

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

Ref. No. AAICLAS/CHQ/HR/App./2023

Dated: 11.12.2023

SUB: Increment and other benefits for Manager and Assistant Manager

Based on the recommendation of the constituted committee formed for grant of Increment and other benefits for Manager/Asstt. Manager of AAICLAS. The Competent Authority has decided to grant an annual Increment and other benefits to the Manager/Asst. Manager of AAICLAS under the following two categories. All the Manager/ Asst. Manager of AAICLAS has to choose one option either Option A or Option B and submit his option in writing.

The details of Option A and Option B are as follows:

OPTION A - The annual increment @ 3% on Basic Pay will be provided and the new gross salary will be fixed accordingly. HRA will be paid as per applicability of city and other allowance will be payable as per existing practice.

OPTION 'B –

- (i) In order to keep parity with the new comers, the new consolidated pay of Manager/Assistant Manager is revised for existing employee.
- (ii) Any Manager who are on the rolls of AAICLAS (as on 31.08.2023) and go for option B, his/her existing consolidated pay shall be fixed at Rs.95000/- and PF benefit will be provided on the existing basic pay, however, rest of the pay will be provided under special allowance only. The minimum consolidated pay of the individual shall be fixed as shown below:

Nos. of years' service completed with AAICLAS (as on 31.08.2023).	Minimum Consolidated pay
Less than 01 year	Rs. 95,000/-
01 year Plus	Rs. 97,000/-
02 year Plus	Rs. 99,000/-
03 year and above	Rs. 1,01,000/-

The next date of annual increment shall be 01.04.2024 and 5% increment on gross pay will be provided subject to performance review.

Similarly, if any Assistant Manager who are on the rolls of AAICLAS (as on 31.08.2023) and go for option B, his/her existing consolidated pay shall be fixed at Rs.60,000/- and PF benefit will be provided on the existing basic pay, however, rest of the pay will be provided under special allowance only. The minimum consolidated pay of the individual shall be fixed as shown below:

Nos. of years' service completed with AAICLAS (as on 31.08.2023).	Minimum Consolidated pay
Less than 01 year	Rs. 60,000/-
01 year Plus	Rs. 61,500/-
02 year Plus	Rs. 63,000/-
03 year and above	Rs. 64,500/-

In option 'B', it is ensured that minimum 7.5% increment on existing gross pay will be payable. After grant of 7.5 % increment on existing gross pay, if consolidated pay is less than above mentioned Minimum consolidated pay, the higher salary shall be payable.

illustrations for better understanding:

Example 1:- If an official 'Y' is working as Assistant Manager since 01.11.2020 and drawing gross pay is Rs. 57000/- per month. His pay under option B will be calculated as under:

Present Gross Pay = Rs. 57000/-

Increment @7.5 %; on Rs.57000/- =Rs.4275/-

Total Gross pay = Rs. 61275/

Total years of service with AAICLAS as on 31.08.2023 = 2 years 10 Months.

As the sum of pay after 7.5% increment on existing gross pay is Rs. 61275/- and service weightage will be provided, the new gross pay to the official 'Y' will be fixed at Rs. 63000/-. PF will be applicable on basic pay of Rs. 15000 i.e. Rs.1800 per month.

Example 2 :- If an official 'Z' is working as Manager since 01.08.2021 and drawing gross pay is Rs. 81000/- per month. His pay under option B will be calculated as under: -

Present Gross Pay = Rs.81000/-

Increment @7.5% on Rs.81000/- =Rs.6,075/-

Total Gross pay shall be Rs 87,075/-

Total years of service as on 31.08.2023 = 2 years

As the sum of pay after 7.5% increment on existing gross pay is Rs.87,075/- service weightage will be provided, the new gross pay to the official 'Y' will be fixed at Rs.99,000/-.

In addition to above, the following benefits shall be applicable for both options:

1. An amount of Rs. 10,000/- per annum shall be reimbursed for purchase of Medical Insurance subject to submission of payment receipt.
2. 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. 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.
 - iii. For the purpose of calculation of service period, more than 11 months shall be counted as one year.
4. The above-mentioned option forms are 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 has interested in options 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 MANAGER AND ASSISTANT MANAGER

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 annual increment @ 3% on Basic Pay will be provided and the new gross salary will be fixed accordingly. HRA will be paid as per applicability of city and other allowance will be payable as per existing practice.

or

OPTION 'B'

Under option 'B',

- i. In order to keep parity with the new comers, the new consolidated pay of Manager/Assistant Manager is revised for existing employee.
- ii. Any Manager who are on the rolls of AAICLAS (as on 31.08.2023) and go for option B, his/her existing consolidated pay shall be fixed at Rs.95000/- and PF benefit will be provided on the existing basic pay, however, rest of the pay will be provided under special allowance only. The minimum consolidated pay of the individual shall be fixed as shown below:

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The next date of annual increment shall be 01.04.2024 and 5% increment on gross pay will be provided subject to performance review.



Similarly, if any Assistant Manager who are on the rolls of AAICLAS (as on 31.08.2023) and go for option B, his/her existing consolidated pay shall be fixed at Rs.60,000/- and PF benefit will be provided on the existing basic pay, however, rest of the pay will be provided under special allowance only. The minimum consolidated pay of the individual shall be fixed as shown below:

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In option 'B', it is ensured that minimum 7.5% increment on existing gross pay will be payable. After grant of 7.5 % increment on existing gross pay, if consolidated pay is less than above mentioned Minimum consolidated pay, the higher salary shall be payable.

(i) TICK WHICHEVER IS APPLICABLE

OPTION A YES/NO

OPTION B YES/NO

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

I undertake that I have read the instructions issued vide letter no. AAICLAS/CHQ/HR/App./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

