



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No.A.60011/8/2010-IR

February 02, 2010

Regional Executive Director  
Airports Authority of India  
DELHI/MUMBAI/KOLKATA/CHENNAI/GUWAHATI

Airport Director  
Airports Authority of India  
KOLKATA/CHENNAI/TRIVANDRUM

Principal  
CATC, ALLAHABAD

ED, RCDU / FIU

GM, CRSD / E & M Workshop

**Sub: Chairman's Award for Innovative Excellence for the year 2008-09**

The Chairman's Award for Innovative Excellence is proposed to be given to individuals and teams for exceptional performance during the financial year 2008-09, leading to any of the outcomes mentioned in the objectives of the schemes. The detailed guidelines for consideration for grant of award is enclosed.

2. The time schedule for consideration of the Award is as follows:
- i. Last date for receiving nominations  
By regional/controlling offices - 25<sup>th</sup> February, 2010
  - ii. Screening by regional/controlling offices  
And submission to Vigilance Directorate with  
Their recommendation and verification - 25<sup>th</sup> March, 2010
  - iii. Consideration by Expert Committee and  
Recommendation to Empowered Committee - 16<sup>th</sup> April, 2010
  - iv. Consideration by Empowered Committee  
Headed by Chairman - 23<sup>rd</sup> April, 2010
  - v. Announcement of Award - 30<sup>th</sup> April, 2010

3. It is informed that all officials of the Authority, who consider their work as an individual or as a member of a team and should be exceptional may submit their nominations on the enclosed proforma positively by 25<sup>th</sup> February, 2010 to their controlling officer i.e. HoD/ APD (Metro)/RED/ED.

4. In case, any HOD/APD (Metro)/RED/ED is submitting his nomination as an individual or member of a team, the nomination papers, as per guidelines, should be submitted to the concerned Member.

5. HOD/APD(Metro)/RED/ED/ Member concerned, who receives such nominations by 25<sup>th</sup> February, 2010 should get the proposals screened through a team of officers before 25<sup>th</sup> March, 2010 and send the nominations alongwith verification/recommendation forms duly signed to General Manager (Vigilance), CHQ as per enclosed guidelines.

6. It is requested to convey the details about the Award to all officials under your control and widely circulated so that all interested officials submit their nominations as an individual or as a member of team.

7. The guidelines and nomination form in downloadable format is available on AAI website: <http://www.infosaarthee/Pages/infoSarthee.aspx>.

8. The time schedule mentioned herein should be strictly adhered to so that the Chairman's Award could be given during forthcoming Airports Authority Anniversary Day.



[DINESH KUMAR]  
EXECUTIVE DIRECTOR (Pers.)

Encl: As above.

Copy to:

1. Chairman, AAI-for kind information please.
2. Member(Ops.)/ Member (Fin.)/Member(P&A)/Member(Plg)/CVO/GM(Vig.) – for necessary action please.
3. GM(IT), CHQ-with request that this direction alongwith guidelines and nomination form (in printable and downloadable format) should be uploaded on the AAI website (<http://www.infosaarthee/Pages/infoSarthee.aspx>) forthwith.

# AIRPORTS AUTHORITY OF INDIA

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**Subject: Chairman's Award for Innovative Excellence – guidelines for.**

AAI is a multi-disciplinary organization with over 20,000 personnel employed across the country. The Authority's Mission is "*to achieve highest standards of safety and quality in air traffic services and airport management by providing state-of-the-art infrastructure for total customer satisfaction, contributing to economic growth and prosperity of the nation.*" The organization aims at promoting innovative work by its officials or teams of officials who go beyond their regular call of duty to move towards achieving the said Mission. Therefore, to recognize extraordinary and innovative work done by officials/ teams of officials, the scheme of 'Chairman's Award for Innovative Excellence' was instituted from last year 2006-07.

## **Objective of the Scheme**

In order to encourage innovative work i.e. bringing new ideas, leading to improvement in productivity, efficiency and customer satisfaction, the Authority aims to appreciate the extra-ordinary and exemplary performance of its personnel or teams of personnel. Such innovative works, which have been implemented and have shown sustained improved performance, at least, for over an year and are replicable will be considered for the award. This work can be in any sphere of activities being carried out by the Authority e.g. ATM, CNS, Operations, Cargo, Personnel Management, Administration, Commercial, Land Management, Civil or Electrical Engineering Works, Electronics Equipments, Safety, Security, Legal Matters, Civil or Electrical Engineering Works, Electronics Equipments, Safety, Security, Legal Matters, Fire Services, Finance or Accounting, etc. The proposal for the award should focus on any of the following outcomes:

- Increase in revenue; or
- Reduction in wastages or decrease in cost with improved quality; or
- Institution of efficient and transparent decision-making process; or
- Indigenization of imported technology for improved performance or cost reduction; or
- Improvement in safety or security; or
- Betterment in customer satisfaction or building up Authority's image; or
- Improvement in public delivery system; or
- Implementation of e-governance or other initiatives to provide corruption-free delivery; or
- Extraordinary performance in emergent situation like bandh/ strike/ accident/ incident/ hijack etc.

## Eligibility

All personnel of AAI other than the Chairman, Members of the Board and CVO individually or as a member of team are eligible for consideration of the Award. At most three awards for exemplary performance with any of the outcomes enlisted above to individuals or teams will be given every year on Authority's Anniversary Day by the Chairman.

## Award

Individuals or members of the team adjudged for the award will be given the following:

- A trophy with AAI logo
- A citation; and
- Cash award of Rs. 50,000/- to an individual recipient or a total of Rs. 2.5 lakhs to the team subject to maximum of Rs. 50,000 to each member.

Every year, award will be given only for exceptional performance. For the works/ activities carried out/ completed during a financial year, the award will be considered during the next financial year. In case no suitable entry is adjudged for exceptional performance for any of the outcomes specified in objective of scheme, the award will not be given for that year.

## Modalities for Selection

### i) Nomination and short listing:

Nomination of any individual or a group of officials can be made in the prescribed format, enclosed herewith, which is available on AAI's website: <http://infosarthee/Pages/infoSarthee.aspx> in printable and downloadable format through the concerned recommending officer i.e. HoD/ APD (Metro)/ RED/ ED. No nomination will be received directly. It is the responsibility of recommending officer to shortlist the nominations received at his/ her level through a locally constituted committee to verify the facts for forwarding only such nominations which constitute exceptional contribution towards achieving AAI's Mission. The nominations will be forwarded to Vigilance Directorate alongwith Verification/ Recommendation Certificate, as prescribed in the Nomination Form. In case HoD/ APD (Metro)/ RED/ ED is submitting his/her nomination in personal capacity or as a member of a team, then the concerned Member of AAI Board would be the recommending officer, who will forward the application after due verification of the claim, alongwith his/ her certificate.

### ii) First-level Screening:

An Expert Committee chaired by the CVO and constituting of ED (P&A), ED (Engg-I), ED (Finance) and one retired senior officer of AAI or public person knowledgeable in Authority's functioning, with the approval of the Chairman as Members and GM (Vig) as Member-Secretary, will screen all the nominations received in CHQ. Two more members either from AAI or outside may be co-opted, if need be, as experts in the Committee with the approval of Chairman. The Committee would examine the nominations and may conduct spot verification to ascertain the claims. If so felt, the

Committee may ask for presentation by the individual/ team regarding the specific contribution leading to claimed outcome. After short listing, the Committee will recommend at the most nine nominations for consideration of award by the Empowered Committee.

**iii) Second-level Screening:**

The recommendations made by Expert Committee would be considered by the Empowered Committee presided over by Chairman and consisting of all full-time Members of the Board with CVO as Member-Secretary. Empowered Committee may ask specific nominees to make presentations regarding their projects/ works, if deemed necessary. The nominees are advised to restrict their presentation to maximum ten minutes duration. The presentation should have at the most two slides on each of the following aspects:

- i) Title and period of the innovation;
- ii) Specific ways in which Authority stands to benefit through the innovation with quantitative/ qualitative details, if any;
- iii) Specific values addition on account of this innovation to the process/ technique/ technology etc.
- iv) How will this innovation be sustained over long period; and
- v) Scope for extending the innovation to other places/ areas in the Authority.

**Approval**

Based on the recommendations of the Empowered Committee, Chairman will finally approve the recipients for the award for preceding financial year.

**Coordination**

Vigilance Directorate will provide the secretarial assistance for administering this award.

**Timeframe**

The Award would be delivered every year on the Authority's Anniversary Day. The schedule for consideration of the award would be as follow:

- |      |   |   |             |
|------|---|---|-------------|
| i)   | Last date for receiving nominations<br>By regional/ controlling offices   | - | October 31  |
| ii)  | Screening by regional/ controlling offices<br>And submission to Vigilance Directorate with<br>their recommendation and verification | - | November 30 |
| iii) | Consideration by Expert Committee and<br>Recommendation to Empowered Committee  | - | January 15  |
| iv)  | Consideration by Empowered Committee<br>headed by Chairman  | - | February 28 |
| v)   | Announcement of Award   | - | March 15    |

**Review**

The scheme will be reviewed every year for issuance of fresh guidelines for improving it in the light of experience gained during previous years(s).

*W. Deo*  
~~(M. DEY)~~

**Executive Director (P&A)**

**Encl: As above**

# AIRPORTS AUTHORITY OF INDIA

## Chairman's Award for Innovative Excellence

### Nomination Form

(Please read the instructions at the end of the Form Carefully before filling it.)

**1. Purpose of the innovation:**

Innovation is made with which of the following outcomes (✓) :

- Increase in revenue; or
- Reduction in wastages or decrease in cost with improved quality; or
- Institution of efficient and transparent decision making process; or
- Indigenization of imported technology for improved performance or cost reduction; or
- Improvement in safety or security; or
- Betterment in customer satisfaction or building up Authority's image; or
- Improvement in public delivery system; or
- Implementation of e-governance or other initiatives to provide corruption-free delivery; or
- Extraordinary performance in emergent situation like bandh/ strike/ accident/ incident/ hijack, etc; or
- Any other, please mention.

**2. Description of the Innovation(s):**

a) Title (not more than 30 words) \_\_\_\_\_  
\_\_\_\_\_

b) Period: \_\_\_\_\_

c) Place: \_\_\_\_\_

**3. Details of the Innovators(s):**

a) Name of the Innovator(s)/ designation(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Name of the Unit(s)/ Department(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



6. **Areas of innovating work (✓)**

- e-governance
- Engineering Works
- Business Model
- Networks / alliances
- Improving accountability
- Improving transparency
- Business process reengineering
- New product/ Process/ Design
- Marketing
- Service Delivery
- Finance/ Accounting
- Human Resource Management
- Communication
- Air Traffic Services
- Responsiveness and timeliness in performance
- Involvement of stakeholders
- Safety in operations
- Security of passengers and staff
- Legal matters
- Commercial matters
- Land Management
- Customer satisfaction
- Infrastructure
- Any other (Please specify): \_\_\_\_\_

7. **Period of innovation i.e. the date of start and position regarding its continuity:**

\_\_\_\_\_  
\_\_\_\_\_

8. **The context for innovation:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **Specific Novelty in innovation:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. **Experience in Implementation of innovation:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. **Impact assessment of innovation by the nominee(s) (if it has been done by any independent authority? Please enclose that as well):**

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12. **Role / nature of involvement of nominee(s):** \_\_\_\_\_

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13. **Scope for replicability and sustainability:** \_\_\_\_\_

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**Signature(s) of Nominee(s)**



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**Verification/ Recommendation Form**

It is hereby certified that the claim made in the nomination form has been verified by the team of officers consisting of (Name and Designation)

\_\_\_\_\_

\_\_\_\_\_

and it has been found to be correct:

I, therefore, recommend this nomination for consideration of **Chairman's Award for Innovative Excellence.**

**Signature of Recommending Officer  
(with name & designation seal)**

## Instructions

1. Maximum three awards will be given for every financial year after consideration in subsequent financial year at the occasion of following Airports Authority's Anniversary Day.
2. Officials/ team of officials submitting their nomination for consideration of the award should enter all the columns in the Nomination Form diligently. In case they need to elaborate any issue they may enclose additional papers but total narration should not exceed 1500 words.
3. If the outcome of the initiative has been assessed by any independent body, the same may be enclosed.
4. The recommending officer(s) should get the claim verified through a local team of officers and based on ascertained facts, he/ she should send his/ her recommendation.
5. Only such initiatives will be considered for award, which have been under successful implementation for at least one year as on the date of nomination.
6. No nomination will be entertained directly. It has to be routed through recommending officer(s) i.e. HoD/ APD (Metro)/ RED/ ED/ Member. In case an APD (Metro)/ RED/ ED is submitting his / her nomination in individual capacity or as a member of a team, he / she should do that through the concerned Member.
7. No canvassing for the award will be entertained. In case any nominee officer is found to be canvassing, his/her case will be disqualified from the award.
8. In all matters, decision of the Chairman, AAI will be final.
9. All nominations from the recommending officer(s) should be sent alongwith their recommendation and verification to the following address :

General Manager (Vigilance)  
Airports Authority of India  
Rajiv Gandhi Bhawan  
Safdarjung Airport  
New Delhi – 110003

Phone No. : 24627645  
Fax No. : 24627645 (Tele/Fax)  
E-Mail ID : [gmvig@aai.aero](mailto:gmvig@aai.aero)