



No. A.60011/78/2007-PP

10th March, 2010

CORPORATE PERSONNEL CIRCULAR – 6/2010

SUB: AVAILING OF COMPENSATORY OFF – Reg.

In terms of para 9(4) of AAI Leave Regulations 2003, regarding compensatory off for performing duty in lieu of holidays, the following has been decided in supersession of earlier instructions on this matter:

- i. Compensatory off can be availed by an employee whenever he is asked to perform duty for a full day on a gazetted holiday or on the day when he is required to perform the duty i.e. to cover up the extra shift or weekly off.
- ii. Compensatory off is to be earned before being availed.
- iii. The maximum period of absence on casual leave allowed as per AAI rules is twelve days excluding those holidays which are prefixed and suffixed. This being the rule position, compensatory off cannot be prefixed or suffixed since this leave of absence is in lieu of the duty already performed and cannot be equated to holidays.
- iv. Not more than 5 days compensatory off should be sanctioned/availed at a time.
- v. In case the overtime/out of pocket allowance has been claimed by the employee, no compensatory off should be sanctioned.
- vi. The compensatory off should be availed within one month in which it is earned.
- vii. The respective Sectional/Departmental Head who are competent to sanction leave will be Sanctioning Authority so far as the compensatory off is concerned.
- viii. No compensatory off is permissible to the officers of the level of Deputy General Manager and above.
- ix. The executives who are performing shift duties are eligible for 12 days Casual Leave in a year, which will not be carried forward to next year as is applicable for others.

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- x. In lieu of duties performed on the closed holidays the compensatory off may be granted .
- 2. This issues with the approval of the Competent Authority.



[Dinesh Kumar]
Executive Director (Pers.)

Distribution:

- i. Regional Executive Director, NR/WR/ER/SR/NER
- ii. Principal, CATC, Allahabad
- iii. Airport Director, Chennai/Kolkata
- iv. All Airport Directors/Airport Controllers
- v. ED(FIU)
- vi. GM(CMS)/(CRSD)/(RCDU)/(E&M Workshop)

Internal:

- i. All HODs at Rajiv Gandhi Bhawan/Operational Offices/AAI Office Complex
- ii. OSD to Chairman/EA to Member(Ops)/Fin.)/(P&A)/(Plg)/PS to CVO
- iii. General Secretary, AAEU
- iv. General Secretary, AAOA(I)/ACOA(I)/ATC Guild(I)/AAI Engg Guild(I)/IAAOAI/
AAI SC & ST Employees Welfare Association
- v. MIS Cell – for uploading on AAI website.
- vi. Notice Board