



No.A.22012/1/2010-EH

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
22nd January, 2010

To

The Regional Executive Director
Airports Authority of India
Northern/Southern/Eastern/Western/North East Region

The Airport Director
Chennai/Kolkata

The Principal
CATC Allahabad

The ED (FIU/RCDU)
Integrated Administrative Unit
Safdarjung Airport

ANNUAL TRANSFER 2010 – P&A DISCIPLINE

Sir,

Please refer to this office Transfer Policy letter No.A.60011/26/2004-PP dated 20.11.1999 and subsequent letters dated 25.10.2004 and 26.10.2004.

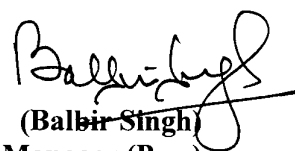
2. As per Para 1(d) of the Transfer Policy dated 25.10.2004, volunteers are called for effecting transfer to tenure stations (see Annexure-I). Volunteers are advised to fill the format enclosed (**Annexure-II**).

- a) Transfers to tenure stations will initially be made from the list of volunteers. The remaining transfer to tenure stations will be based on **the combined all India tenure station seniority of both Metro & Non-Metro Divisions**.
- b) Executives who have completed/will be completing their tenure are advised to give minimum three choices of Stations. It may be ensured that all three choices are of different stations.
- c) Executives who want to continue at tenure stations should also send their request to this office. However as per policy, request for continuation at tenure station for a period of more than 3 tenure periods will not be considered.

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3. **The Inter/Intra Region Transfers will be implemented as per the combined All India Region/Station Seniority of both Metro & Non-Metro Divisions.** Apart from volunteers for Tenure stations, all other Executives of P&A Discipline are also requested to submit their choices of posting in the prescribed format (Annexure-II), failing which it will be presumed that they have no choice and they will be transferred as per policy.
4. Executives who wish to avail exemption under Children's Education Ground (CEG) should indicate the same in the format (Annexure-II). They should also attach the certificate from the Principal of the School where their child is studying.
5. Executives who wish to avail exemption against clause 10 (i) & (ii) i.e., employees having mentally retarded children or on medical grounds (suffering from cancer or having undergone open heart surgery) should indicate the same in the format along with relevant case history (copies only).
6. **Station/Tenure/Regional Seniority is uploaded on the AAI website for circulation among P&A Executives of both Metro and Non-Metro Division.** If any discrepancy is found, the same may please be verified from the Service Book of the individual concerned and a consolidated list may be forwarded to CHQ latest by **20th February, 2010.** The Station/Tenure/Regional Seniority along with the form for choice of station can also be downloaded from AAI Website.
7. **Formats (Annexure-II) from all Executives of P&A Discipline including volunteers for tenure station may please be sent to CHQ latest by 28th February, 2010 failing which it will be presumed that the Executives are willing to be posted anywhere in India.**

Yours faithfully,



(Balbir Singh)

General Manager (Pers)
For Executive Director (P&A)

Copy to:

- SM (P)- Sh D R Juyal - for similar action in respect of Operational Offices.
- SM (P)-EH Section – for similar action in respect of CHQ.

Likely vacancies at tenure stations for annual transfer-2010

S.No.	Station	DGM	Senior Manager	Manager	Assistant Manager
1	Amritsar		1		1
2	Jammu			1	1
3	Udaipur				1
4	Varanasi		1	1	
5	Khajuraho			1	
6	Srinagar			1	1
7	Mangalore				
8	Gaya				1
9	Portblair				1
10	Raipur			1	
11	Gondia			1	1
12	Guwahati		1		
13	Agartala			1	
14	Imphal				1
15	Dibrugarh				1

**FORMAT TO BE FILLED BY THE VOLUNTEER FOR TENURE STATIONS AND
FOR ANNUAL TRANSFER-2010 IN P&A DISCIPLINE**

01.	Name	
02.	Designation	
03.	Date of Birth	
04.	Date of Retirement	
05.	Date of joining CAD	
06.	Date of joining AAI	
07.	Present Station of Posting	
	a)	Name of Station
	b)	Date of joining present Station
08.	Whether Volunteer for Tenure Station	Yes/No
	If Yes	
	a)	First Choice
	b)	Second Choice
	c)	Third Choice
09.	Whether want to continue at Tenure Station	Yes/No
10.	Choice of Station for Annual Transfer-2010	
	a)	First Choice
	b)	Second Choice
	c)	Third Choice
11.	Whether seeking exemption under CEG (if Yes attach relevant documents)	Yes/No
12.	Whether seeking exemption under Medical Grounds [Clause 10 (i) (ii)] i.e., employees having mentally retarded children or on medical grounds (suffering from cancer or having undergone open heart surgery) (If Yes attach relevant documents)	Yes/No
13.	Signature of Executive	
14.	Signature of verifying authority/HOD	
15.	Remarks/Recommendations of the RED	
16.	<p>Note :</p> <p>a) All the column may be verified from P&A Section</p> <p>b) Giving <u>three different</u> choices of stations is mandatory.</p> <p>c) Station in-charge may please ensure that requisite certificate from school authorities is enclosed positively for executives availing exemption under CEG. Also, Relevant certificates of employees seeking exemption under Medical grounds may also be enclosed</p>	