you there.

CORPORATE LESSON – III

A little bird while flying in the winter froze and fell to the ground into a large field. While he was lying there, a cow came by and dropped some dung on him.

As the frozen bird lay there, he began to realise, how warm, he was. Soon, the bird began to sing for joy.

A passing cat heard the bird singing, came to investigate.

Following the sound, the cat discovered the bird and promptly dug him out and ate him.

Moral of the story are ...

- (1) Not everyone who shots on you is your enemy.
- (2) Not everyone who gets you out of there is your friend.
- (3) And when you're in deep trouble, it's best to keep your mouth shut !

उ. पु. क्षे. मु के कर्मचारीयो संबंधी समवाद

नव नियुक्त कर्मचारी

वरिष्ठ सहायक (राजाभाषा)

1. रुमी कलिता

कनिष्ठ सहायक (ऑफिस)

1. रुपम बरुवा

2. अनुप कुमार दास

3. बिश्वजित तालुकदार

4. रवि प्रसाद देवारी

5. शालिनी दैमारी

6. शिखा राणी दास

7. बोलेन बोडो

8. द्वीप ज्योति गगोई

9. ताखे तुबीन

10. अनुपम बोरगोहाई

11. माजुली कुली

12. दीपक कुमार भगत

13. उत्तम बरुवा

14. मनोज कुमार दास

15. एडम गेंगमी

16. विषणु रामचीअरी

17. रंजन देवराह

18. नयाबिन नोची

19. समसोन लाइशराम

20. सुशील लाल चौधरी

21. कुलनधर सोरगयारी

22. अथोकपम इमो

23. चन्दम बिधान चन्द्रा

24. लुनटीन लीन लुफिंग

कनिष्ठ परिचर (ई-ई)

1. कीरोन मारदी

2. कामीइ अजंग रोंगमई

3. थ. विनसन मोरिंग

4. राजेश राम

5. लोंगमई गाइमीलुंग

6. सरत देवरी

7. अमीओ कुमार देवरी

8. मिलन सोनवाल

9. उतपल सोनवाल

10. अरुप पाइंग

11. सेंनतीचुबा

12. शानबोर मननर

13. जोन पी नोनग्रुम

14. उमेश कलिता

15. दुर्गेश्वर दास

16. राजेन कलिता

17. गोतम बरुवा

18. रमेन चौधरी

19. हेमंत कुमार दत्ता

20. नारायण ज्योती सोनवाल

22. बीकास बोडो

23. अमरीत बोडो

24. संजय राभा

25. नगननोम याइथोइबा मीती

26. जिबेन ज्योती बरमन

27. प्रकाश ज्योती बरमन

28. शीबा देमारी

कनिष्ठ परिचर (ऑफिस)

1. मीकी कुरबाह

2. मोहम्मद अजीमुद्दीन खान

3. आर. शोंगम शेंगथु

4. रमेश खातनायर

5. बी. बसुमतारी

6. बीशप नारजारी

7. आई देवी दैमारी

8. दुलुमनी दास

HAPPY NEW YEAR

Being happy is always in your hands. A happy employee is more productive and gives more than an unhappy employee.

So let's look at some ways to up the happiness factor.

1. Plan your week on Sunday night : Look at your work calendar and plan your week on Sunday night or Monday morning. This would include important meetings, deliverables, a brief summary of things that are pending from last week and any tasks to be achieved during the week. Though this might look like a time management tip, at the end of the week, on Friday night when you re-visit what you have achieved over the last five days, the satisfaction is immense.

2. Undertake activities that you are passionate about even though it might not be in your job profile : State an initiative that you would love to do irrespective of whether it is required for you to do or not.

- Send a daily newsletter to your team on the topics that most of them will be interested.
- Do a presentation on the topic that you are passionate about.
- Organize a small sports event for your team.
- Call everyone in your team for a team coffee, breakfast or lunch break
- Appreciate colleagues in your team or in a cross-functional team who did a great job.
- Write a poem on your team's achievements
- Arrange a polluck lunch

3. Do not indulge in the blame game : If something goes wrong do not blame others blindly. If you commit a mistake, do not hesitate to accept it. As Gauthama Buddha said, there are three things we can't hide for long : the sun, earth and the truth. Accepting your mistake gracefully will only make you look like a true professional and also give you the satisfaction of not cheating.

4. Communicate more often in person : Utilise all the opportunities where you can speak to an individual in person rather than e-mail or phone. But be aware of the other person's time and availability. Listening to a positive answer from a person will give you more happiness than if it is done over the phone or via e-mail.

5. Know what is happening at you workplace : Will this make a person happy? Truly, yes! Imagine a cricket team that doesn't know how many runs to score to win a match? More than losing the game the player will never be interested or motivated to play well. Attend all meetings that are addressed by the CEO to your immediate manager to know what is going to happen around you. It could be the company's growth plan or your departments next big project. Jack Welch mentions in his book *Winning* "every employee, not just the senior people, should know how a company is doing."

You will also get an extra edge if you are in a position to answer queries raised by your peers or juniors. This is not just for the good reasons, but bad reasons as well. You do not want to be the last employee to know if your company is laying off employees (in the worst case, if you are the one who is on that list).

6. Participate in organisation-level activities : This could be as simple as spending one weekend for a corporate social responsibility activity or attending a recruitment drive to help your HR team or arranging a technical/ sports event at the organisational level. Most of these events will be successful as people do come on their own to contribute.

7. Have a hobby that keeps you busy and happy : Many people say their hobby is watching TV or listening to music or reading the newspaper. These aren't hobbies, they are just ways of passing the time. Some hobbies are evergreen and will keep you evergreen as well : dancing, painting, writing short stories, poems, blogs and sharing your experiences.

8. Take up a sport : While choosing a sport make sure that there is physical activity. There is the danger of becoming addicted to sports where there is less physical activity (like computer games, chess, cards etc.). Physical activity keeps a person healthy and happy. If you pick up one sport well, you can represent your organisation in corporate sports event too.

9. Keep yourself away from office politics :

Politics, as a practice, whatever its profession, has always been the systematic organization of hatreds.— **Henry Brooks Adams.**

Politics is everywhere and the office is no exception. Playing politics might be beneficial but only for the short term. So the best thing to do is play fair.

10. Wish and smile : More often than not, there are fair chances that the other person will smile back. This could be your security guard at the gate, your receptionist, your office boy, your CEO or your manager -never forget to wish them and smile.

11. Volunteer for some activity :

"The value of a man resides in what he gives and not what he is capable of receiving."—**Albert Einstein**

Do at least one activity without expecting anything in return. There is no set frequency for this. This could be once in a day or once in a week or thrice in a week. It could be as simple as making tea at the office for your colleague, helping a colleague who is working in another department by using your skills, dropping your colleague at his door step in your car, going to your manager or colleague to ask if there is any help you can extend, contributing to technical or knowledge management communities in your organisation etc.

— **S. C. Sharma, RED, NER**



निकासित होने वाले कर्मचारीयो की सुची

सेवानिवृत्त

१. श्री गोपेश चन्द्र सबदाकर, वरिष्ठ सहायक (ऑफिस), भारतीय विमानपत्तन प्राधिकरण अगरतला हवाईअड्डा से अपने 19 वर्ष के सेवा कार्यकाल से 31-12-2008 को भारतीय विमानपत्तन प्राधिकरण से सेवानिवृत्त होने जा रहे हैं।

२. श्री नरेन्द्र नाथ शर्मा, वरिष्ठ अधीक्षक (ड्राइवर, अगनिशमण), भारतीय विमानपत्तन प्राधिकरण लीलाबारी हवाईअड्डा से अपने 19 वर्ष के सेवा कार्यकाल से 31-12-2008 को भारतीय विमानपत्तन प्राधिकरण से सेवानिवृत्त होने जा रहे हैं।

३. श्री हरा कान्ता कलिता, वरिष्ठ अधीक्षक (आपरेटर) भारतीय विमानपत्तन प्राधिकरण, लोकप्रिय गोपीनाथ बोरदोलय हवाईअड्डा से अपने 18 वर्ष 6 माह के सेवा कार्यकाल से 31-12-2008 को भारतीय विमानपत्तन प्राधिकरण से सेवानिवृत्त होने जा रहे हैं।



नामिक अस्पताल की सुची

- अगरतला** (1) लाईफ लाइन नर्सिंग होम और रिसर्च सेंटर (0381-2323829), (2) अगरतला अस्पताल और रिसर्च सेंटर प्राइवेट (0381-2309665/66), (3) द कैयर और क्यूर पॉलिक्लिनिक और मेडिकल रिसर्च सेंटर (0381-223381), (4) भोमिक नर्सिंग होम (मेटरनीटी अस्पताल) अगरतला (0381-322862)
- बागदोगरा** (1) मीटरा क्लिनिक और नर्सिंग होम, हकिम रॉड, (2) पारा माऊंट अस्पताल प्राइवेट लिमिटेड (3) रामाकृष्णन नर्सिंग होम, बिधान रॉड, सिलिगुड़ी, (4) नोर्थ बंगाल क्लिनिक, प्राइवेट लिमिटेड, प्रधान रॉड (0353-2640402/2642838), (5) आनंद लोक अस्पताल और न्युरोसाईंस सेंटर (0353-2540980/2544352)
- डिब्रुगढ़** (1) अदित्य दाइग्नोस्तिक और अस्पताल, ए.म. सी रॉड (0373-2302219), (2) अर्चना झोमा अस्पताल और रिसर्च सेंटर (0373-2302099/100), (3) मेडी कैयर दाइग्नोस्तिक और अस्पताल (0373-2302051), (4) स्त्रीटी अस्पताल और रिसर्च सेंटर प्राइवेट लिमिटेड (0373-2300024/2301300)
- दिमापुर** (1) मेडी कैयर हेल्थ होम, कलीबारी रोड, (2) कैयर वेल नर्सिंग होम, मिदलेण्ड, (3) ड. बेल्थो नर्सिंग होम, चर्च रोड (231081/227930), (4) मेत्रो अस्पताल, सिरकुलार रोड, (5) जे. के. मेटरनीटी अस्पताल, पि. डब्ल्यू. डी रोड, (6) जाइयन अस्पताल रिसर्च सेंटर, पुराना बाजार (231864/230889)
- गुवाहाटी** (1) जी. एन. आर. सी. लिमिटेड, (2) डाउन-टाउन अस्पताल लिमिटेड, डीसुर (0361-2332741/2331003), (3) ईतरनेसोनाल अस्पताल, जी. एस. रोड (0361-2347700/01/02), (4) ग्रीनलेण्ड नर्सिंग होम, वी. आई. पी. (0361-2840001), (5) कुमार नर्सिंग होम, कुमारपारा (0361-2481358/2586122), (6) बोरठाकुर क्लिनिक प्राइवेट लिमिटेड अस्पताल (0361-2546233/2543411), (7) स्वागत एन्ड्रोलापारोस्कोपीक, सरजीकाल रिसार्च इंस्टिटयुट, शांतिपुर (0361-2637899/2131736), (8) आर्य अस्पताल, क्रिस्तियन बास्ती (0361-2608263/2606665), (9) एजाइल अस्पताल, बेलतोला (0361-2620611/2300152), (10) सानजीवानी अस्पताल, ए.टी. रोड (0361-2674892/93), (11) सि. संकारदेवा नेश्रालय, बेलतोला (0361-2228922/2233444), (12) इंस्टिटयुट ऑफ हियुमेन रिप्रोदक्सोन, भरालुमुख (0361-2518619/2544560), (13) प्रातीक्षा अस्पताल, बारबारी (0361-2334938)
- इम्फाल** (1) इम्फाल अस्पताल और रिसर्च इंस्टिटयुट, इम्फाल (0385-410333/1353), (2) लांगोल वियु चेरीटेबल क्लिनिक और मेटरनीटी होम (0385-310679/312288), (3) केथोलीक मेडिकल सेंटर, कोइरेंगेय (0385-2427372/65), (4) शीजा अस्पताल और रिसर्च इंस्टिटयुट (0385-2310214/522)
- जोरहाट** (1) डा जोरहाट क्रिस्तियन मेडिकल सेंटर, जोरहाट, (2) ए.जी. नर्सिंग होम, ताराजान, (3) विवेक पोलिक्लिनिक, टाउन स्टेसन रोड, (4) संजीवानी अस्पताल, ए. टी. रोड (2326817), (5) मेडीकियुर सेंटर (मालपानी अस्पताल)
- लेंगपुई** (1) आईजाइल अस्पताल और रिसर्च सेंटर, (2) ग्रीन वूड अस्पताल, बोम्काओन (0389-2341395/97), (3) प्रेस्बिटेरीयन अस्पताल, दार्तलांग
- लीलाबारी** (1) मीड टाउन अस्पताल और रिसर्च इंस्टिटयुट, (2) सौमारपीथ अस्पताल
- सिलचार** (1) मेडीलेंड अस्पताल और रिसर्च सेंटर, (2) ग्रीन वियु नर्सिंग होम, नेताजी सुभाष अवेन्यु, (3) कै सी क्लिनिक और नर्सिंग होम, तुलापात्ति
- तेजपुर** (1) इ. एम. एम. अस्पताल और रिसर्च सेंटर (03712-230379/221066), (2) बापटीस्ट क्रिस्टीयन अस्पताल, सोनिटपुर (03712-255152/237962)



निधन सूचना

स्वर्गीय बाबुवा रोउथ, वरिष्ठ परिचर (एच. के), भारतीय विमानपत्तन प्राधिकरण, शिल्चर हवाईअड्डा, दिनांक 02-10-2008 को कार्यग्रहण किया और बड़े दुःख के साथ उनका अल्प आयु में दिनांक 22-09-2008 को अस्वस्थ तबियत के वजह से उनका देहांत हुआ। वह अपने पीछे पत्नी श्रीमति उत्तरा रोउथ और पुत्री गौरी रोउथ और ऊमा रोउथ को छोड़ गए। हमारी हृदय से प्रभु को यह प्रार्थना है कि उनकी आत्मा को परम शांति मिले।



AAI RHQ GUWAHATI

