



No. A.60011/25/2010-PP

31st March, 2010

CORPORATE PERSONNEL CIRCULAR – 10/2010

SUB: Immediate relief – on death of employee.

It has been decided to provide immediate monetary relief as an advance of a maximum of Rs. 25,000/- (Rupees Twenty Five Thousand) to the family of AAI employees who dies while in service. The said advance will be released as per the following procedure:

- (i) The advance will be adjusted against the arrears of pay and allowances, leave salary or any other payment of dues payable to the nominee of deceased official.
- (ii) No formal application may be insisted from the members of the bereaved family .
- (iii) Before making the payment, a separate undertaking may be obtained from the dependant of the employees mentioning that he/she agrees to adjust the said advance from any of the dues payable to the deceased employee.

2. The REDs/APDs/Station Incharge may sanction the above said advance as immediate relief.

[Dinesh Kumar]
Executive Director (Pers.)

Distribution:

- i. Regional Executive Director, NR/WR/ER/SR/NER
- ii. Principal, CATC, Allahabad
- iii. Airport Director, Chennai/Kolkata Airport
- iv. All Airport Directors/Airport Controllers
- v. ED(FIU)
- vi. GM(CMS)/(CRSD)/(RCDU)/(E&M Workshop)

Internal:

- i. All HODs at Rajiv Gandhi Bhawan/Operational Offices/AAI Office Complex
- ii. OSD to Chairman/EA to Member(Ops)/Fin.)/(P&A)/(Plg)/PS to CVO
- iii. General Secretary, AAEU
- iv. General Secretary, AAOA(I)/ACOA(I)/ATC Guild(I)/AAI Engg Guild(I)/IAAOAI/
AAI SC & ST Employees Welfare Association
- v. MIS Cell – for uploading on AAI website.
- vi. Notice Board