



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

File No. A.60011/6/67/2012-PP

August 31, 2012

The Regional Executive Director
Airports Authority of India
Northern/Western/Eastern/Southern/NER

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

The Airport Director
Airports Authority of India
Kolkata/Chennai Airport

The Director
Indian Aviation Academy
New Delhi.

The General Manager (CRSD/E&M Workshop)/AAI
New Delhi.

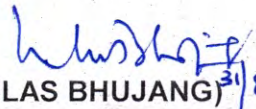
The Principal
CATC, Allahabad.

Corporate HRM Circular No. 33/2012

Subject: Holiday Home Facility to retired employees

It has been decided to extend the facility of Holiday Home to the retired employees at Shimla and Manali subject to its availability on following terms and conditions:-

- (i) The facility will be provided once in two years during the period mentioned as under:-
 - 10 January to 15 April
 - 15 July to 15 September
 - 25 October to 15 December
 - (ii) Only one room will be provided upto four nights.
 - (iii) The facility will be provided on first-cum-first serve basis.
 - (iv) The charge of the room will be Rs. 50/- per day per room, as applicable to serving employees.
 - (v) For booking of the holiday home for the above-mentioned period, the request may be sent to DGM (Admn.) on fax No. 011-24636464.
2. The detailed terms and conditions for allotment of holiday home are enclosed herewith at Annexure -'A'.


(VILAS BHUJANG)
EXECUTIVE DIRECTOR (HR)

Encl: As above (5 pages)

Internal Distribution

1. OSD to Chairman
2. PS to Member (HR)/ Member (Plg.)/Member (ANS)/ Member (Ops.)/ Member(Fin.)/ CVO
3. All HODs/GMs at CHQ/Operational Offices/New Office Complex
4. All GMs in HR/Admn-RNS/BS/RK/RSM/RD
5. GM (IT) -for uploading the same on AAI website.
6. President/General Secretary - AAOA(I)/IAAOA/ACOA(I)/ATC Guild (I)/ AAI Engg. Guild/ AAI SC/ST Employees Welfare Association
7. General Secretary, AAEU with reference to point No. 29 of JCM meeting held on June 8-9, 2012.
8. Notice Board

Terms & Conditions for Allotment of Holiday Home accommodation at Shimla & Manali.

1. The arrangement of Hotel Holiday Home accommodation has also been made for the benefit of the retired employee and his/her spouse subject to availability of accommodation.
2. The retired employee willing to avail the Hotel Holiday Home facility should apply in the prescribed proforma at Annexure 'A' to DGM (Admn.), Rajiv Gandhi Bhavan, FAX No. 011-24636464, minimum 15 days in advance or three months before availing the facility, through their respective Regions/Airports/Stations.
3. Holiday Home facility will be provided once in a two calendar year in either of the Hotels run by HPTDC-Shimla & Manali.
4. The rooms shall be allotted up to four nights during the period mentioned below on first-cum-first-basis :
 1. 10 January to 15 April
 2. 15 July to 15 September
 3. 25 October to 15 December
5. Only one double bed room will be allotted to retired employee.
6. The allotment is on the basis of actual use of night for which retired employee will ensure in the Requisition Form. In case retired employee reaches the hotel a day after or leaves the hotel day before from the schedule, the retired employee will be liable to pay full amount towards room tariff of the concerned hotel.
7. The charges for the Hotel at any one of the locations mentioned above, will be Rs. 50/- per day for one double bed room. The charges shall be deposited in advance at the respective Airport/unit.
8. After receipt of application a formal letter shall be issued based on the availability of rooms and other factors as indicated in this circular.
9. In case of non allotment Airport/Unit shall be advised to refund the amount deposited by employee.
10. The allotment is for the specified period only. Over and above stay by the retired employee in the Hotel shall not be the responsibility of AAI.
11. The check-in/out time from the Hotel is 12.00 noon.

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[Signature]

12. The retired employee should produce original allotment letter and PIC at reception on arrival at the Hotel.
13. The retired employees are required to certify check-in time and date immediately after arrival at the Hotel and complete entries in the Register. He//she is also to certify in the Hotel Register checking out time and date before leaving the Hotel. This information is also required to be given on the copy of the allotment letter available at Hotel. The key of the room should be handed over at the time of checking out.
14. If the retired employee fails to check in at Hotel 24 hours beyond the schedule time, as specified in the allotment letter, he/she will loose the right to have the accommodation against his/her allotment letter issued in his/her name and shall liable to pay the full room rent for that particular day.
15. If the accommodation is to be cancelled, sufficient notice period (not less than 15 days) should be given.
16. On account of non-availing the allotted accommodation without notice period of 15 days. The employee has to bear the full amount charged by the respective Hotels.
17. In case of availing the Holiday Homes more than once in a two years by furnishing wrong information, the applicant shall be liable to pay the full room rent charged by the Hotel authorities and besides action as deemed fit.
18. The retired employees should thoroughly check the bill before countersigned at the time of check out.
19. No person other than the persons indicated in the allotment letter and accompanying the retired employee will be permitted to stay in the room allotted in the Hotel.
20. Retired Employee are not allowed to cook food in the room and are also not allowed to bring outside food in the room.
21. Washing of clothes is also not permitted in the room or in any area of the Hotel.
22. The retired employee and family member shall keep the room allotted in a neat and clean manner.

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23. The retired employees and their family member should not indulge in activities detrimental to the interest of the other guest staying at the Hotel.
24. The retired employees and their family members shall comply with all the rules and regulations of the local authorities whatsoever.
25. The retired employees and their family members shall stay in the Hotel at their own risk against theft, fire or any natural calamities etc. and AAI will not at all be responsible for any loss or damage sustained by the retired employee or family member.
26. No sick persons (s) with infectious disease shall be allowed to stay at the Hotel.
27. Retired Employees and their family members are at liberty to order food and beverages on payment basis. Facilities of telephone/laundry etc. can also be availed on payment basis. All payments should be settled before leaving the room.

FACILITIES & SERVICES

Following facilities & services will be provided during April-2012 to March-2013.

1. Hotels shall serve morning tea/coffee to AAI retired employee with butter toast/sandwich at Shimla and full breakfast will be served free of cost at Manali.
2. Hotel shall provide two extra mattresses, pillows, bed sheets, quilts etc. free of charge, if required by AAI retired employee besides the normal supply of quilts, blankets, towels and other toiletry items.
3. Hotels shall allow 10% discount on food and beverages served at the restaurant of the Hotel only, on their normal rates.

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The General Manager (Admn),
Airports Authority of India,
Rajiv Gandhi Bhawan,
NEW DELHI – 110003
Fax No.011 24636464

(THROUGH PROPER CHANNEL)

Request for Reservation of Holiday Home, SHIMLA & MANALI
(Whichever is applicable)

Sir,

I hereby apply for reservation of AAI Holiday Home at Shimla & Manali with following details :

Period of facility :-

1. 10 January to 15 April
2. 15 July to 15 September
3. 25 October to 15 December

(1st Preference).

No. of Room: one No. of nights _____ : Dates From _____ to _____
My check out time & date is _____.

(2nd Preference).

No. of Room: one No. of nights _____ : Dates From _____ to _____
My check out time & date is _____.

2. I have not availed this facility during the two calendar years in any of the above mentioned Holiday Homes.

3. My spouse as per following detail will accompany me.

S.NO.	NAME	AGE	RELATIONSHIP

UNDERTAKING

I hereby agree to abide by all the rules framed by AAI for occupation and use of Holiday Home. I also declare that neither myself nor my spouse accompanying me suffer from any infectious disease. I hereby agree to give sufficient notice (of not less than 15 (fifteen) days for cancellation of reservation failing which the charges may be forfeited for the period the accommodation is reserved.

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2. I also give an undertaking that in case of non availing the accommodation without information at any of the Holiday Homes, room rent charged by the Hotel may be recovered from me.

4. I am also enclosing photocopy of the Identity Card and original Cash Receipt No. _____ dated _____ for Rs. _____.

Yours faithfully,

Date :

Signature : _____

Full Name : _____

Last Post Held : _____

Last Place of Posting : _____

Telephone No. : _____

E-mail ID _____

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OK