

MINISTRY OF CIVIL AVIATION
(Airports Authority of India)
NOTIFICATION
New Delhi, the 23rd May, 2003

F.No. AAI/PERS/EDPA/Reg./2002/- In exercise of the powers conferred by clause (b) of sub-section (2) of section 42 of the Airports Authority of India Act, 1994 (55 of 1994), the Airport Authority of India hereby makes the following regulations, namely :-

1. Short title, commencement and application - (1) These regulations may be called the **Airports Authority of India (General Conditions of Service and Remuneration of Employees) Regulations, 2003.**

(2) These shall come into force on the date of their publication in the Official Gazette.

(3) These regulations shall apply to the employees of the Authority and to all persons employed by the Authority on deputation in respect of all matters not regulated by the terms of deputation.

2. Definitions.- (1) In these regulations, unless the context otherwise requires,-

(a) "Act" means the Airports Authority of India Act, 1994 (55 of 1994);

(b) "Appointing Authority" in relation to a post, means the Authority as specified in column 3 of the Annexure 1 annexed to these regulations;

(c) "Authority" means the Airports Authority of India constituted under section 3 of the Act;

(d) "Absorbee" means an employee belonging to the Central Government or State Government or Public Sector Undertakings who has been permanently absorbed in the regular service of the Authority whether such absorption follows initial deputation or not;

(e) "Chairperson" means the Chairperson of the Authority appointed under clause (a) of sub-section (3) of section 3;

(f) "Competent Authority" means, the Chairperson or any whole time member or any Officer authorized by the Chairperson in this behalf by General or Special order;

(g) "Executive Posts" means posts in the Grade of Junior Executive or equivalent and above;

(h) "Employee" means a person appointed by the Authority either temporary or permanent but does not include a person employed by the Authority on daily wages, contract or trainees on stipend or apprentices paid under the Apprenticeship Act, 1961 (52 of 1961);

(i) "Form" means the form appended to this regulations;

- (j) "member" means a member of the Authority and includes the Chairperson, but does not include, for the purposes of sections 4,5,6 and 7 of the Act, an ex-officio Member referred to in clause (b) of sub-section (3) of section 3 of the Act;
- (k) "Permanent Employee" means an employee who has been appointed by the Authority against a post which has been sanctioned and who has been confirmed after completion of probation period satisfactorily;
- (l) "Probationer" means an employee who has been appointed by the Authority against a sanctioned post but has not been confirmed;
- (m) "Temporary employee" means an employee who has been appointed by the Authority against a temporary post sanctioned for a specific period or appointed on temporary basis against a permanent post;
- (n) "Casual employee" means an employee whose employment is of occasional or casual in nature;
- (o) "Daily Rated Employee" means a casual employee appointed by the Authority on daily wage basis;
- (p) "Part time employee" means an employee who is not appointed by the Authority to work on full time basis in a regular time scale; and
- (q) "Contract Employee" means an employee whose employment is on contract basis for a specific period.
- (2) Words and expression used and not defined in these regulations but defined in the Act shall have the same meaning respectively assigned to them in the Act.

3. Classifications of Posts. - (1) The posts in the Authority shall be classified as follows:-

	<u>Description of the Posts</u>	<u>Classification of the Posts</u>
(a)	Any post carrying a pay or a scale of pay with a maximum of not less than Rs. 18250/-	Group 'A'
(b)	Any post carrying a pay or a scale of pay with a maximum of not less than Rs. 14600/- but less than Rs. 18250/-	Group 'B'
(c)	Any post carrying a pay or a scale of pay with a maximum of not less than Rs. 10060/- but less than Rs. 14600/-	Group 'C'
(d)	Any post carrying a pay or a scale of pay, the maximum of which is Rs. 9110/- or less	Group 'D'

- (2) The above figures of pay and maximum scale of pay is as on 01.01.1997 and shall correspondingly relate to the pay/maximum of scale of pay fixed in previous revisions and shall also be correspondingly substituted by the pay/maximum of scale of pay with the revisions of pay scales from time to time.

4. Designations of Non-Executives and Executives and the Pay scales. - The employees are further categorized as Executives and Non-Executives. The existing designations of Non-Executives and Executives and their pay scales in the Airports Authority of India effective from 01.01.1997 are as follows, namely :-

(1) **NON-EXECUTIVES**

<u>LEVEL</u>	<u>DESIGNATION</u>	<u>PAY SCALES (In Rs.)</u>	<u>GROUP</u>
NE-1	Junior Attendant or equivalent	4400-75-5300-90-6920	} "D"
NE-2	Attendant or equivalent	4900-95-6040-110-8020	
NE-3	Senior Attendant or equivalent	5300-115-6680-135-9110	
NE-4	Junior Assistant or equivalent	5500-140-7180-160-10060	} "C"
NE-5	Assistant or equivalent	5800-160-7720-180-10960	
NE-6	Senior Assistant or equivalent	6300-180-8460-200-12060	
NE-7	Supervisor or equivalent	6500-200-8900-220-12860	
NE-8	Superintendent or equivalent	7200-230-9960-250-14460	
NE-9	Senior Superintendent Or equivalent	8000-260-11120-290-16340	} "B"
NE-10	Senior Superintendent (Special Grade) or equivalent	9000-300-18000	

(2) **EXECUTIVES**

<u>LEVEL</u>	<u>DESIGNATION</u>	<u>PAY SCALES (in Rs.)</u>	<u>GROUP</u>
E-1	Junior Executive or equivalent	8600-250-14600	} B
E-2	Assistant Manager or equivalent	10750-300-16750	
E-3	Manager or equivalent	13000-350-18250	} A
E-4	Senior Manager or equivalent	14500-350-18700	
E-5	Assistant General Manager Or equivalent	16000-400-20800	
E-6	Deputy General Manager Or equivalent	17500-400-22300	
E-7	Additional General Manager Or equivalent	18500-450-23900	
E-8	General Manager or equivalent	20500-500-26500	
E-9	Executive Director Or equivalent	23750-600-28550	

NOTE:-

1. The Authority shall have power to create posts of the description specified from time to time.
2. The Authority may from time to time determine the strength of staff, both permanent and temporary under the various categories, required for carrying-out its functions.

5. Initial Constitution. - All the persons appointed in the service of the Authority on the regular basis before the commencement of these regulations shall be deemed to have been appointed under these regulations and the services rendered by them shall be counted for the purpose of benefit of promotion, etc.

6. Conditions for appointment in the Authority. - The following general conditions shall apply to all appointments in the Authority, namely:-

- (1) The Authority is empowered to lay down the procedure for appointment and promotion.
- (2) Nothing in these regulations shall affect reservations, relaxation of age limit and other concessions required to be provided for the Schedule Castes, Scheduled Tribes, other Backward Classes, Ex-Servicemen and other special categories of persons, in accordance with orders issued by the Central Government from time to time in this regard.

- (3) No person shall be eligible for appointment to the service of the Authority unless he/she has attained the age of 18 years.
- (4) No person shall be qualified for appointment to the service of the Authority unless he is,-
- (a) a citizen of India, or
 - (b) a subject of Nepal, or
 - (c) a subject of Bhutan, or
 - (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently residing in India, or
 - (e) a person of Indian origin who has migrated from Pakistan, Bangladesh (formerly East Pakistan), Myanmar Republic (formerly Burma), Ceylon or from East African countries of Kenya, Uganda, Zambia, Malawi, Zaire, Ethiopia, Vietnam and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently residing in India.

Provided that a person belonging to category (b) (c) (d) and (e) shall be a person in whose favour a certificate of eligibility has been granted by the Government of India

- (5) (a) Every employee shall declare on his/her first appointment or on being required to do so by the Authority, his/her date of birth according to the Christian Era and produce confirmatory documentary evidence thereof e.g. Matriculation or School Leaving Certificate or Birth Certificate from Municipality/Corporation and in the absence thereof, such evidence as may be acceptable to the Authority.
- (b) If any employee is unable to produce documentary evidence of his/her age, he/she shall state his/her age and submit a written affidavit sworn before a First Class Magistrate making a declaration that the age as stated by him/her is correct. Services of an employee giving a deliberately false affidavit statement are liable to be terminated. Such an employee may also be sent to the Medical Board authorized by the Authority for examination and its opinion as to the employee's age shall be binding on the employee as well as the Authority and if such Medical Board states approximately the year of birth, the first of July of that year shall be treated as the date of birth for the purpose of Authority's records.
- (c) The date of birth so recorded with the Authority shall be final provided that if the Authority later on acquires information that the particulars of age given by the employee are incorrect, it may make such enquiry as it thinks fit. If it is satisfied that the declaration given by the employee is false it may either declare the appointment as irregular and discharge the employee accordingly. The decision of the Appointing Authority in this connection shall be final.
- (6) (a) No person (other than a deputationist) appointed to a post in the Authority shall be without Medical certificate of health issued by the Medical Officer or Medical Board, as the case may be, authorized in this behalf by the Authority. In case of a deputationist getting absorbed in the services of the Authority, he/she shall be required to undergo medical examination at the time of his/her absorption. All appointments shall be subject to the medical fitness as per prescribed standards for the post to which he/she is selected. The opinion of the Medical Officer or Medical Board, as the case may be, of Authority in this regard shall be final. An employee shall be medically examined any time during the period of his/her employment with the Authority.

- (b) The employees in the Fire Services and Air Traffic Controller shall be subject to annual or periodical medical examinations to ensure their fitness to discharge their functions.
- (c) The medical fees and other charges incurred towards various tests, other than travel, stay, etc. for such tests, as required to be performed for medical examination shall be reimbursed to the candidate on production of necessary bills, etc. as per admissible rates of the Authority on his joining to the post offered.
- (7) (a) Confirmation on initial appointment in the Authority shall be subject to satisfactory verification of Character and Antecedents in the Form-I in accordance with the directives issued from time to time. In case of employees joining from the Central Government or State Government or Public Sector Undertakings, such verification is not required provided their Character and Antecedents verification was done earlier by the previous employer and intimation given to the Authority to this effect.
- (b) Persons convicted of offences involving moral turpitude or persons who have been dismissed from service by the Central Government or State Government or Public Sector Enterprises should be deemed to be ineligible for appointment in the Authority.
- (c) No person shall be eligible for appointment who has been previously dismissed/removed or compulsorily retired from the services of the Authority or from the erstwhile International Airports Authority of India and erstwhile National Airports Authority or from a Department of State or Central Government or from any Public Sector Enterprise.
- (8) Every person shall take an oath under Official Secrets Act, 1923 (19 of 1923) before his appointment.
- (9) (a) Every person shall be required to furnish a marriage declaration in the Form- II before his appointment.
- (b) No person,-
- (i) Who, has entered into or contracted a marriage with a person having a spouse living; or
 - (ii) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment;
- Provided that the Authority may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this regulation.
- (10) Every person shall be required to submit before his appointment the following documents namely :-
- (a) Attestation form (in triplicate) as specified in Form-III duly completed along with three copies of recent passport size photographs;
 - (b) Every employee shall inform the Authority his/her residential address on joining the service of Authority and any change therein from time to time.

- (c) Every employee shall furnish the declaration, as may be specified by the Authority from time to time, in respect of address of Home Town within six months from the date of his appointment failing which the permanent address as entered in the application form at the time of initial appointment in the Authority shall be taken into consideration for the purpose.

Provided that an employee shall change the Home Town address once in his /her service period.

- (d) Every employee shall, on his first appointment in the Authority, furnish an annual return of assets and liabilities in the form prescribed as specified by the Authority from time to time giving the full particulars regarding:-

- (i) the immovable property inherited, owned or acquired by him, or held by him on lease or mortgage, either in his own name or in the name of any other member of his family;
 - (ii) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired or held by him;
 - (iii) other movable property inherited by him or similarly owned, acquired or held by him if the value of such property exceeds Rs.15,000/- in case of Group A and B and Rs.10,000/- in case of Group C and D;
 - (iv) debts and other liabilities incurred by him directly or indirectly;
- (e) Character Certificate from two Gazetted Officers of Central Government /State Government or Officers of equivalent status of a Public Sector Undertaking;
- (f) Attested copies of Degree or Diploma Certificates in support of Educational Qualifications;
- (g) Relieving Order and last pay certificate from the previous employer (to be submitted by the new entrant if he or she is previously employed in Central Government or State Government or Public Sector Undertaking);
- (h) Certificate in support of claim of belonging to Scheduled Caste/Scheduled Tribe/Other Backward Class duly countersigned by the competent authority as authorised in this behalf by the State Government.

Note :- Without prejudice to the generality of the provisions of clauses 6 (5)(b), (6)(a) and (b) and (9)(b), no person shall be appointed unless the Appointing Authority is satisfied that the person is fit for appointment in all respects.

7. Liability for Service Anywhere in India or abroad - Any employee in the service of the Authority shall be liable to be transferred to any office, project, or any other place where he may be posted for any of the Authority's work in any part of the country or abroad as may be required by the Competent Authority.

8. Deputation - If any employee send on deputation to any Department/Organisation, the terms and conditions of service of such employee shall governed under these regulations and shall enjoy all benefits available to such employee before such deputation.

9. Commencement of Service. -- Service of the employee shall be deemed to have commenced from the working day on which such employee reported for duty on appointment if he/she reports for such duty in the forenoon and from the following day if he/she reports for duty in the afternoon.

10. Probation and Confirmation.-- Unless otherwise provided in the terms of or any other agreement or award, the probation and confirmation of the service of employees, shall be governed in the manner provided in this regulation, namely:-

(1) Every person appointed on regular basis by the Authority, other than on deputation, shall be on probation for a period of one year from the date of appointment, which may extend for such period as the Authority may specify but which shall not exceed one year;

Provided the Authority may, for reasons to be recorded in the order extend the period of probation for a period of one year.

(2) During the period of probation, an employee directly recruited shall be liable to be discharged from service without notice if his/her performance is not found satisfactory or upto the standard.

(3) An employee promoted from a lower post to a higher post shall be liable to be reverted to the lower post during the period of probation if his/her performance is not found satisfactory or upto the standard.

(4) An employee who has satisfactorily completed his/her probation in any post be confirmed as soon, thereafter, as possible, and his/her confirmation become due from the date of his/her successful completion of the probation period including the extended period.

(5) Every employee appointed in the service of Authority shall be issued a formal order of confirmation on satisfactory completion of probation period or the extended period of probation, as the case may be.

(6) An order relating to confirmation or extension of probation shall normally be issued within one month from the date of completion of the probationary period or the extended period of probation. Non-compliance of this stipulation shall, however, result in automatic confirmation of the employee.

(7) Where an employee has rendered continuous temporary service or continuous service on deputation in any post immediately preceding his/her regular appointment to such post the period of service so rendered temporarily or on deputation may be counted against the period of probation.

11. Discharge and Termination of Service.-- (1) The Services of an employee may be terminated without assigning any reason as under :-

(a) An employee who is not confirmed in any grade by giving him one month notice in writing or pay in lieu of notice from either side.

(b) The appointment of an employee against temporary post shall be terminated automatically on the expiry of the specific period for which the post has been sanctioned or expiry of the period for which he/she is appointed. If he/she continues in service on the expiry of the period of aforesaid, he/she shall, however, continue as a temporary employee and shall acquire no right of lien to be considered for regular appointment.

(2) The services of an employee may be terminated by the Authority on the following grounds amongst others:-

- (a) insolvency,
- (b) conviction by a Court of Law for criminal offence amounting to moral turpitude; and
- (c) on being declared unfit for further service on medical grounds.

(3) The power of 'Discharge Simplificitor' shall be exercised by the Chairperson or Appointing Authority.

(4) The Authority or Chairperson, as the case may be, may review the decision of the Chairperson or Appointing Authority, as the case may be.

(5) (a) No employee shall resign from his service except by giving such notice as he/she shall have received under clause (a) of sub-regulation (1) of regulation 11 to be verified if his/her services were to be terminated, or compensation in lieu of such notice, unless at the request of the employee, the notice is waived or shortened notice accepted in writing by the Competent Authority.

(b) A notice given under (1) above may be accepted with immediate effect or any time before the expiry of the period of notice, in which case the employee shall be paid his/her salary in respect of the entire period of notice given by him/her:

Provided that the resignation of an employee if the circumstances so warrant, such as, disciplinary proceedings are pending or are contemplated, shall not be accepted unless prior approval is sought from Appointing Authority.

(c) In case shorter period of notice is accepted at the request of the employee, he/she shall be entitled to receive his/her pay and allowances only for the actual number of days worked .

(d) An employee may be permitted at the discretion of the Authority to adjust notice period and or shortfall of notice period against Earned Leave standing to his/her credit on the date of submission of resignation.

Explanation - For the purposes of this regulation, the word 'pay' shall include all emoluments which would be admissible if the employee was on earned leave.

12. Superannuation or Retirement.- (1) An employee shall retire from his service on superannuation on attaining the age of 60 years. His/her actual retirement shall take effect as follows:-

(a) if the employee's date of birth falls on the first day of the month in which he/she attains the age of 60 years, the retirement shall take effect on the last date of the preceding month;

(b) if his/her date of birth falls on the end or on a later date of the month, his/her retirement shall be effective on the last date of the month in which he/she attains the age of superannuation.

(2) In case an employee seeks voluntary retirement under this clause after attaining the age of 50 years, he shall be entitled for gratuity as admissible under any regulation made by Authority in this regard.

(3) Employees retiring between the age of 50 and 60 years be eligible for full retirement benefits.

(4) Notwithstanding anything contained herein before, the Authority may introduce at an appropriate stage a scheme for Voluntary Retirement in keeping with the Authority's objectives and in line with the Government Directives in this regard.

(5) An employee, who has attained the age of 50 years and is considered to be -

- (i) inefficient, or
- (ii) doubtful integrity, or
- (iii) medically unfit,

may be prematurely retired by the Competent Authority:

Provided that the employees those covered under the Industrial Disputes Act, 1947 (14 of 1947), shall be prematurely retired following due process of law.

Explanation – For the removal of doubts, the criteria for determining inefficient, doubtful integrity or medically unfit of an employee under clause (c), the following procedure shall be followed, namely: -

(a) **Inefficient** : Inefficiency which shall be evaluated on the basis of Performance Appraisal Reports. An employee, who has consecutively secured poor rating in his/her Appraisal Reports for the preceding three years may be deemed as a fit case for premature retirement.

(b) **Doubtful Integrity** : An employee, who gets an adverse comment on his/her integrity consecutively for three years in his/her Appraisal Reports, shall be recommended for premature retirement.

(c) **Medical Unfitness** : If an employee -

(i) has been continuously on leave on medical grounds for a period of 12 weeks (including Saturdays; Sundays and Holidays), or

(ii) has been on leave for reasons of sickness for a total period of 120 days or more (including Saturdays, Sundays and Holidays) during a continuous period of six months, or,

(iii) (a) though attending duties, if found to be mentally deranged, the Head of the concerned Department may refer the employee to a Medical Board for a thorough medical check up and report on: -

- the disease he/she is suffering from,
- whether the disease is infectious/contagious, and
- whether it is curable or incurable.

(b) also, in case of curable disease, whether the employee is likely to be fit to resume his/her normal duties within a period of 12 months;

(c) in case the employee is not fit to resume his/her duties within a period of 12 months and in case of employee suffering from incurable and infectious/contagious disease, or suffering from lunacy or mental derangement and whose services cannot be utilized by the Authority, or whose attendance is likely to pose a health hazard to others, as may be certified by the Medical Board, premature retirement shall be considered, on the recommendations of the Competent Authority;

(d) premature retirement on medical grounds is independent of and without prejudice to the right of the Authority under the contract employment to dispense with the services of an employee after serving the prescribed notice.

(6) **Benefit under Premature Retirement-** An employee, who is prematurely retired, shall be entitled to the following benefits, namely :-

(a) pay for the notice period as applicable to the employee under the terms and conditions of service, plus leave salary for unavailed Earned Leave. The quantum of leave salary shall not exceed the maximum limit to which earned leave may be accumulated under any regulations made by the Authority in this regard;

(b) Provident Fund with accretions thereto in the account of the employee subject to the provisions of any regulations made by the Authority in this regard;

(c) Gratuity as per the any regulations made by the Authority in this regard;

(d) transfer benefits for self and his family as admissible under any regulations made by the Authority in this regard for proceeding to home town or to the place where he/she intends to settle down in India;

(e) Any other benefit that may be extended from time to time to employees on retirement at the discretion of the Authority;

13. Retention of lien of Airports Authority of India employees (1) The Authority, at its discretion, may allow lien to an employee generally for a maximum period of five years consequent upon his/her appointment in another Public Sector Enterprise or Government Department on direct recruitment basis.

(2) Regular employees who are selected for foreign appointment with United Nation Bodies and Governments of Developed or Developing Countries of Asia and Africa on the basis of selection/nomination may be allowed to retain lien on their regular posts for a period not exceeding three years. An undertaking shall be obtained from him/her that he/she would return to India after the expiry of his/her tenure abroad as foreign assignment. If any such employee proceeds on foreign assignment and wishes to change the Organization other than the one to which he/she was selected/nominated, he/she should first come back to India to resume his/her duty in the Authority and then submit his/her resignation:

Provided that during the period of lien, the Authority shall not take any liability for payment of leave salary, provident fund, gratuity, pension contribution, etc. and the employee himself/herself has to make arrangements for such payments.

- (3) If a regular employee of the Authority including those who stood transferred from the erstwhile International Airports Authority of India and the erstwhile National Airports Authority consequent upon the merger of these Authorities into the Airports Authority of India on 1st April, 1995 has been on foreign assignment with United Nation Bodies or Governments referred to in the preceding paragraph, he /she shall not be eligible for being recommended for another foreign assignment unless he/she has served the Authority after his/her return to India for a minimum period of five years. Under no circumstances, the employee shall be allowed to take up foreign assignment immediately on completion of the previous assignment.

14. Treatment of Unauthorized absence. - An employee who is absent from duty without any authority, shall not be entitled to the pay and allowances during the period of such absence. The unauthorized absence of this kind, apart from resulting in loss of pay and allowances for the period of such absence, shall also constitute a break in service entailing forfeiture of past service unless the break is condoned and treated as 'dies-non' by the Competent Authority. The service rendered prior to unauthorized absence shall not be counted for all purposes, but the period of break itself shall not count for any purpose.

15. Consequences of unauthorized absence - The consequences of unauthorized absence from duty which is not condoned in any manner shall be as follows, namely :-

- (a) no pay and allowances are admissible during the period of unauthorized absence;
- (b) no increment shall be counted for the period of such unauthorized absence;
- (c) no earned leave shall be counted for the period of such unauthorized absence;
- (d) no benefits under the Contributory Provident Fund shall be entitled for the period of unauthorized absence; and
- (e) no gratuity shall be given in the interruption in service caused by such unauthorized absence.

16. Official Tours - An employee shall be liable to proceed on tour for official duty to any place within India or abroad as and when so required by the Authority for which he/she may be paid Travelling Allowance/Daily Allowance as provided under any regulations made by the Authority in this regard.

17. Safety- Every employee shall be bound to observe Safety Guidelines as specified from time to time by the Authority and to use safety equipment and take other precautions as necessary and the breach of Safety Guidelines shall be construed as misconduct and such employee shall be liable for disciplinary proceedings.

18. Training - An employee shall be liable to undergo such training/induction training/refresher courses for such period(s) and undertake such examinations/tests as may be specified by the Authority from time to time.

19. Hours of Work and Attendance - (1) Every employee shall comply with all instructions issued from time to time relating to attendance, arrival and departure, the period and hours of work for different categories of employees or to an employee and every employee shall be at work at the time fixed and specified by the Authority from time to time.

- 20. Attendance** - Attendance shall be marked daily according to the method and procedure as may be specified by the Authority from time to time .
- 21. Holidays** - The list of holidays shall be specified by the Authority in the beginning of the year or at any time thereafter, if necessary.
- 22. Entry and Exit** - Every employee shall enter and leave the Authority's premises by the gates determined for this purpose. Employees entering or leaving the premises are liable to be searched as may be authorized for this purpose by the Authority.
- 23. Identity Cards** - Every employee shall be provided with an Identity Card. The employee shall show the identity card if required to do so by the representative of the Authority/Government official authorized to check such card and regulate entry of persons to the premises of the Authority and every employee leaving service of the Authority for any reasons whatsoever shall surrender his/her identity card.
- 24. Compliance of other instructions issued by the Authority** - Every employee shall comply with such other instructions as may be issued by the Authority from time to time.
- 25. Removal of books, drawings, and other papers, etc. outside the Authority's premises** - (1) No employee shall carry with him/her any papers, books, drawings, photographs, instruments, apparatus, documents or any other property of the Authority outside the Office or project or Airport Premises except with the prior approval of the Competent Authority.
- 26. Property of Authority** : Any document or information received or obtained by an employee during the course of his/her official duty from outside sources shall be property of the Authority.
- 27. Service Certificate** - A Service Certificate shall be issued on request to an employee at the time of discharge, dismissal, termination of his/her service, resignation or retirement.
- 28. Removal of Doubt** – Where a doubt arises as to the interpretation of any of these regulations, the matter shall be referred to the authority for final decision.

S K NARULA, Chairman
[ADVT III/IV/158/2003/EXTY.]

FORM - I

CHARACTER AND ANTECEDENT CERTIFICATE

(See regulations 6(7)(a))

Certified that I have known Shri/Smt./Kumari _____
_____ son/wife/daughter of
_____ for the last _____
years _____ months, and to the best of my knowledge and belief
he/she bears a good moral character and has no antecedents which should
render him/unsuitable for Government employment.

Shri/Smt./Kumari _____ is not
related to me.

Signature

Name in Block
letters

Date :

Place :

Designation and Seal
Office Telephone No.

INSTRUCTIONS

1. To be signed or counter-signed by a Gazetted Officer of the Government of India or a State Government or magistrate 1st Class or a Member of the Parliament or State Legislature.
2. Signatory's designation may also be given in block letters.
3. Period, for which the vouching officer should have known the candidate should be at least one year.
4. The certificate should be of recent date.

FORM - II

DECLARATIONS AT THE TIME OF JOINING AAI

(See regulations 6(9)(a))

I Shri/Smt./Kumari _____
son/wife/daughter of _____ hereby declare that , -

(a) I am already married and have not more than one wife living and I will not contract another marriage without first obtaining permission of the Airports Authority of India and special dispensation from the Government of India, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to me.

(b) I am already married and my marriage is not void by reason of the husband having a wife living at the time of such marriage or I have not married a person who has wife living at the time of such marriage.

(c) I am unmarried and declare to be governed by clauses 1(a) and (b) above in the event of my marrying subsequently.

Signature _____

Name in full _____

Date : _____

Place : _____

FORM-III
ATTESTATION FORM
[See regulations 6(10)(a)]

WARNING

Affix signed passport size
5 cm x 7 cm approx. copy
of recent photograph.

1. The furnishing of false information or suppression of any factual information in the attestation form would be a disqualification, and is likely to render the candidate unfit for employment under the Government.
2. If detained, arrested, prosecuted bound down, fined, convicted, debarred, acquitted subsequent to this form, the details should be communicated immediately to the authorities to whom the attestation form has been sent early, failing which it will be deemed to be a suppression of factual information.
3. If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the services of a person, his services would be liable to be terminated.

1. Name in full (in block capitals)
with aliases, if any (please
indicate if you have added or
dropped in any stage any part
of your name or surname .

SURNAME

NAME

2. Present address in full i.e. , village
Thana and District, or House No.
Lane/ Street/Road and Town.

3. (a) Home address in full i.e.
Village, Thana and District, or
House No., Lane/ Street/Road and
Town and name of District
Headquarter.

(b) If originally a resident of
Pakistan/Bangladesh(erstwhile
East Pakistan) the address in that
country and the date of migration
to Indian Union.

: 2 :

4. Particulars of places (with periods of residences) where you have resided for more than year at a time during the previous five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.

From	To	Residential address in full (i.e. Village, Thana and Distt., or House No./Lane/ Street/Road and Town).	Name of the Distt. Headquarters of the places mentioned in the preceding column.

5.	Name	Nationality (by birth and/or by domicile)	Place of Birth	Occupation (if employed give designation and official address)	Present postal address (if dead give last address)	Permanent Home address
	1	2	3	4	5	6

I. Father's name in full aliases if any,

II. Mother

III. Wife/Husband

IV. Brother(s)

V. Sister(s)

5(a) Information to be furnished with regard to son(s) and /or daughter(s) in case they are studying /living in a foreign country:

Name	Nationality (by)	Place	Country in	Date from
	Birth and/or	of	which studying/	which studying
	By domicile	birth	living with	living in the
			Full address.	Country
				mentioned in
				Previous col.

6. Nationality

7. (a) Date of birth (a)
 (b) Present age (b)
 (c) Age at matriculation. (c)

8. (a) Place of birth (a)
 District and State
 In which situated
 (b) District and State (b)
 to which you belong.
 (c) District and State (c)
 to which your father
 originally belong.

9. (a) Your religion
 (b) Are you a Scheduled Caste/
 Scheduled Tribe/OBC/ Physically
 Handicapped/ Ex-Servicemen?
 (c) If yes, mention caste /category/Details

10. Educational qualification showing places of education with years in schools and colleges since 15th years of age _____.

Name of school/ College with Full address	Date of entering	Date of leaving	Examination passed.

11.(a) Are you holding or have any time held an appointment under the Central or State Govt. or a semi-Government or a Quasi-government body, or an autonomous body, or a public undertaking, or a Private firm or Institution? If so, give full particulars with dates, or employment, up-to-date.

Period	Designation, emoluments And nature of employment.	Full name And address of employer	Reasons for leaving previous service.

11. (b) If the previous employment was under the Government of India State Government / and Undertaking owned or controlled by the Government of India or a State Government /an Autonomous Body/University/ Local body.
If you had left service on giving a month's notice under rules 5 of the Central Civil Services (Temporary Service) Rules, 1965, or any similar corresponding rules were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date, before your services actually terminated?

12. (I)
- | | |
|---|--------|
| a) Have you ever been arrested? | Yes/No |
| b) Have you ever been prosecuted? | Yes/No |
| c) Have you ever been kept under detention? | Yes/No |
| d) Have you ever been bound down? | Yes/No |
| e) Have you ever been fined by a Court of Law? | Yes/No |
| f) Have you ever been convicted by a Court of Law for any offence? | Yes/No |
| g) Have you ever been debarred from any examination or rusticated by any University or any other Educational Authority/Institution? | Yes/No |
| h) Have you ever been debarred /disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/Selection | Yes/No |

- i) Is any case pending against you in any Court of Law at the time of filling up this Attestation Form? Yes/No
- j) Is any case pending against you in any University or any other Educational Authority/Institution at the time of filling up this Attestation Form? Yes/No
- k) Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise? Yes/No
- (II) If the answer to any of the above mentioned question is 'Yes' give full particulars of the case/arrest/detention/nature of the case pending in the Court/University/Educational Authority etc., at the time of filling up this form.

NOTE: (I) Please also see the 'warning' at the top of this Attestation Form.

(II) (Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

13. Name & address of two responsible persons of your locality or two references to whom you are known.	
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I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Date _____
Place _____

Signature of candidate

(Certificate to be signed by any one of the following)

- (i) Gazette Officer of Central or State Government;
- (ii) Members of Parliament or State Legislature belonging to the constituency where the candidate or his parents/guardian is ordinarily resident;
- (iii) Sub-Divisional Magistrates/Officers;
- (iv) Tehsildars or Naib/Deputy Tehsildars authorized to exercise magisterial powers;
- (v) Principal/Head Master of the recognized school;
- (vi) Block Development Officer;
- (vii) Post master;
- (viii) Panchayat Inspectors.

Certified that I have known Shri/Smt./Kumari _____
_____son/daughter of Shri _____for the last ____years
_____months and that to the best of my knowledge particulars furnished by him/her
are correct.

Date _____

Signature _____

Place _____

Designation or status and address

TO BE FILLED BY THE OFFICE

- (i) Name, designation and full address of appointing authority.
- (i) Post for which the candidate is being considered.

ANNEXURE -1
[See regulations 2(1)(b)]

S.NO.	Name of the Post	Appointing Authority
1.	2.	3.
1.	All employees (Group A, B, C and D)	Chairperson
2.	All executives of the level of Senior Manager including 'B' and below	Member (Personnel and Administration)
3.	All Group B (Non-Executive), C & D employees at Corporate Head Quarter and those appointed on all India basis.	Executive Director (Personnel and Administration)
4.	Group D employees	Dy. General Manager (P) at Corporate Head Quarter
5.	Employees of Group B (Non-Executive), C & D categories other than mentioned in 3 above at Regional Offices/ International Airports	Regional Executive Director at Regional Offices/Airport Director at International Airports
6.	Employees of Group D posts at (a) Intl. Airports/Regional Offices (b) Other Airports/Stations/ Units	Deputy General Manager (Personnel) Deputy General Manager (Pers)/In-charge of Airport/ Station/Unit.
