



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
MOST URGENT

HR/GGCA/RG/2011/ 394

22 November 2011

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

The Airport Director,
Airports Authority of India,
Chennai / NSCB / Tvm Airport
Chennai / Kolkata / Trivandrum

The Executive Director,
AAI, RCDU,
SAP, New Delhi

The Principal,
CATC,
Bamrauli, Allahabad

**SUB: PAYMENT OF REVISED GRATUITY DIFFERENCE AFTER
ENHANCEMENT OF CEILING TO RS. 10 LAC PAYABLE ON REVISED
PAY SCALE FOR THE PERIOD 01.04.2011 TO 30.11.2011**

Sir,

In continuation to this office letter of even number dated 30.03.2011 (copy enclosed), it is intimated that our organization is in the process of implementation of enhancement of gratuity ceiling to Rs. 10 Lac for superannuation/VRS/Resignation cases for executives and non-executives w.e.f 01.01.2007 onwards excluding Death cases.

2. In this regard, you are advised to forward consolidated statements of the said employees (including Redeployment staff and executives) separated from AAI other than death cases for the period **01.04.2011 to 30.11.2011** and also ensure that the Basic Pay/D.A/DP and EOL/UAA/LWP of these employees should be calculated accurately as this is the final settlement of gratuity from 01.01.2007 onwards. Any excess payment of gratuity paid by you at regional level without concurrence of CHQ and settlement from LIC should also be reflected by adding 'remarks' column alongwith proper reason/justification in the statement. These points may also be checked in your statements already sent to this office for the period from 01.01.2007 to 31.03.2011 for the settlement of gratuity other than deceased employees.

3. The above information be forwarded in the proforma already sent to you vide above referred letter before **30.11.2011** in the soft copy (MS Excel-2003 format) through email at gianbatra@aai.aero or rdureha@aai.aero. A hard copy of consolidated statement duly stamped and certified by the competent authority may also be forwarded.

4. It may also be ensured/certified that all the employees separated from AAI from 01.01.2007 onwards and having gratuity above Rs. 3.5 Lac are included in the statement for settlement of difference of revised gratuity.

This may please be treated as MOST URGENT.

Yours faithfully,


(Gian Batra) 22/11/2011

**Asstt. General Manager (HR)
For Executive Director (HR)**

Encl : As stated

Copy to : (1) General Manager (HR), CHQ, New Delhi – (for CHQ & Operational Offices)
(2) General Manager (HR), CHQ-ANS, New Delhi – (for ANS Wing)
(3) GM / Jt. GM (HR) – NR / ER / NER / WR / SR
(4) GM (IT) – for uploading the circular in AAI website
(5) Sh. Rajiv Duggal, SM (HR), IGIA-RDC, NR



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. HR/GGCA/RG/2011/ 130

30 March 2011

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

The Airport Director,
Airports Authority of India,
Chennai/NSCBI /Tvm Airports
Chennai/Kolkata/Trivandrum

The Executive Director,
AAI, RCDU,
SAP, New Delhi

The Principal,
CATC,
Bamrauli, Allahabad

SUB: DIFFERENCE OF REVISED GRATUITY AFTER ENHANCEMENT OF CEILING FROM RS. 3.5 TO 10 LAKH PAYABLE ON REVISED PAY SCALES W.E.F 01.01.2007 TO 31.03.2011

Sir,

AAI is in the process of seeking approval from the Adm/Law Ministry regarding enhancement of gratuity limit from Rs. 3.5 Lakh to 10 Lakh with effect from 01.01.2007.

2. In this regard, please refer CHQ's letter Nos. Pers/GGCA/Super/2009/1/1008 dated 18.06.2009 and Pers/GGCA/RG-Exe/2009/428 dated 22.03.2010 requesting therein to forward the details of revised gratuity. It is once again requested to forward the consolidated details of revised gratuity as per the attached proforma (**Annx 'A'**) based on the revised pay scales separately above and below Rs. 3.5 Lakh in respect of **Executives** and **Non-Executives** (including Redeployment staff & Executives) separated on or after 01.01.2007 for the period **01.01.2007 to 31.03.2011** who have already been paid gratuity on pre-revised scales. In case of Death cases of gratuity, a separate list is to be forwarded in the attached proforma(**Annx 'B'**).

3. It is also requested to ensure that the names of those executives (78 cases) whose difference of revised gratuity payment has already been settled vide our letter No. Pers/GGCA/Super/2010/1/570 dated 16.04.2010 should not be repeated in the present information.

4. The above information be forwarded in the enclosed proforma to the undersigned on or before 21.04.2011 in the soft copy through e-mail at **gvp0124@rediffmail.com** or **padmamehul@yahoo.com**. A hard copy of consolidated statement duly stamped and certified by the dealing officer of the respective Regions/Airports/Units be also forwarded.

Yours faithfully,

(Gian Batra)
Senior Manager (HR)
for Executive Director (HR)

Encl : As stated

Copy to : (1) PS to Executive Director (HR)

(2) General Manager (HR), CHQ, New Delhi – (for CHQ & Operational Offices)

(3) GM / Jt. GM (HR) – NR / ER / NER / WR / SR

Annexure 'A'

(Refers to Ltr No. HR/GCA/RG/2011 dtd 30.03.2011)

STATEMENT OF DIFFERENCE OF AMOUNT OF GRATUITY PAYABLE TO THE "EXECUTIVES & NON-EXECUTIVES" SEPARATED FROM AAI ON OR AFTER 01.01.2007 FOR THE PERIOD 01.01.2007 TO 31.03.2011 ON ACCOUNT OF DIFFERENT GROUNDS OTHER THAN DEATH

REGION : _____

AIRPORT : _____

Sl. No.	NAME & DESIGNATION OF EMPLOYEE (SMT/SHR)	DATE OF SEPARATION (DD-MM-YYYY)	REASONS OF SEPARATION VIZ. SUPERANNUATION / RESIGN. / VRS/ ETC. EXCEPT DEATH	SERVICE RENDERED TOWARDS ELIGIBILITY FOR GRATUITY (IN YRS.)	DETAILS OF COMPUTATION OF GRATUITY ALREADY PAID ON PREVIOUS REVISED PAY SCALE			DETAILS OF COMPUTATION OF GRATUITY PAYABLE ON REVISED PAY SCALE			DIFFERENCE OF GRATUITY PAYABLE (COL. NO. 7C - 6C) (IN ROUND FIG.)
					BASIC+DA+DP ON DATE OF SEPARATION (IN RS.)	CALCULATION OF GRATUITY (15/26X(BASIC+DA X ELIGIBLE SERVICE) (IN RS.)	GRATUITY ALREADY PAID (RESTRICTED TO RS. 3.5 LAKH) IN ROUND FIGURE	REVISED BASIC+DA ON DATE OF SEPARATION (IN RS.)	CALCULATION OF REVISED GRATUITY (15/26X REVISED BASIC +DA X ELIGIBLE SERVICE) (IN RS.)	REVISED GRATUITY PAYABLE (RESTRICTED TO RS. 10 LAKH) IN ROUND FIGURE	
1	2	3	4	5	6 (A)	6 (B)	6 (C)	7 (A)	7 (B)	7 (C)	8
										TOTAL AMOUNT =	

SIGNATURE WITH SEAL OF
RED / APD / APC