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भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

No A-60041/23/2005 (PRC) / 1446 (RTI)

23 April, 2010

**The Regional Executive Director**  
Airports Authority of India  
NR/SR/WR/ER/NER  
Delhi/Chennai/Mumbai/Kolkata/Guwahati

**The Executive Director(RCDU)**  
Airports Authority of India  
New Delhi

**The Airport Director**  
Airports Authority of India  
Kolkata/Chennai/Thiruvananthapuram

**The General Manager (CRSD)**  
Airports Authority of India  
New Delhi

**The Principal**  
CATC  
Allahabad

**The General Manager**  
E&M Workshop  
Airports Authority of India  
New Delhi

**The Executive Director (FIU)**  
Airports Authority of India  
New Delhi

**The Executive Director**  
NIAMAR  
New Delhi

**Subject: - Appointment of CPIOs/PIOs and Appellate Authorities under the RTI Act, 2005**

The existing system of processing of applications/appeals received under RTI Act, 2005 has been reviewed and with a view to ensuring expeditious and timely disposal of requests/appeals received under the RTI Act, it has been decided as follows:

**CPIOs/PIOs**

- (a) All GMs at the CHQ shall function as the **Central Public Information Officers** (CPIOs) under the RTI Act in respect of matters falling within their purview.
- (b) Senior-most GM, failing which Jt.GM/DGM, posted in the offices of CRSD, RCDU, FIU, E&M Workshop, NIAMAR and CATC, Allahabad, shall function as the Public Information Officer (PIO), in respect of the respective office.
- (c) Similarly, all Airport Directors (other than Chennai and Kolkata) shall function as the PIOs in respect of their respective airports. The senior-most GM failing which Jt. GM/DGM posted in the Regional Offices and the offices of APD, Kolkata and Chennai shall function as the PIO in respect of the respective region/airport.

*[Signature]*

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Appellate Authorities

- (d) Executive Directors at the CHQ shall function as the **Appellate Authorities** in respect of matters falling within their purview.
- (e) The Executive Directors/Principal of CRSD, RCDU, FIU, E&M Workshop, NIAMAR and CATC, Allahabad, shall like-wise function as the **Appellate Authorities** in respect of their respective offices.
- (f) The RED concerned will function as the Appellate Authority under the RTI Act, not only in respect of their own respective offices, but also in respect of the Airports (other than Chennai & Kolkata) under their jurisdiction. The APDs of Kolkata and Chennai will like-wise function as the Appellate Authority in respect of their respective offices.

Alternate Authorities

- (g) Since RTI work is also a part of one's duties/responsibilities, in the absence of the nominated CPIO/PIO/Appellate Authority on account of any reason, the officer looking after his work will automatically function as the CPIO/PIO/Appellate Authority in respect of those RTI matters till the nominated CPIO/PIO/Appellate Authority resumes his/her duties.

Nodal Officers

- (h) Regional Executive Directors and Airports Directors, Chennai and Kolkata will also be the **Nodal Officer** for the matters falling within their jurisdiction. The Nodal Officer concerned will be responsible for co-ordination work of various PIOs in the respective region/airports. Any dispute concerning any point of the RTI application or issue under RTI Act, will also be settled by the Nodal Officer concerned. RED, NR will also function as the Nodal Officer in respect of CRSD, RCDU, FIU, E&M Workshop, NIAMAR and CATC, Allahabad.

Central Nodal Officer

- (i) In the CHQ, the ED(CA & CS) will be the **Central Nodal Officer**. He will be responsible for co-ordination work of various CPIOs/Appellate Authorities in the CHQ and also that of various Nodal Officers of AAI. Any dispute in dispute in CHQ concerning any point of the application or other issues under RTI Act, will be settled by the Central Nodal Officer in CHQ.

General

- (j) All the Nodal Officers will send an annual report to the Central Nodal Officer highlighting the number of applications processed by various PIOs in a financial year, those dealt with by the respective Appellate Authorities and the second appeal cases pending in CIC, if any. ED (CA & CS) as the Central Nodal Officer will consolidate the information received from the Nodal Officers along with that of CHQ and submit a consolidated **RTI Annual Report** to Member(P&A)/Chairman for appropriate use/action. ED(CA & CS) will issue necessary instructions highlighting the modalities and format for furnishing the relevant information for RTI Annual Report.

(3)

- (k) RTI cell in CHQ will continue to function under ED(CA & CS). Matters relating to policy issues on RTI and the applications received under the RTI, which do not pertain to a particular CPIO, will fall within the purview of the responsibility of the Central Nodal Officer [ED(CA & CS)] and such issues will be decided/dealt with by him.
- (l) All Nodal Officers including Central Nodal Officer will be responsible in respect of matters falling within their purview for ensuring that the details of all AIOs/APIOs/PIOs/CPIOs/Appellate Authorities and their areas of work (such as, the name, designation, jurisdiction of the area of work, office address, telephone numbers etc of the PIO/ CPIO and the Appellate Authority concerned etc) are updated and uploaded on the website from time to time in respect of matters falling within his/her purview. These details shall also be displayed prominently at the reception counter/entry point of each office of AAI for the benefit/guidance of general public.
- (m) In respect of CHQ, if an application seeks information on more than one point with which two or more CPIOs are concerned, the CPIO concerned with first point/part of the information sought, will acknowledge the application and process the said application and forward a copy of the application to the other CPIO(s) concerned with remaining point(s) for sending a suitable reply to the applicant in respect of the point(s) with which the latter is concerned besides advising the applicant to pursue the matter directly with the CPIO concerned in respect of that point.
- (n) Each CPIO/PIO/Appellate Authority will ensure that all records in respect of requests/appeals received by him/her under the RTI Act are processed within the time frame prescribed in the Act and relevant records are maintained properly. Delay in processing cases in the past and non-furnishing of information for unacceptable reasons have been viewed seriously by the CIC resulting in imposition of penalties to be borne by the CPIO/PIO concerned from out of his/her salary. Hence, the time limits must strictly be adhered to and the onus for any delay/non-furnishing of furnishable information will lie with the CPIO/PIO concerned or the custodian of the information, as the case may be.
- (o) For any clarification or doubt, a reference may be sent to the undersigned through the Nodal Officer concerned highlighting the point of reference so that the issue is examined as per the provisions of RTI Act and appropriate clarification is furnished for general guidance.

2. The existing orders on the subject stand modified to the extent mentioned above. A list of all CPIOs/PIOs/Appellate Authorities and Central/Nodal Officers appointed by this order is at Annexure.



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(4)

3. This order shall take effect from 1.6.2010. All concerned in the matter are, therefore, directed to take urgent and time-bound follow-up measures accordingly. They will also ensure that the information pertaining to the revised arrangement noted in this order are uploaded on the website promptly for general information. A compliance report to this effect may be sent to the Central Nodal Officer by the Nodal Officers (as designated by this order) positively by 10.5.2010. The Central Nodal Officer shall submit a consolidated compliance report (including his compliance report) to the undersigned latest by 20.5.2010.

4. This issues with the approval of Chairman, AAI.



(K. K. JHA)  
MEMBER(P&A)

Copy to:

1. Chairman/Member(Ops)/(Fin)/(Plg)
2. All HODs/EDs at Operational Offices and CHQ
3. All GMs in the CHQ.
4. GM(IT) – for uploading this order on the website.
5. All Officers' Associations – AAI Engineers Guild/ ACOA(I)/ IAAIOA/ATC Guild(I)/AAOA(I)
6. GS, AAEU

ED(IT)

LIST OF RTI ACT FUNCTIONARIES IN AAI

S.No.	Office	CPIO/PIO	Appellate Authority	Central Nodal Officer/Nodal Officer
1.	CHQ	All GMs	All Respective EDs	ED(CA & CS)
2.	FIU/RCDU	GM (Failing which Jt. GM/ DGM	ED, FIU/RCDU	RED, NR
3.	CRSD	- do -	ED, CNS-OM	- do -
4.	E&M Workshop	- do -	ED, OPS	- do -
5.	FIU	- do -	ED, FIU	- do -
6.	NIAMAR	- do -	ED, NIAMAR	- do -
7.	CATC, Allahabad	- do -	Principal	- do -
8.	RED – NR, SR, WR, ER, NER	- do -	Respective RED	Respective RED
9.	APD, Kolkata	- do -	APD, Kolkata	APD, Kolkata
10.	APD, Chennai	- do -	APD, Chennai	APD, Chennai
11.	All Other Airports	APD	RED concerned	RED concerned

Note:

1. Subjects being dealt with by CPIO/PIO will be displayed on AAI website along with the above tabulated statement.
2. Details of all other existing AIO/PIO/APIOs in the respective office/Region/Airport along with subjects being dealt with by them will also be displayed on AAI website by the Nodal Officer concerned.
3. In CHQ, officers processing RTI applications will be known as CPIOs. At all other offices, they will be known as PIOs.
4. ED(CA & CS) will be the Central Nodal Officer to whom all the Nodal Officers viz. RED – NR, SR, WR, ER, NER and APDs of Kolkata and Chennai will send annual report of RTI activities as defined in the circular. Modalities and format of the said report will be circulated by ED(CA & CS).

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