

Toning-up of Administration

1. It has been observed with grave concern by the management that as a result of complacency being set in lackadaisical attitude is on the increase, so much so there is variance in the norms / standards / procedures being observed/practiced and hence the need to arrest the situation so as to not only to bring about parity and uniformity across the board, but also ensuring transparency.
2. **Grant of leave clubbed with foreign tours** – It has been observed that officials proceeding on tour abroad are availing leave on completion of the tour and the leave granted is not in accordance with the rules laid down. In some cases leave much in excess to the entitlement is being granted which is in contravention to the rules which stipulate that only 50% of the tour period can be granted as leave on completion of the tour. The leave sanctioning authority undoubtedly is the HOD but in case of leave being granted along with tour abroad, the same has to be got approved by Chairman, AAI. Hence, the need for all concerned to kindly take note of the requirement and to ensure that action well in time is initiated so as to enable Corporate Office to process the leave prior to commencement of the tour.
3. **Compassionate Ground Employments**-As on date Compassionate Ground Appointments at the International Airports are being made by the respective Airport Directors whereas in the Regions, the practice is to recommend the cases to the Corporate Office and approval of Chairman /M (P&A) is solicited prior to issuance of appointment letter. To bring about uniformity and parity in the procedures, it has been decided that, with immediate effect, all appointments on compassionate ground shall be approved by Chairman /Member (P&A) and hence all Airport Directors are requested to take note and forward their recommendations to Corporate Office.
4. **Detailing of Tours within India** – There is no denying the fact that as per the Delegation of Powers REDs/APDs are empowered to approve tours of personnel posted under them any where in India. Notwithstanding the same, it has been observed that a proper control on employees is not being ensured and thus entailing avoidable expenditure to the Authority. To exercise effective control on employees especially the personnel visiting Corporate Office and for training at NIAMAR, it has been decided that prior to detailing employees for visiting Delhi, permission of the concerned HOD at CHQ where the visit is proposed for is to be obtained and Directorate of Personnel is to be kept informed of the visit. This you would appreciate will go a long way in not only assisting the Personal Dte. to extend due courtesies to the visiting official in terms of transport and accommodation, but also other admn requirements. To have a proper account of the tours being made it has been decided that all personnel visiting Corporate Office are to check-in their arrival and check- out prior to their departure in the registers to be maintained by the Administration Dte. providing the Admn services. This procedure is being laid down with the aim to attain efficacy in man-management and also in provisioning of services to the entire satisfaction of all concerned.
5. **Personal Trips Abroad** – There appears to be a variance in the procedure being followed with regard to personal trips abroad in both the divisions. Since, Vigilance/Disciplinary clearance is required to be obtained, it would be appropriate if approval of Chairman/Member (P&A) is solicited for all personal visits abroad as is being done in NAD. Accordingly, a proforma has been devised and the same is placed at annexure for all personnel to complete prior to proceeding abroad in personal trip.
6. **Trainig Programme /Workshop / Seminars**- As is known AAI has well established and internationally recognized training institutions, hence all efforts ought to be made not only to promote them but also to exploit them to the maximum for our Human Resources Development. Whilst recognizing the need to develop our Human Resources, there is a need to exercise due caution in sponsoring our Executives for training programmes /seminars/ workshops being conducted by various outside agencies. It is a known fact that many a HR Consultants/Firms are mushrooming by the day, hence it becomes much that more imperative for the authorities concerned to scrutinize the credentials and reputation of the HR Consultants/Firms, prior to engaging them or detailing our executives for programmes. Possibilities of hiring of faculty to conduct programmes/giving lectures at NIAMAR may also be explored. This you would appreciate would not only prove to be more economical but would also go for a long way in promoting our institutions.
7. Having perused the above, it would have been appreciated that indeed there is an urgent need to bring about uniformity in the organization as a whole. Hence the above instructions may kindly be taken note of for strict compliance with immediate effect. It is needless to state that without the whole hearted support from the field, no rules / instructions are worth their value. There cannot be an iota of doubt, if these instructions are implemented in letter and spirit then it would be that much more easier to usher in a conducive / congenial working environment, which in turn will be manifested by peace and tranquility prevailing in the organization.

This issues with the approval of the competent authority.



AIRPORTS AUTHORITY OF INDIA
Department of Personnel

APPLICATION FOR SEEKING PERMISSION TO VISIT ABROAD

NAME OF THE REGION :

NAME OF THE AIRPORT
PLACE OF POSTING/STATION :

1. NAME & DESIGNATION :

2. DEPARTMENT :

3. PROPOSED DATE OF VISITING ABROAD :

4. PURPOSE OF VISITING ABROAD :

5. COUNTRY/PLACE TO BE VISITED :

6. DETAILS OF EXPENDITURE INVOLVED :

7. ARRANGEMENT OF FUNDS/ SOURCES OF
FINANCING THE ABOVE EXPENDITURE :

8. WHETHER LEAVE APPLIED FOR HAS BEEN
SANCTIONED
(ATTACH COPY OF APPROVED LEAVE
APPLICATION) :

9. LEAVE ADDRESS/ADDRESSES PROPOSED
TO VISIT :

APPLICANT'S SIGNATURE
DATE :

RECOMMENDATIONS OF CONTROLLING AUTHORITY

SIGNATURE :-
NAME :-
DESIGNATION :- AIRPORT DIRECTOR
DATE :-

SIGNATURE :-
NAME :-
DESIGNATION :- RED
DATE :-