

RTI Related information for Air India Express Website

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Particulars of Organisation, Functions and Duties

(Section 4 (1) b (i))

Sr.No.	Particulars	Description
1.1	Name	Air India Charters Ltd.
1.2	Date of Incorporation	9 September 1971
1.3	Date of Commencement of Business	22 September 1971
1.4	Registered Office	21 st Floor, Air India Building, Nariman Point, Mumbai – 400 021.
	Corporate Head Quarters	Airlines House, Durbar Hall Road, Kochi, Kerala 682016.
1.5	Capital Structure	<p>The Authorised Share Capital of the Company is Rs.800,00,00,000/- (Rupees Eight Hundred Crores) divided into 8,00,00,000 (Eight Crores equity shares) of Rs.100/- (One hundred) each.</p> <p>The Paid-up Share Capital is Rs.780,00,00,000/- (Rupees Seven Hundred Eighty Crores) divided into 7,80,00,000 (Seven Crores Eighty lakh equity shares) of Rs.100/- (One hundred) each.</p>
1.6	Objectives	<ul style="list-style-type: none">• To establish, maintain and operate international and domestic air transport services, scheduled and non-scheduled, in all the countries of the world for the carriage of passengers, mails and freight and for any other purposes.• To construct, manufacture, buy, sell, prepare, warehouse, hire, charter, let on hire and deal in aero planes, flying machines, airships, aircraft, balloons of

		<p>all kinds, whether dirigible or otherwise, aerial, conveyances of all kinds, and the component parts thereof and all kinds of machinery, apparatus and appliances for use in connection therewith, and all kinds of vehicles and machines for traversing the air, land or water, and other public or private conveyances and means of locomotion of all descriptions, whether propelled by petrol, steam, electricity, gas, air or any other motive power, and to establish and maintain hangers, garages, airports, aerodromes, landing grounds, runways, depots, sheds, stations or buildings, factories and accommodations of all description for the storage, reception or take-off of aeroplanes, flying machines, airships, aircraft, balloons or aerial conveyances of any description.</p>
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Powers and Duties of Officers and Employees

Sl. No.	Name	Designation	Functions
1	Mr. K Shyam Sundar	Chief Executive Officer	As the executive head of AICL, the overall responsibility for the smooth, efficient & progressive functioning of the airline is vested on CEO. CEO reports to Chairman, Air India Charters Ltd.. As the administrative head of the organization, all functional departments report to CEO. CEO

			integrates all the activities to the business plan of the organization.
2	Capt. Pushpinder Singh	Chief Operating Officer	Airline operations are monitored by the COO apart from the administrative responsibilities.
3	Ms Aditi Khandekar	Company Secretary	All matters pertaining to compliance under the Companies Act.
4	Capt. R P Singh	Chief of Operations	The Chief of Operation is responsible for ensuring flight operations within the rules and regulation laid down by DGCA.
5	Mr Anil Kumar Jain.	Chief of Engineering	Planning and execution of Maintenance, repair & overhaul of AICL fleet
6	Mr Yogesh Mundhwa	Chief of Commercial	Formulation of corporate marketing plans/policies & strategies to optimize revenue generation, product development and new market development
7	Mr M Manoharan	Chief Finance Officer	All financial matters are controlled by Chief of Finance. He also ensures the strict compliance to the financial policies of the organization.
8	Mr T Vijaykrishnan	Chief of HR	He is responsible for HRD and industrial relations matters. HR Strategies, policies and guidelines are formulated and implemented by his team.
9	Capt V Kulkarni	Chief of Flight Safety	Responsible for ensuring compliance to safety regulations set by DGCA .

			He is entrusted with the duty of implementing pro active safety measures.
10	Capt. D R Gupta	Chief of Training	Designing various (statutory) training programmes for cockpit & cabin crew and overall management of the training department of AICL.
11	Mr PG Prageesh	Chief of Corporate Communication	Management of all internal and external communications relevant to brand performance and effective dissemination of the same among various stakeholders, including the media. Also functions as the Nodal Officer for passenger complaints.

VIGILANCE DEPARTMENT

Ms. Shoba Ohatker	Chief Vigilance Officer	All vigilance matters
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Procedure followed in decision – making process

Air India Express is a fully owned subsidiary of Air India Ltd. The procedure followed in decision making involves discussions among cross section of departments and/or formal decisions by the Competent Authority on office notes in accordance with the Instrument of delegation of Financial and Administrative powers.

In respect of decision making on day to day basis at airports/stations, all the Duty Officers/Station Managers of AI or AICL take spot decisions in accordance with the Instrument of delegation of Financial and Administrative powers and the established practices.

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Norms set for the discharge of functions

Air India Express is a fully owned subsidiary of Air India Ltd. Every year a Memorandum of Understanding (MOU) is signed by the management of Air India Ltd with the Ministry of Civil Aviation after discussions and finalization of the same by members of the expert task force constituted by the Department of Public Enterprises. Simultaneously MOUs are signed by Air India Ltd. with its subsidiaries including Air India Charters Ltd. This Memorandum of Understanding signed with the Government every year acts as norms for discharge of its functions.

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Rules, Regulations, Instructions, Manuals & Records used for discharging functions

Sl.No.	Name of Department	Name of Manual/ Documents
1	Operations	a) DGCA CARs b) AICL issued: Operations Manual, Weights and Balance Manual, MEL, SOPs, FOB, Circulars c) Manuals issued by OEM
2	In Flight Services	a) DGCA CARs b) AICL issued: Operations Manual, Quick Reference Handbook, Circulars
3	Flight Safety	a) Flight Safety Manual of Air India Charters Ltd. b) Director General of Civil Aviation Civil Aviation Requirements. (CARs)

		c) DGCA AICs d) DGCA Operations Circulars, e) AICL Operations Manual f) Air India Corporate Safety Management System Manual g) Emergency Management Manual Air India
4	Commercial	a) Passenger Services Manual of AICL b) Airport Handling Manual of AICL
5	HRD	a) AICL Service Regulation

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A Statement of the categories of Documents that are held by it or under its control

(Section 4(1)b(vi))

1. Memorandum & Articles of Association of the Company.
2. Air Operators' License
3. Certificates of Registration for aircraft in the fleet of Air India Charters Ltd.
4. Annual Report 2012-13 (Please refer Air India website www.airindia.in)

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Particular of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy implementation there of .

(Section 4(1)b(vii))

Air India Charters Limited is a subsidiary company of Air India Ltd., incorporated under the Companies Act, 1956. Its policies are framed and implemented by the Management and the Board of Directors of the Company.

The Directors on the Board are appointed by Air India Ltd. in consultation with Government of India. Being a Central Public Sector Undertaking, its policies and activities are constantly under close scrutiny of the Press, Public and Parliament.

The Members of Parliament, who are the representatives of the Public, safeguard their rights and interests in the two Houses of the Parliament through Parliament Questions, Special Mentions / General Discussions / Debates on the working of Air India Ltd and its subsidiaries. Further, there are Parliamentary Committees comprising Members of Parliament, that examine the holding Company Air India Ltd. and its subsidiaries including Air India Charters Ltd. and hold discussions on their functioning and performance from time to time apart from giving suggestions and recommendations relating to the activities of these Companies. The policies and activities of Air India Charters Ltd., are, therefore, under constant scrutiny of the public through the above process.

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A Statement of Board, Councils, Committees and other Bodies constituted

Section (4 (1) b (viii))

As on 17 October 2014

Board of Directors of Air India Charters Limited				
Sr.No	Name	Designation	Office Address	Office Telephone No./Fax/Email
1.	Mr. Ashwani Lohani	Chairman and Managing Director, Air India Limited.	Airlines House, 2nd floor,113,Gurudwara Rakabgunj Road New Delhi 110 001	(011) 234 22103, 234 22126 , Fax,(011) 234 22107. Ashwani.Lohani@airindia.in
2.	Dr.Shefali Juneja	Director – Finance, Ministry of Civil Aviation.	Rajiv Gandhi Bhawan, Safdarjung Airport, Aurobindo Marg, New Delhi 110 003	(011) 24610372,Fax (011) 24653446, Email shefalij.moca@nic.in.
3.	Ms. Puja Jindal.	Director, Ministry of Civil Aviation.	Rajiv Gandhi Bhawan,Safdarjung Airport,Aurobindo Marg,New Delhi – 110 003.	Telefax: (011) 24653565,Email pujajindal.moca@nic.in.
4	Mr.Vinod S Hejmadi	Director- Finance, Air India Limited	Airlines House, 113,Gurudwara Rakabganj Road, New Delhi - 110 001.	(011) 23421066 v.hejmadi@airindia.in

Committees of the Board and its constitution

Audit Committee:

1	Dr Shefali Juneja	Chairperson
2	Mr. Ashwani Lohani	Member
3	Ms. Puja Jindal	Member
4	Mr. Vinod S Hejmadi	Member

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Directory of officers and employees { Section 4 (1) b (ix) }

Provided separately

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The monthly remuneration received by each of the officers and employees and the system of compensation as provided in the regulation { Section 4 (1) b (x) }

SR NO	DESIGNATION	GROSS TOTAL, PM (RS)
1	CEO	249600
2	Chief of HR	130000
3	Chief of Commercial	130000
4	AM1	39030
5	AME -III	42482
6	Sr AME	140330
7	AME -I	106263
8	DCE	175923
9	Security Asst	22724
10	Sr Accounts Asst	38648
11	Handyman	25362
12	Security Supervisor	38648
13	AM2	34726

14	Airline Attendent In Charge	44600
15	Airline Attendent	36000
16	Sr Airline Attendent	40200
17	Duty Officer	47000
18	OOT CUSTOMER AGENT	6500
19	Co-Pilot	160364
20	Check Pilots	434771
21	Trainee Co-Pilot	60000
22	Asst Manager-Crew Schd . On Temp	21000
23	Sr.FSO	55000
24	FSO	35000
25	Dy.Manager(F)	35000
26	Manager	18000
27	Assistant Manager	21000
28	Temp. Assistant - Crew Scheduling	15000
29	Crew Scheduling Officer-35	36000
30	Advisor - Cabin Crew Scheduling	50000
31	Manager-Crew Scheduling	21000
32	Commercial Officers	35000
33	AME -II -AICL	39877
34	Training Manager	58500
35	Commander	378971
36	OFFICER IR	21745
37	Officer-HR	21745
38	Trainee Captain	205000
39	Trainee Technical Officer-15	19000

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The Budget Allocation to each agency

Air India Express a wholly owned subsidiary of Air India Ltd. It is a commercial organization and has one centralized budget for its internal financial discipline.

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The manner of execution of subsidy program

Air India Express a fully subsidiary of Air India Ltd, it is a commercial organization and is not governed under any subsidy programme.

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Particulars of recipients of concessions, permits or authorization { Section 4 (1) b (xiii) }

AICL does not give any such concessions for various categories of people.

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Information Available In an Electronic Form

The database pertaining to computer-based applications is stored in the electronics form. It relates to passenger reservation, departure control information, management information, personnel information, financial accounting data and aircraft spares details.

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Particulars of facilities available to citizens for obtaining information { Section 4 (1) b (xv) }

Call centre and other key contact details are made available on Air India Express Website.

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Name, Designation and other particulars of Public Information Officers

Section (4 (1) b (viii))

#	Name & Designation	Office Address
1.	Public Information Officer Ms Aditi Khandekar Company Secretary & PIO	21 st Floor, Air India Building, Nariman Point, Mumbai- 400 021 Phone No. : 022-22796496 Email : AA.Khandekar@airindia.in
2.	Appellate Authority Capt Pushpinder Singh Chief Operating Officer	1 st Floor, Old Operations Building, Air India Limited, Old Airport, Santacruz, Mumbai-400 029 Phone No. : 022-26263457 Email : P.Singh@airindia.in

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(Any other information)

SC/ST Grievance Cell:	
Mr. Yogesh Mundwa	Head of the Cell
Mr. Satheesh Kumar Nair	Member
Ms. Neha Pawar	Member
Committee on Prevention of Sexual Harassment at Workplace	
Ms. Monisha Kini, DGM, Personnel	Chairperson
Mr. Satheesh Kumar Nair, Dy.Chief of HR, AICL	Member
Ms. E.P D'Souza, Mgr., HR.	Member
NGO Representative	Member

Payment of Fees

In accordance with the Right to Information (Regulation of Fee and Cost) Rules, 2005, a request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or by bankers cheque payable to **AIR INDIA CHARTERS LIMITED**.

For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable to **AIR INDIA CHARTERS LIMITED** at the following rates:

- (a) Rupees two for each page (in A4 or A3 size paper) created or copied;
- (b) Actual charge or cost price of a copy in large size paper;
- (c) Actual cost or price for samples or models; and
- (d) For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers' cheque payable to **AIR INDIA CHARTERS LIMITED** at the following rates:

- (a) For information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (b) For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.
