



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No. A.60011/9/2010-PP

8<sup>th</sup> April, 2010

**CORPORATE PERSONNEL CIRCULAR – 11/2010**

**SUB: LEAVE ENCASHMENT – Clarification reg.**

In order to review/regulate the outflow of Leave Encashment, it was communicated to restrict the leave encashment upto 60 days vide CHQ letter No. AAI/CHQ/MIS/2009-10 dated 20.07.2009.

2. In this connection, it is further clarified that employees may encash the Earned leave up to a maximum of 60 days in one spell and twice in a financial year (total 120 days in a year). However, this restriction of Earned Leave encashment is not applicable to those employees who are retiring within a year from the services of AAI.

3. Other conditions will remain unchanged.

[Dinesh Kumar]  
Executive Director (Pers.)

**Distribution:**

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

**Copy to:**

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