



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
NR/WR/ER/SR/NER
Delhi, Mumbai, Kolkata,
Chennai, Guwahati

The Principal
CATC, Allahabad

The Airport Director
Airports Authority of India
ER-Kolkata, SR-Chennai,

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.

All REDs /APDs are requested to identify and empanel hospitals at their station at reasonable negotiated charges for conducting the medical examination of executives for the level of E-8 and E-9. If any E-8 level executive is working in station under the Region, the arrangement may be made at the station level also. All expenses on the test shall be borne by the organization and medical report/test shall be strictly as prescribed by DPE in the PMS form (copy enclosed). The requirement of medical examination is mandatory only for executives of E-8 and above and hence these executives may be advised accordingly.

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
- **Website- <http://www.aai.aero>**



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