

AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LTD.
(An AAI Subsidiary)
Corporate Headquarters
New Delhi
Human Resources Directorate

Ref. No. AAICLAS/HRM/2023

11th December 2023

SUBJECT: - Increment and other benefits for existing staff of AAICLAS

It has been decided to review the Increment and other benefits for existing staff of AAICLAS, and accordingly the increment and other benefits will be classified as under two categories or two option would be provided, out of which one option is to be selected: -

- (i) Option A
- (ii) Option B

1) For The Purpose of Appraisal of MTS, the following two Options will be provided: -

OPTION 'A'

Under option 'A', the increment @3% on basic pay will be provided and the new gross salary will be calculated accordingly. The date of next increment would be 01.04.2024.

OPTION 'B'

Under option 'B',

- (i) The consolidated pay will be provided and the new consolidated pay will be Rs. 21300/- and this pay is inclusive of all benefits i.e. HRA, Bonus and other allowances.
- (ii) For the purpose of grant of benefit of PF, the basic pay will be considered as Rs. 15,000/- for all MTS. The next date of annual increment for MTS will be 1st April 2025.

2) Following points are applicable for all two options

- i. The payment of Rs.10,000/- as an amount for purchase of Medical Insurance will be paid to all officials who are on rolls of AAICLAS. This payment is on reimbursement basis and will be paid only after submission of bills.
- ii. In case of death of any working official, Rs.20,000/- will be paid to the dependent of deceased employee as an immediate relief.



3) **Important points to be noted: -**

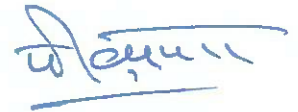
- i. The officials are required to submit undertaking to choose any **single option** as specified above, **the undertaking once given will be irrevocable.**
- ii. The minimum consolidated allowance is one-time measure only.
- iii. All the above applicable benefits as per case will be offered w.e.f. 01.09.2023 for the employees on the rolls of AAICLAS as on 31.08.2023. In case of any anomaly in pay and in other allowances, a committee will be constituted to foresee the necessary action.

4) **The above mentioned option forms is attached with this circular for necessary action** and it is advised to read the instructions of the circular carefully before opting for the options. Duly filled forms with specific option by the concerned official should be forwarded to AAICLAS CHQ with the signature of the HOD/ Station In-Charge @hr.chq@aaiclas.aero through email.

Forms should reach within thirty days of the issuance of Circular, and after due date will not be considered.

In case no option is received, within 30 days it will be deemed that the employee is interested in option A and the old scheme of increment @ 3% on Basic Pay will be followed. For Old scheme, PF will be as it is applicable.

This issues with the approval of Competent Authority.



(Parveen Kumar)
Jt. General Manager (HR)
For AAICLAS, CHQ

NEW OPTION FORM FOR INCREMENT AND OTHER BENEFITS
APPRAISAL FOR MTS

1. Name: _____
2. Designation _____
3. Employee No. _____
4. Aadhar Number _____
5. Date of joining _____
6. Name of Station _____

I, _____, Emp. No. _____ serving as _____ in AAICLAS in exercise of the extant provisions of the AAICLAS rules and regulations, do hereby exercise my option as under:

OPTION A'

Under option 'A', the increment @3% on basic pay will be provided and the new gross salary will be calculated accordingly. The date of next increment would be 01.04.2024.

OPTION 'B'

Under option 'B',

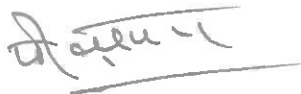
- (i) The consolidated pay will be provided and the new consolidated pay will be Rs. 21300/- and this pay is inclusive of all benefits i.e. HRA, Bonus and other allowances.
- (ii) For the purpose of grant of benefit of PF, the basic pay will be considered as Rs. 15,000/- for all MTS. The next date of annual increment for MTS will be 1st April 2025.

7. TICK WHICHEVER IS APPLICABLE

OPTION A YES/NO

OPTION B YES/NO

(While choosing option, tick YES/NO and Strike out which is not applicable)



I undertake that I have read the instructions issued vide letter no. AAICLAS/HRM/2023 dated: _____ 2023 carefully before opting the option in the form and I hereby certify that the above option which I have chosen is the final option and I won't ask for change in option in the future.

(Please specify the option A or B in above box)

Place:

(Signature)

Date:

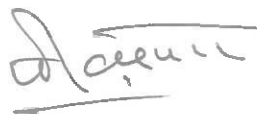
(Name and Designation)

Email id/Mobile no

Place of Posting

Forwarded by the HOD/Station-In-Charge. (signature with stamp)

For office use at CHQ

A handwritten signature in black ink, appearing to be 'A. S. S.', written over a horizontal line.