

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

F.N- A.60011/40/2011-PP

28th June, 2011

To

The Regional Executive Director
Airports Authority of India
Northern Region
Delhi

The Executive Director
RCDU/FIU

The Director
Indian Aviation Academy

Sub: New Performance Management System-Requirement of Medical Check up for E-8 and above executives.

Sir,

You are aware that the new Performance Management System has been introduced for Executives broadly based on the DPE instructions dated 26.11.2008. As per the DPE instructions, all Executives from E-8 and above i.e. (GMs, EDs, Board Members & Chairman) have to undergo a medical examination which is mandatory and part of PMS for this category of executives.

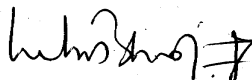
To facilitate the medical check ups for the above level of executives based at Delhi,

Fortis Hospitals, Delhi and Max Hospitals, Delhi have been identified. The charges for the medical check up have been negotiated and fixed at Rs. 3900/- per executive. This expense on the medical test shall be borne by AAI and the medical report/test shall be strictly as prescribed by DPE in the PMS form (copy enclosed).

These officers may contact **Shri Lalit Pandey of Fortis Hospital (Cont. No. 9717592760)** and **Ms. Manu Pahuja of Max Hospitals (Cont. No. 9990930555)** for any help in this regard.

Appropriate action may be taken urgently and the compliance may be reported to CHQ.

Yours faithfully


(VILAS BHUJANG)
EXECUTIVE DIRECTOR (HR)

Copy to:-

- ED (Admn.) for information and necessary action
- OSD to Chairman
- PS to Member (HR)/ Member (Fin.)/Member (Ops)/Member (ANS)/Member (Plg.)
- EA to CVO
- All HoDs at CHQ/Operational Offices/New Office Complex
- MIS Cell/PAR Cell/Office Order Bundle



Proforma for Health Check Up of Chief Executive, Functional Directors, Executive Directors / General Managers

Date :

| | | | | | |
|-----------------|--|-------------|--|-----|-----|
| Name | | Age | | Sex | M/F |
| Employee Number | | Designation | | | |

A : Examination

| Physical | Systemic |
|----------|----------|
| | |

Investigation :

| | |
|-----------------------------|----------------------|
| Haemogram | |
| Hb% | |
| TLC | |
| DLC | |
| Peripheral Smear | |
| Blood Sugar | |
| F | |
| P.P | |
| Lipid Profile | |
| Total Cholesterol | |
| HDL Cholesterol | |
| LDL Cholesterol | |
| VLDL Cholesterol | |
| Triglyceride | |
| Liver Function Test | |
| Total Bilirubin | |
| Direct Bilirubin | |
| Indirect Bilirubin | |
| SGOT | |
| SGPT | |
| ALK Phosphatase | |
| Kidney Function Test | |
| Urea | |
| Creatinine | |
| Uric Acid | |
| Electrolytes | Na+ |
| | K |
| | Calcium |
| | Inorganic Phosphates |



| | | |
|--------------------------------|----------------|--------------------|
| Cardiac Profile | | |
| CPK | | |
| CK-MB | | |
| LDH | | |
| SGOT | | |
| Urine | Routine | Microscopic |
| Sugar | | |
| Albumin | | |
| ECG | | |
| X-Ray | | |
| Ultra Sound Abdomen | | |
| Any other Investigation | | |
| Advice | | |

B : Medical Report of the Officer

| | | |
|----|---|---|
| 1. | Haemoglobin Level of the officer | Normal / Low |
| 2. | Blood Sugar Level | Satisfactory/Normal/High/Low |
| 3. | Cholestrol level of the officer | Normal/High/Low |
| 4. | Liver functioning | Satisfactory/Normal/Dysfunctional |
| 5. | Kidney status | Normal/Both-One Kidney not functional optimally |
| 6. | Cardiac status | Normal/Enlarged/Blocked/Not Normal |

C : Summary of Medical Report

| | | |
|----|--|--|
| 1. | Overall Health of the officer | |
| 2. | Any other remarks based on the health check up of the officer | |
| 3. | Health profile grading | |

Date :

Signature of Doctor