



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No.A.80011/103/99-P&C

November 25, 1999

Regional Executive Director  
Northern/Southern/Eastern/Western/North-Eastern Region


Principal  
CAIC, Allahabad

Sub: Transfer Policy - Airports Authority of India

Sir,

Transfer Policy for the Airports Authority of India which will be effective from the forthcoming transfer season i.e w.e.f 01st March, 2000, is enclosed for information and further necessary action.

Yours faithfully

  
[P. RAJENDRAN] 25/11/99  
EXECUTIVE DIRECTOR [PERS. & ADMN.]

Internal :-

~~EA to Chairman~~  
PS to Member [Ops.]/Member [P&A]/Member [Plg.]/Member [Fin.]/CVO  
PS to Company Secretary  
All HODs  
All Estt. Section of Dte. of Pers.  
GS AAEU/ATC Guild/ACOA/NAAOA/ ~~Stat~~

AAI TRANSFER POLICY

GENERAL GUIDELINES

Transfer Policy in AAI was under review, and following guidelines shall govern the transfers of non-executives and executives of AAI w.e.f. the transfer season 2000.

2. Generally transfer are meant to utilise the individual skill/potential in areas in which he/she has been trained/skilled. ~~The Transfer Policy shall apply to all~~ transferable posts in all disciplines.

3. Definitions :-

3 (i) Normal Transfer season : For both inter region and intra region, Normal Transfer Season would be April-May, each year

3 (ii) Inter Regional Transfer : Transfers from one region to another region

3 (iii) Intra Regional Transfer : Transfers from one station to another station within the region

3 (iv) Home-Town :-The permanent home town as accepted by the AAI and entered in service book of the employee.

3 (v) Length of stay at the station/in the region :-

Transfer will be in accordance with the seniority in stay at the region/station as applicable. Length of stay means period continuously spent at the station in the region under AAI in a post which has the liability of service, anywhere in India. To illustrate person A may, be in Delhi Region for the last six years - Four years as Sr. Superintendent [ATC] and two years as Asstt. Manager [ATC], his length of stay in Delhi Region is six years. Similar shall be the case in respect of his stay at the same station. However, in the case of Group D posts length of stay shall be computed only from the date of promotion to Group C posts.

3 (vi) Tenure Station :- Stations as shown at Appendix-I

4. General Guidelines

4 (i) Except in cases where operational/administrative reasons warrant, transfers shall normally be avoided. Transfers when made shall be in accordance with the seniority in stay at the station in the region.

- 4 (ii) Gp. D staff may not normally be transferred except on reduction of establishment/administrative reasons. Request for transfer when made shall be subject to the availability of vacancies and the merit of the case.
- 4 (iii) Executives at the level of DGM and above are also liable to be transferred as per the policy. However, suitability of these executives for particular assignment shall be given due consideration
- 4 (iv) Transfer of Group C staff within the Region shall be by the RED concerned
- 4 (v) Except in cases of transfer to tenure station, officers and staff shall not normally be transferred from one station to another station in the region before he/she completes a minimum period of three years at that station and from one region to another region before he/she completes five years in that region.
- 4 (vi) In respect of Inter/Intra Regional transfer the person so transferred must have at least completed one year at the station of his posting from which he is transferred. Year for this purpose means transfer season. This, however, will not apply in case of transfer on promotion or reduction of staff.
- 4 (vii) Intra regional transfers shall be made on the basis of length of continuous stay at the station and inter regional transfers on the basis of length of continuous stay in the region.
- 4 (viii) Volunteers may be called while affecting inter regional/intra regional transfers to tenure stations. The volunteers will also indicate the period for which they would like to serve at tenure station. volunteers may be given preferences. Details of general and tenure stations, both one year and two year, are given in appendix-I
- 4 (xi) Other factors being equal, age shall be the deciding criteria for transfer and not the seniority in the services. Older shall be transferred first.
- 4 (x) In respect of officers/staff returning from deputation, their stay at the previous station/region before going on deputation shall be taken into account while affecting their transfers.

5. Inter Regional Transfers :

- 5 (i) A person shall not normally be transferred out of the region, before he completes at least five years in that region.
- 5 (ii) An official shall not normally be transferred out of the region second time unless all others in that cadre have done one turn of out of region transfer.

6. Transfer on promotion :

As a general policy non-executive on promotion to the level of executive and Senior Manager on promotion as DGM shall be transferred. Cases where retention of such promoted executives are required such retention shall be on the specific recommendation of the Member concerned and with the approval of the Chairman. [This clause shall not apply to personal staff namely Stenographers and Private Secretary]. Such transfers shall be effected as per normal transfer policy.

7. Transfer to Home Town :

- 7 (i) Persons who are within 5 years of reaching the age of superannuation shall be posted as far as possible in or nearer to their home town, provided a request is received from the concerned official for posting to home town/opted station. The cut off date for determining 5 year period will be taken as 31st March.
- 7 (ii) In the event of transfer consequent to promotion the above provision shall not apply.
- 7 (iii) When a person is due to retire within 5 years and could not be accommodated nearer to the home town, he may be exempted from transfer during the last 5 years of service before retirement.

Note: The facility of transfer to home town or nearest station thereof when in the superannuation zone, will not apply to officers who for personal reasons have on their request been given deferment/cancellation/exemption of transfer to out of region/tenure station during their regular turn till they fulfil the requirements of the same.

8. Transfer of Tenure Stations :

8 (i) The following procedure shall be adopted while making postings to tenure stations.

Category-I : Who have not served any tenure station

- Step-1 Draw up a list of officials in the cadre who have not done a turn of posting in any unpopular/tenure station.
- Step-2 Arrange them in order of their ~~length of~~ continuous stay at non tenure stations irrespective of the regions.
- Step-3 Transfers to tenure station should be made from the list so prepared in the order they are arranged.

After effecting transfers as mentioned above, if there are more transfers to be made to tenure stations, the following procedure shall be adopted.

Category II : Who have already done one tenure station term

- Step-1 Draw up a list of officials in the respective cadres who have done one or more than one turn at tenure stations.
- Step-2 Arrange them in order of their dates of relief from the tenure station of last posting.
- Step-3 Postings to tenure station will be made from out of the Category II list in the order arranged after exhausting Category I list.

8 (ii) Normally no choice will be given in regard to posting to tenure stations. To the extent of available vacancies, the request of an individual will be kept in regard to posting to tenure station.

8 (iii) Officials posted at tenure stations may at their option choose to remain longer than the stipulated stay. In that case the additional stay of the officials will be counted as stay at non-tenure station. Although his transfer from tenure station will be governed by the rules for transfer from tenure stations; but while preparing the priority list for posting to tenure station next time, the additional stay will be counted as a stay at non-tenure station.

8 (iv) In the event of two or more officials volunteering transfer to the same tenure station, consideration shall be given to the fact whether any of the volunteers had already been to that tenure station earlier. Preference shall be given to those who had not done a turn at the station to which option is made or who had the least stay at that station.

8 (v) In the event of an official not reporting for duty within 30/60 days at tenure station of one year/two year duration from the date of relief by RED/Station Incharge concerned, he will have to serve for one more academic year at the tenure station in addition to the stipulated period of stay. The same provision shall apply if a person avails more than 60 days leave other than casual leave of any kind at tenure station. However, official who does not avail full joining time after strike off from the original date indicated in the original transfer order and report at the tenure station early, he may be allowed to exceed the leave period to the extent of unavailed joining time.

9. Transfer from tenure stations :-

9 (a) When transfers from tenure station to non tenure station is made, an official in the cadre with the longest stay in the tenure station shall be transferred out first.

9 (b) In the event of an official serving at tenure station being brought back to a non tenure station on his request on compassionate grounds, he shall not be considered as having served a term of stay at the tenure station.

9 (c) Transfer from tenure station will always be made to a non tenure station after completion of stipulated period of stay, but this may not necessarily be to the same station from which he was transferred to the tenure station.

9 (d) In the event of a person serving at a tenure station due to his promotion or reduction in establishment at that tenure station, he shall be deemed as having served his term at tenure station.

9 (e) Posting to tenure station in other region shall be deemed to be treated as tenure posting only and not as completion of out of region unless he completes three more years in the case two years tenure station and four more years in the case of one year tenure station.

- 9 (f) For transfer of executives to CATC, Allahabad, FSTC, Calcutta and other training institutions priority will be accorded on the basis of suitability-cum-willingness, while thereafter transfer will be as per regular policy. The posting shall be for a minimum period of 3 years and a maximum period of 5 years. If an Officer becomes due for tenure posting during this period he shall go for such postings after the completion of his tenure.

10. Exemptions from transfer :-

- 10 (a) Exemption from transfer may be given to an employee if his son/daughter is studying in the final year of high school, higher secondary 10th/12th of the final 10+2 system of a recognized board. This concession would be available twice in the service of an official and further subject to the condition that the official applies at least three months in advance, supported by a certificate from the authority of the recognized institution and he certifies that he has not availed this concession earlier.

The person will not be deemed to have availed of this concession if his normal transfer has not been deferred on the above grounds.

- 10 (b) Exemption from Transfer to office bearers of recognised Union/Association

Recognised Union : Eight office bearers of the Central Executive Council.

Association : Two office bearers of the Central Executive Body

11. Notwithstanding any of the conditions of the Transfer Policy, transfers on operational and administrative reasons shall be effected with the approval of the Chairman based on specific recommendations from Member (P&A)/Member concerned.

## APPENDIX I

## LIST OF STATIONS/TENURE STATIONS

REGION	GENERAL STATION	ONE YEAR STATION	TWO YEAR STATION			
NORTH WESTERN	AGRA,	HISAR	LEH	BHUNTER	PRATAPGARH	
	ALIGARH	JAIPUR	KARGIL	BIKANER	RINGS	
	CATIA ALLAHABAD	JAMMU		DEHRADUN	SHIMLA	
	AMRITSAR	JHANSI		GAGGAL	SIKANDRA	
		JODHPUR		GURUKANPUR	UDAIPIUR	
	CHANDIGARH	KANPUR		JAISALMER	VARANASI	
	CHARKHI DADRI	KOTA		KHAJURAHO	FARUKHABAD	
	CHQ	LUCKNOW		SRINAGAR		
	CRSD	LUHTANA				
	DELHI (IGI)	<del>RE</del> RCDU				
	DELHI (SAP)	NUH				
	FIU	PANTNAGAR				
	GNALIOR					
	WESTERN	AHMEDABAD	MUMBAI	DIU	BHUJ	SIHOEA
		AKOLA	NAGPUR		JABALPUR	SONGARH
AURANGABAD		PORBANDAR		JAMNAGAR	SURAT	
BARODA (VALODRA)		PUNE		KANDLA		
BELGAUM		RAJKOT		KESHODE		
BHAVNAGAR		SHOLAPUR		KOLHAPUR		
BHOPAL				NANDED		
GOA		WASHIM		RAIPUR		
INDORE		BILASPUR				
SOUTHERN		BANGALORE	VELLORE	AGATTI	BELLARY	SALEM
	CALICUT	VIZAG		CUDDAPAH	TIRUPATHY	
	CHENNAI	VARANGAL		HUBLI	TUTICORIN	
	CHAL COCHI	TRIVANDRUM		KHAMAMPAT	VIJAYAWADA	
	COIMBATORE	TRICHY		MANGALORE	VIKARABAD	
	GULBARGA	KANCHIPURAM		COTY		
	HYDERABAD	MADURAI		PONDICHERRY		
				RAJAMUNDHRY		
EASTERN	BALURGHAT	MADOH		BARKUL		
	BEHALA	MUZAFFARPUR		GAYA		
	BERACHAMPA	PANAGARH		JHARSUGUDA		
	BHUBANESHWAR	PATNA		KATIHAR		
	CALCUTTA	RANCHI		KISHANGANJ		
	DHANBAD	ROURKELA		MALDA		
	JAMSHEDPUR	TARAKESHWAR		PORT BLAIR		
	KISHANGHAT			KAVARATI		
	NORTH EAST	BAGDOGRA		AIZWAL	AGARTALA	
COOCH BEHAR			DAPARIZO	GUWAHATI		
			DIMAPUR	JORHAT		
			IMPHAL	KAILASHAR		
			LENGPUI	LILABARI (North Lakhimpur)		
			TEZU	MOHANEARI (Dibrugarh)		
			ZERO	PASSIGHAT		
				SHILLONG [BARAPANI]		
			SILCHAR			
			TEZPUR			



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No. A.60011/60/2000-IR&PP

3 Jan 2000

Regional Executive Director  
Delhi/Calcutta/Mumbai/Chennai/Guwahati

Principal  
CAIC, Aliahabad

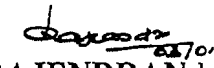
Subject: Transfer Policy - Airports Authority of India.

Sir,

Vide letter No.A.60011/103/99-P&C dated 25<sup>th</sup> November 1999, the posting at Srinagar was made as two years tenure station. There have been several requests from the employees and the Associations for converting Srinagar into one year tenure station. The issue has been examined and it has been decided to declare Srinagar posting as one year tenure station instead of the existing two years.

Other terms and conditions, as contained in above referred letter dated 25<sup>th</sup> November 1999 remain unchanged.

Yours faithfully,

  
[P.RAJENDRAN]  
Executive Director (P&A)

Internal Distribution

EA to Chairman  
PS to Member O/ Member (P&A) / Member (F) / Member (Plg.)  
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ED(P&A), IAD, All nodes at CHA.  
Copy to:

General Secretary, NAAOA, ACOA (I)  
President, ATC Guild (I)

AIRPORTS AUTHORITY OF INDIA  
(DIRECTORATE OF PERSONNEL)

No. A.60011/11/2001-PP

Dated: 10.5 2001

I. O. N.

Sub: Transfer of Employees posted at 'Bhuj' & 'Kandla'

Enclosed please find a copy of the approval of the Competent Authority regarding the policy of one year tenure posting for 'Bhuj' & 'Kandla' stations which would be applicable for the current transfer season i.e. the year 2001 only.

VI  
DII

(R.S. MAKER)

OFFICER ON SPECIAL DUTY (PERS)

Encl: As above.

Distributions:

All Executive Directors at CHQ  
All HOD's at CHQ.  
EA to Chairman for information  
PS to Member (Ops)/Member (Fin)/Member (Plng.)

A. G. M. S.  
DIPPA

11/11

Stamp: 10/5/01  
11/11/01

Stamp: 10/5/01  
11/11/01

No. A.60011/9./2002-IR&PP

Dated 13.02.2002

The Regional Executive Director  
Northern/Western/Southern/Eastern/North Eastern Region

The Principal  
CATC, Allahabad

General Manager  
CRSD/RCDU/E&M Workshop

**Subject-Transfer Policy-Airports Authority of India**

Sir,

Reference letter of even No.A60011/103/99-P&C dated 25/11/99 on the above subject. It has been decided to declare Civil Enclave Jammu as a two year tenure station.

Other terms and conditions as contained in this office letter No.A 60011/103/99-P&C dated 25.11.99 remain unchanged.

Yours faithfully



(P.Gianchandani)  
General Manager (Personnel)

Copy to:-

G.S NAAOA/ACOA/ATC(GUILD)/IAAIOA/AAIEU

Internal Distribution :-

Sr. EA to Chairman- for information of the chairman  
PS to Member(Ops.)/ Member(P&A)/ Member(Fin.)/Member(Plg.)/CVO  
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AGM(P)/DGM(P)/OSD(P)/Consultant/SM(P)  
All sections of Personnel Directorate(NAD)  
OL Unit to give Hindi version.

A.60011/60/2000-PP

25/6/02

Regional Executive Director,  
Airports Authority of India  
Northern/Western/Eastern/Southern/North-Eastern Region,  
Delhi/Mumbai/Kolkata/Chennai/Guwahati.  
Principal  
CATC, Allahabad  
General Manager,  
CRSD/RCDU/E&M Workshop

**Sub: Transfer Policy - AAI.**

Sir,

Reference is made to the letter no. A.60011/103/99 - P&C dated 25/11/99 on the subject cited above.

It has been decided to continue "BHUIJ" as one year tenure station till transfer season of 20Q3.

**PONDICHERRY, TIRUPATHI & HUBLI** have been re-categorised from tenure to non-tenure and **KANCHEEPURAM**, VOR station from non-tenure to tenure station for two years.

Other terms and conditions as contained in the office letter no.A.60011/103/99-P&C dated 25/11/99 shall remain unchanged.

*[Handwritten Signature]*

[P.K.UPPAL]

DEPUTY GENERAL MANAGER (PERSONNEL)

Copy to: G.S - NAAOA/ACOA/ATC (GUILD)/IAAIOA/AAIEU

Dated 26/05/2003

A-60011/60/2000-PP

The Regional Executive Director  
Airports Authority of India  
Northern/Western/Southern/Eastern/North Eastern  
Delhi/Kolkata/Mumbai/Chennai/Guwahati

The Principal  
CATC Allahabad

General Manager  
CSR/D/RCDU/E&M W/S

Subject Transfer Policy-AAI

Discussions on the various provisions of the transfer policy have been under consideration for some time. It has been decided by the Competent Authority to declare Amristar as a three year tenure station with immediate effect and until further orders. The position in regard to some other stations is being reviewed separately and order for those stations will be issued shortly.

  
(H.S. BAINS)  
EXECUTIVE DIRECTOR (P&A)

**INTERNAL DISTRIBUTION**

- > Sr. EA to Chairman- for information of the Chairman
- > E.A. to Member (Ops)/ Member (Planning)/ Member (Finance)
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AGS Airports Authority Officers Association (India)

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Rajiv Gandhi Bhavan

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No.A.60011/26 /2004-PP

20<sup>th</sup> June 2004

Regional Executive Director  
Northern/Eastern/Western/Southern/NE Region

Principal  
CATC

General Manager  
RCDU/CRSD/IAU  
SAP, New Delhi

### Transfer Policy – Two terms tenure

In the transfer policy issued in 1994, as per Clause 8 (ii) (iii) if anybody had completed 1½ time of the tenure period at a tenure station, it was deemed to have completed two tenure at a tenure station for the purpose of transfer. Since the Transfer Policy issued in 1999 did not contain the above provision it was under consideration whether those employees who have completed the increased tenure as per 1994 should be given the benefit of two terms.

It has been decided that the officers/ staff who were transferred when the 1994 Transfer Policy was in operation and had completed 1½ time of the tenure period upto Nov 99 may be given the benefit of Clause 8 (ii) (iii) of the Transfer Policy issued in 1994.

  
[D.C. MEHTA]  
Executive Director (Pers & Admn)

Copy to :

Sr. EA to Chairman  
EA to M(Fin)  
ED(CNS-Plng)/ ED(Engg)/ ED(Comm)/ ED(ATM)/ ED(P&A) IAD  
All HoDs at CHQ.  
Genl Secy., AAOA(I)/ACOA(I)/ ATC Guild(I)/IAAOA  
Gen Secy., AAFU

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Fax : 91-11-463299



No. : A.60011/26/2004-PP

25<sup>th</sup> October 2004

Regional Executive Director  
Airports Authority of India

**Northern/Southern/Western/Eastern/N.E. Region**

Principal  
**CATC, Allahabad**

General Manager  
RCDU/CRSD/E&M Workshop/IAU  
**SAP, New Delhi**

**AMENDMENTS/CLARIFICATIONS – TRANSFER POLICY**

Sir,

1. Further to our letter of even no. dated 20<sup>th</sup> November, 1999 vide which the Transfer Policy has been enunciated. Over the period that has since elapsed after the enunciation of the policy under reference, the experience at Corporate Office has revealed that as a result of grey areas, many an infirmities are committed in implementation. Therefore, the need to set the record straight by issuance of the clarifications which have since been sought from time to time and also the requisite amendments so as to ensure that the efficacy of the policy is not diminished in any manner and its applicability across board in a uniform manner. Appended below are the clarifications/amendments which come into immediate effect. Accordingly, you are requested to incorporate the under-mentioned changes:

- (a) The Transfer Policy is applicable to all cadres and disciplines across board and thus they should not be any iota of doubt with regards to its applicability to any particular discipline/cadre.
- (b) For the purpose of transfer, CATC is to be considered as a separate region.
- (c) The liability in respect of non-executives with regard to the transfer being intra-region shall be controlled by the respective Regional Executive Director.
- (d) For deciding transfers to tenure stations, volunteers may be called prior to affecting such transfers. Seniors amongst volunteers may be given preference. The competent authority has reviewed the status of tenure stations and the revised status as on 01.10.2004 is enclosed at appendix-I. In case of tenure posting, the choice of station would be given priority on seniority-cum-choice basis as well as the rating/proficiency acquired by them. However, no request for continuation at tenure station for a period more than three tenure period would be considered.

राजीव गांधी भवन

Rajiv Gandhi Bhawan

सफदरजंग हवाई अड्डा, नई दिल्ली-११०००३

Safdarjung Airport, New Delhi-110003

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फैक्स : ९१-११-२४६३२६६०

Fax : 91-11-24632990

- (e) The person shall not normally be transferred to home region before he completes at least five years out of home region including out of home region tenure posting and on his own request. However, the period could be three years for inter airport transfers between stations of erstwhile IAAI and for erstwhile IAD employees.
- (f) The persons who are within five years of reaching age of superannuation shall be posted as far as possible in or nearer to their home town/choice station provided request is received from the concerned official/employee in this respect. However, officer/employee posted at tenure station would be transferred to home region only after completion of tenure posting. In all other cases the officer/employee should have at least worked out of home region for two years before effecting transfer to home region.
- (g) The facility of transfer to home region or nearest station thereof when in superannuation zone will not apply to employees/officers who for their personal reasons and on their own request have been given deferment/cancellation/exemption of transfer during their regular turn in previous transfer seasons.
- (h) The following is to be added to clause-10 regarding exemption from transfers :
  - (i) Exemption to be granted to the employees having mentally retarded child until the child attains the age of 25 years.
  - (ii) Self or spouse suffering from cancer (until cured), have undergone open heart surgery (exemption for two year after surgery).
- (i) As far as possible, within the constraints of administrative feasibilities, spouse of an employee will be considered for transfers along with him/her subject to vacancies/utilization of such positions at the new station even on supernumerary basis. In cases where regional/station seniority is considered for promotion, the person thus transferred is not entitled to claim seniority for promotion etc. at new station. In case of non executives for whom the region wise seniority lists are maintained, he or she will not be considered for promotion at the parent region/station during the period of such posting and can not claim any promotion that might have been given to his or her junior at the parent region/station during the absence of such employee. On reversion to the parent station, he or she regains the seniority for the promotions.

- (j) Disposal of leave application after receipt of transfer order by an officer :

In case an officer on receipt of transfer order applies for leave, beyond stipulated date of relieve the Controlling Officer shall relieve the transferred officer not later than the stipulated date of relieve and forward his leave application to the officer under whom the officer in question has been transferred. It will be left to that officer to sanction or refuse the leave thus applied for.

- (k) Request for deferment/cancellation of transfer :

Any request for deferment/cancellation of transfer leads to chain reaction as such these requests should be discouraged. In case a request for cancellation/deferment of transfer has been made by the officer concerned, the same should be disposed off expeditiously but not later than 45 days of making such request. Request for deferment, if agreed shall not be for a period of more than 6 months or till the academic session whichever is later.

- (l) Bringing outside influence to cancel/defer transfer :

Any outside influence brought by an employee to cancel/defer the transfer orders, the same will be construed as having been made on his/her behalf. Apart from action as provided in Conduct Rules, an endorsement to this effect shall be made in the PAR of the officer/employee by the Reporting Officer concerned or by the ED(P&A) who is in possession of all correspondence in this regard.

- (m) Transfer benefits :

The guidelines on transfer benefits issued from time to time wherever applicable on transfer viz. HRA, retention of accommodation at old duty station and availing of transit accommodation at the station of posting etc. shall be applicable.

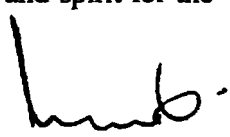
- (n) In absence of any revised orders, the person would automatically stand relieved after 45 days of issue of transfer orders.

- (o) All individuals if desire to be posted to a station of their choice, including volunteers to tenure stations should apply themselves indicating their choice station/home region posting, etc. by 31<sup>st</sup> October and the Regional Executive Directors to forward the same latest by 15<sup>th</sup> November. The competent authority thereafter would consider such applications and draw the list of tenure stations which still remain to be filled up during the ensuing transfer season and circulate the same by 1<sup>st</sup> December every year.

- (p) Notwithstanding any of the conditions of the Transfer Policy, transfers on operational and administrative reasons can be effected with the approval of the Chairman based on specific recommendations from Member (P&A)/Member concerned and by RED on recommendation of concerned HOD in case of non-executives.
- (q) In case of ATC/Communication discipline, preference for posting to a station (tenure/non-tenure) would be given to an officer rated/proficient in a facility/equipment available at the station. Posting of rated/proficient officer to a station where the concerned equipment/facility does not exist is to be avoided. However, due weightage to seniority and choice is to be given while carrying out this exercise.
- (r) For transfer of executives to CATC, Allahabad, FSTC Kolkata, SMUs, standardization, E&M, MIS Cell of Engineering Wing, FTC, NIAMAR and other training institution priority will be accorded on the basis of suitability and due selection process. The posting shall be for a period of 4 years normally but could be extended as per requirement. If an officer becomes due for tenure posting during this period he/she shall go for such postings after the completion of his period of stay at the aforesaid stations.

2. All other provisions of the above referred Transfer Policy remain unchanged.

3. A note of confirmation of having carried out the incorporation of the clarifications/amendments and also of its implementation in letter and spirit for the perusal of the Competent Authority shall be highly appreciable.

  
[D.C. Mehta]  
Gp. Capt.  
ED (P&A)

Copy to:

1. Sr. EA to Chairman ]
2. EA to Member(F) ]
3. EA to CVO ] For information
4. EA to Member (P&E)/ Mgr. (PS) Member (Ops)/ ]  
Mgr. (PS) to Member (P&A) ]
5. All HODs at R.G. Bhavan
6. ED (FIU)
7. GS,AAEU/GS, AAOA(I)/GS, ATC Guild (I)/GS, ACOA/GS,  
Engineers' (Guild)

भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No. : A.60011/26/2004-PP

26<sup>th</sup> October 2004

Regional Executive Director  
Airports Authority of India  
Northern/Southern/Western/Eastern/N.E. Region

Principal  
CATC, Allahabad

General Manager  
RCDU/CRSD/E&M Workshop/IAU  
SAP, New Delhi

AMENDMENTS/CLARIFICATIONS - TRANSFER POLICY

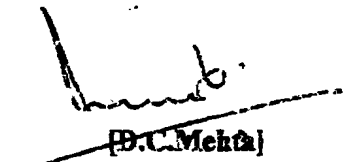
Sir,

Further to our letter of even no. dated 25<sup>th</sup> October, 2004 conveying the amendments/clarifications with regards to the Transfer Policy.

Due to oversight, the Appendix attached to the said paper was not the correct one and hence it is requested that the enclosed appendix be incorporated with the letter under reference and the earlier appendix be destroyed.

Also the amendment to Para. 1 (e) be made as under and the same be incorporated for ready reference:

(4) "The person shall not normally be transferred to home region before he completes at least five years out of home region including out of home region tenure posting and on his own request."

  
[B.C. Mehta]  
Gp. Capt.  
ED (P&A)

Copy to:

1. Sr. EA to Chairman ]
2. EA to Member(F) ]
3. EA to CVO ] For information
4. EA to Member (P&E)/ Mgr. (PS) Member (Ops)/ ]  
Mgr. (PS) to Member (P&A) ]
5. All HODs at R.G. Bhavan
6. ED (FIU)
7. GS,AAEU/GS, AAOA(I)/GS, ATC Guild (I)/GS, ACOA/GS, Engineers' (Guild)
8. MIS Section

गांधी भवन सफदरजंग हवाई अड्डा, नई दिल्ली-110003 दूरभाष : 24632950 फैक्स : 91-11-24632990  
Sandhi Bhawan Safdarjung Airport, New Delhi-110003 Phone : 24632950 Fax : 91-11-24632990

## Revised Status of Category of Stations As on 25.10.2004

Region	General	2-Year to be reviewed in 2005	2 -Year	1- Year	Total
<b>Northern</b>	Agra, Aligarh, Charkhi Dadri, Chandigarh, Delhi, Gwalior, Hissar, Jaipur, Jhansi, Jodhpur, Kanpur, Kota, Lucknow, Ludhiana, Moga, Nuh Pantnagar, <u>17</u>	Amritsar Varanasi Jammu <u>3</u>	Kullu (Bhuntar), Bikaner (Lk1-2), Dehradun, Farukhabad, Kangra(Gagga), Gorakhpur, Jaisalmer, Pratappgarh, Pathankot, Reengus, Sikandrabad, Simla, Udaipur <u>13</u>	Leh, Srinagar, Kargil, Khajuraho <u>4</u>	<b>37</b>
<b>Western</b>	Ahmedabad, Akola, Aurangabad, Baroda, Bhavnagar, Bhopal, Bilaspur, Goa, Indore, Juhu, Mumbai, Nagpur, Pune, Rajkot, Sholapur <u>15</u>	Belgaum, Raipur, Surat <u>3</u>	Bhuj, Jabalpur, Jamnagar, Kandla, Keshod, Kolhapur, Nanded, Porbandar, Sihora,, <u>9</u>	Diu Songarh <u>2</u>	<b>29</b>
<b>Southern</b>	Bangalore, Calicut, Chennai, Cochin, Coimbatore, Hyderabad, Kochi (CIAL) Madurai, Trivandrum, Trichy, Vizag <u>11</u>	Gulbarga, Hubli, Mangalore, Ooty, Pondichery, Warrangal <u>6</u>	Bellary, Cudappah Kanchipuram, Khammam Rajamundri, Selam, Tuticorin, Tirupathi Vijaywada, Vikarabad, <u>10</u>	Agatti <u>1</u>	<b>28</b>
<b>Eastern</b>	Behala, Bhubneshwar, Jamshedpur, Kolkata, Muzzafarpur, Patna, Ranchi, Tarkeswar, <u>8</u>	Malda <u>1</u>	Balurghat, Behrampur, Gaya, Jharsuguda, Katihar, Kishanganj, Port Blair <u>7</u>	<u>0</u>	<b>16</b>
<b>North East</b>	Darjeeling (Bagdogra), Cooch Behar <u>2</u>	Guwahati <u>1</u>	Agartala, Jorhat Dibrugarh (Mohanbari) Slichar (Kumbhigram), Tezpur, Sikkim, <u>6</u>	Aizawl (Lengpui) , Daparizo, Dimapur, Imphal, N.Lakhimpur(Lilabari), Passighat, Shillong(BaraPani), Tezu, Zero, <u>9</u>	<b>18</b>
	<b>53</b>	<b>14</b>	<b>45</b>	<b>16</b>	<b>128</b>

**AIRPORTS AUTHORITY OF INDIA  
(DIRECTORATE OF PERSONNEL)  
RAJIV GANDHI BHAVAN, SAFDARJUNG AIRPORT, NEW DELHI.**

No.A.22012/1/2004-EH

20<sup>th</sup> January, 2005

To

The Regional Executive Director  
Airports Authority of India  
Northern/Southern/Eastern/Western/North East Region

The Principal  
CATC Allahabad

The Senior Manager  
Integrated Administrative Unit  
Safdarjung Airport

**ANNUAL TRANSFER 2005 – P&A DISCIPLINE**

Please refer to this office Transfer Policy letter No.A.60011/26/2004-PP dated 20.11.1999 and subsequent letters dated 25.10.2004 and 26.10.2004.

2. As per Para 1(d) of the Transfer Policy dated 25.10.2004, volunteers are called for effecting transfer to tenure stations(see Annexure-I). Volunteers are advised to fill the format enclosed (**Annexure-II**).

- a) Transfers to tenure stations will initially be made from the list of volunteers. The remaining transfer to tenure stations will be based on the all India tenure station seniority.
- b) Executives who have completed/will be completing their tenure are advised to give minimum three choices of Stations. It may be ensured that all three choices are different stations.
- c) Executives who want to continue at tenure stations should also send their request to this office. However as per policy, request for continuation at tenure station for a period of more than 3 tenure periods will not be considered.

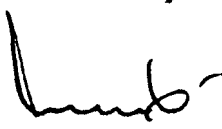
3. The Inter/Intra Region Transfers will be implemented as per the All India Region/Station Seniority. All Executives of P&A Discipline were requested to submit their choices vide this office letter No.A.32013/02/2004-EH dated 22.06.2004. While most executives have given their choices, it is observed that most of them have given their present station as all three choices. All those who have not given three different choices of stations are advised to fill the format (Annexure-II) once again, failing which it will be presumed that they have no choice and they will be transferred as per policy.

4. Executives who wish to avail exemption under Children's Education Ground (CEG) should indicate the same in the format (Annexure-II). They should also attach the certificate from the Principal of the School where their child is studying.

5. Executives who wish to avail exemption against clause 10 (i) & (ii) i.e., employees having mentally retarded children or on medical grounds (suffering from cancer or having undergone open heart surgery) should indicate the same in the format along with relevant case history (copies only).

6. Station/Tenure/Regional Seniority is enclosed for circulation. If any discrepancy is found, the same may please be verified from the Service Book of the individual concerned and a consolidated list may be forwarded to CHQ latest by **1<sup>st</sup> February, 2005.**

7. Formats from all Executives of P&A Discipline including **volunteers** for tenure station may please be sent CHQ latest by **1<sup>st</sup> February, 2005** failing which it will be presumed that the Executives are willing to be posted anywhere in India.



(D.C. MEHTA)

(Gp Capt)

Executive Director(P&A)

Copy to:

DGM(P) – for similar action in respect of CHQ.

No. A 60011/26 /2004-PP

25<sup>th</sup> February, 2005

Regional Executive Director  
Northern/Eastern/Western/Southern/NE Region

Principal  
CATC

Airport Director  
Delhi/Mumbai/Kolkata/Chennai/Trivandrum

Executive Director  
FIU, SAP, New Delhi

General Manager  
RCDU/CRSD/IAU  
SAP, New Delhi

Transfer Policy – Amendment / Clarification.

Reference is invited to this office letter of even no. dated 26.10.2004 on the subject noted above.

The Competent Authority has decided to declare Port Blair posting as 'One year' tenure station instead of existing 'Two years' for the transfer season 2005-2006 and 2006-2007.

Other terms and conditions as contained in the above said letter remain unchanged.

EM (T. & C)

[D C MEHTA]

Sp. Capt.

Executive Director (Pers & Admn)

Copy to :

- Sr. EA to Chairman
- EA to Member(Fin)
- PS to Member [P & A]
- ED(P&A) – Operational Offices
- All HoDs at CHQ.
- All Establishment Sections.
- Gen. Secy., AAEU/ AAOA(I)/ACOA(I)/ ATC Guild [I]/ AAEU/ IAAIOA/ AAIE Guild

EM (T. & C)

Sp. Capt.

13/08

Sp. Capt.