

No. A.6011/70/04/PP/

January 17, 2008

The Regional Executive Director  
Airports Authority of India  
Northern/Western/Eastern/Southern/North East Region  
New Delhi/Mumbai/Kolkata/Chennai/Guwahati

Airport Director  
Airports Authority of India  
NSCBI/Chennai

The Project In-charge  
Airports Authority of India,  
Delhi/Mumbai/Kolkata/Chennai  
Amritsar/Surat Project

Principal, CATC, Allahabad

ED(RCDU)/FIU, New Delhi

**SUB: Implementation of AAI Employees Benevolent Scheme**

Sir,

Further to this office letter of even number dated 22.05.2007 and as mentioned at para 2 (c) of the above referred letter, the employees who were / are not the members of IAAI Employees Benevolent Fund Scheme and are on the rolls of the Authority as on 21.07.2006 will contribute from their date of joining in erstwhile NAA/AAI at par with members of erstwhile IAAI Employees Benevolent Fund Scheme in the following manner:

- i) Admission fee Rs. 25/-
- ii) Contribution @ Rs. 5/- per month from 02.10.1989 (i.e. the date of formation of NAA). to 17.05.1994 = 56 months Rs. 280/-
- iii) Contribution @ Rs. 10/- per month from 18.05.1994 to 20.07.2006 = 146 months Rs. 1460/-.
- iv) The employees joined in NAA/AAI after 02.10.1989 will contribute from their date of joining till 20.07.2006 as per the rates mentioned above alongwith admission fee.

2. As mentioned in letter dated 22.05.2007, all employees are also required to contribute @Rs.26/- per month w.e.f. 21.07.2006 till their separation (superannuation, compulsory/voluntary retirement & death). The eligible employee / "family" will be entitled monthly benefit @Rs.1560/- per month for a period of 5 years.

Contd.../-

2 of 4

3. The amount may be disbursed to the beneficiary through bank transfer in the joint account of retired employee & spouse.

4. The respective Regions / APDs (Chennai/Kolkata) will maintain separate receipt & payment account and may be forwarded to the CHQ for necessary action, on demand, at later date.

5. A proforma for joining the scheme, furnishing details of the beneficiary under the scheme is attached at **Annexure-I**, the same may be kept in the Personal File / Service Book of the employee. The request to grant benefit on entitlement will be submitted by employee / "family" to the respective Head of Region/Airport / Unit as per proforma enclosed as **Annexure-II**.

6. On recovery of the contribution as mentioned above, the entitled beneficiary (superannuated/ compulsory/ voluntary retired employees and family of the deceased employees on or after 21.07.2006) may be issued provisional sanction order by the respective REDs/APDs (Chennai, Kolkata) / CHQ for disbursement of benefit.

7. In the event of transfer of the employee from one station to other, necessary details regarding deduction of monthly contribution on account of AAI EBF may be incorporated in his LPC to have continuity.

8. This issues with approval of the Competent Authority.

[M. DEY]  
EXECUTIVE DIRECTOR (P&A)

Encl: As above (2 pages - Annex.-I & Annex. - II)

**Copy to :**

- i) Sr. EA to Chairman
- ii) EA to Member (Ops.)/(P&A)/(Finance)/(Planning)
- iii) ED's (Fin.)/All HoDs at CHQ/AAI Office Complex, Safdarjung Airport
- iv) ED (IT) for circulation on website of AAI, with a provision to download Annexure.
- v) DGM (P&A), AAI, CSI Airport, Mumbai/IGI Airport / Cargo, New Delhi
- vi) All Airport Directors / Heads of Personnel at Airport/Region/CHQ

**Copy to :**

- i) General Secretary, AAEU
- ii) General Secretary, IAAIOA/AAOA(I)/ATC(G)/ACO(I)/AAI Engrs. Guild / AAI SC/ST welfare Association

3 of 4

**ANNEXURE-I**

**AAI EMPLOYEES BENEVOLENT FUND SCHEME**

**JOINING OF SCHEME AND NOMINATION OF BENEFICIARY**

**(for those employees who are not the Members of IAAI EBFS)**

The Executive Director (P&A)  
AAI, CHQ,  
Rajiv Gandhi Bhawan  
Safdarjung Airport  
New Delhi.

The Regional Executive Director  
Airports Authority of India  
NR/WR/ER/SR/NER  
Delhi/Mumbai/Kolkata/Chennai/Guwahati

The Airport Director  
Airports Authority of India  
Kolkata / Chennai Airport

Dear Sir,

I, \_\_\_\_\_ working as \_\_\_\_\_ at \_\_\_\_\_ Region / Airport / Unit, hereby, furnish my option to join AAI Employees Benevolent Fund Scheme and to become Member of the Scheme w.e.f. \_\_\_\_\_ (Date of joining NAA/AAI).

2. I, being a member of the AAI Employees Benevolent Fund Scheme hereby nominate / appoint Sh./Smt./Ms. \_\_\_\_\_ my (relationship) \_\_\_\_\_ aged \_\_\_\_\_ and \_\_\_\_\_ whose \_\_\_\_\_ address \_\_\_\_\_ is \_\_\_\_\_ as the person to be the

beneficiary, in the scheme, to whom the monthly benefit under the scheme shall be paid in the event of my death.

3. I, hereby, certify that the person mentioned at para 2 above, is a member of my family within the meaning of the "Family" under AAI Employees Benevolent Fund Scheme.

**"Family" means:**

- i. Spouse
- ii. Children, (including married)
- iii. Dependant parents
- iv. Deceased Son's widow and Children

4. It is requested to admit me as Member of the Scheme from the date as mentioned vide para 1 above.

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Emp. No. \_\_\_\_\_

[Signature (HOD / Sectional Head / Head of Personnel)]

(Note: To be forwarded to the Region/ Airport/Unit concerned, where the Personal File/Service Book is maintained)

4 of 4

**ANNEXURE-II**

**AIRPORTS AUTHORITY OF INDIA**  
**EMPLOYEES BENEVOLENT FUND**

REQUEST FOR GRANT OF MONTHLY BENEFIT ON RETIREMENT/VOLUNTARY  
RETIREMENT / DEATH/RESIGNATION UNDER AAI EBF SCHEME

1. Name & Designation of Employee : \_\_\_\_\_
2. Employee No. : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Date of Joining IAAI/NAA/AAI : \_\_\_\_\_
5. Date of absorption (in case of deputationist) : \_\_\_\_\_
6. Date of Joining AAI EBF Scheme : \_\_\_\_\_
7. Date of Retirement/ Voluntary Retirement / Death / Resignation/ Compulsory Retirement due to disability : \_\_\_\_\_
8. Name of beneficiary / family in case of death : \_\_\_\_\_

9. Relationship of Nominee with the member : \_\_\_\_\_
10. In case of refund after completion of 5 years i.e. on Resignation - date of acceptance of Resignation (attach copy) : \_\_\_\_\_
11. Details of Bank, A/c No. and Branch Address : \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of employee / beneficiary)

**VERIFICATION BY P&A DIRECTORATE**

The details in respect of the above employee have been verified. It is certified that the above mentioned employee is a Member of the AAI EBF Scheme w.e.f. \_\_\_\_\_ and is eligible for grant of benefit under the Scheme. It is also certified that the employee has completed qualifying service for the purpose of the benefit.

Date:

(Signature):

Designation:

**VERIFICATION BY FINANCE DIRECTORATE OF THE AIRPORT/STATION/UNIT**

It is certified that the above employee who is a member of AAI EBF Scheme has paid the admission fee of Rs.25/-. It is also certified that the employee has paid monthly contribution and deduction has been made from his salary w.e.f. \_\_\_\_\_ as per the rate of contribution mentioned in the scheme.

Date:

(Signature):

Designation: