



Airports Authority of India

Department of Aerodrome Safeguarding

Rajiv Gandhi Bhavan, New Delhi-110003

[File No. AAI/ATM/DoAS/ADSAC/72/2019]

AERODROME SAFEGUARDING CIRCULAR (ADSAC) 03 OF 2022

Subject: Capacity Building at AAI Airports - Effective Utilization of Surveyor-Cum-GIS Analysts and Survey Equipment - reg.

1. Introduction

- 1.1. Control and monitoring of obstacles is the responsibility of the concerned airport operator discharged by the Airport Director or the Chief Executive Officer, as the case may be. The procedures for control and monitoring of obstacles and the constitution of the Aerodrome Safeguarding Team have already been circulated through ADSAC 02 of 2019.
- 1.2. For enhancing the aerodrome safeguarding mechanism, i.e. control and monitoring activities at the AAI airports, by height regulation of the buildings and structures in the vicinity of airports, a few capacity building measures were approved by Chairman, AAI.
 - 1.2.1 Survey equipment, viz. One set of Electronic Total Station and Two sets of DGPS/ DGNSS, etc were purchased from M/s. Trimble and provided to RHQs / AAI Airports as listed in **Annexure-1**.
 - 1.2.2 Sr. GIS Analysts / GIS Analysts were hired by AAI from M/s. Broadcast Engineering Consultants India Ltd (BECIL), New Delhi, a Govt. of India undertaking and posted at RHQs / AAI Airports as listed in **Annexure-1**.

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1.3. It is planned to utilise the above resources, stationed at RHQs / AAI Airports, to cater to the survey requirements of all AAI Airports and all off-aerodrome CNS installations.

2. Purpose

2.1. The purpose of this Aerodrome Safeguarding Circular (ADSAC) is to promulgate the detailed procedures to be followed by the Airport Director/Aerodrome Safeguarding Team of an airport for effective utilization of Sr. GIS Analysts / GIS analysts and to lay down the job responsibilities of Sr. GIS analysts/GIS analysts.

2.2. This ADSAC explains the process of;

2.2.1. Reporting of Sr. GIS Analysts/GIS analysts,

2.2.2. Attendance and working hours of Sr. GIS Analysts/GIS analysts,

2.2.3. Salary and other allowances of Sr. GIS Analysts/GIS analysts,

2.2.4. Job responsibilities of Sr. GIS Analysts/GIS analysts,

2.2.5. Facilities to be provided to Sr. GIS analysts/GIS analysts; and

2.2.6. Single Point of Contact (SPOC) at CHQ for all matters pertaining to contractual Sr. GIS Analysts/GIS analysts.

3. Scope / Applicability

This ADSAC applies to all those RHQs / AAI airports where the Sr. GIS Analysts / GIS analysts have been posted and the survey equipment were provided (**Annexure-1**), all those AAI airports, which are linked for survey related works with their respective RHQs / Parent Airport (**Annexure-2**) and all Off-aerodrome CNS Installations.

4. Cancellation

4.1. Aerodrome Safeguarding Circular 03 of 2020.

5. Effective date

5.1. This ADSAC will be effective from the date of issue.



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6. Reporting of Sr. GIS Analysts / GIS Analysts

6.1. The Sr. GIS Analysts /GIS analyst shall report to the GM-In-Charge / Airport Director of the Station of their Posting or to the executive authorised by the GM-In-Charge / Airport Director for this purpose.

7. Attendance and Working Hours of Sr. GIS Analysts / GIS Analysts

7.1. The attendance of the Sr. GIS Analysts /GIS analyst shall be forwarded to CHQ on e-mail ID gisanalystsdoas@aai.aero latest by 3rd of the subsequent month, so that the same may be forwarded to M/s. BECIL for release of salary in time.

7.2. The Working hours are as per the normal duty hours of AAI at the respective RHQ/ Airport.

8. Salary and other allowances of Sr. GIS Analysts / GIS Analysts.

8.1. The salary will be disbursed by M/s. BECIL, as detailed in the work order of AAI to BECIL. **(Annexure-3)**

8.2. Sr. GIS Analysts / GIS Analysts are entitled for TA/DA, Air/Taxi fare and Hotel accommodation on tour at par with E-2 (AM) level executives in AAI, as per the approval accorded by competent authority **(Annexure-4)**.

9. Job Responsibilities of Sr. GIS Analysts / GIS Analyst.

9.1. The Sr. GIS Analyst / GIS analyst(s) shall be under the administrative control of the GM-In-Charge / Airport Director concerned and shall work in close coordination with the RHQ/ Aerodrome Safeguarding Team of the airport, to prioritise the survey tasks.

9.2. The GM-In-Charge / Airport Director concerned shall communicate these Job Responsibilities to the Sr. GIS Analysts / GIS analyst(s).

9.3. Maintain a high degree of professionalism and integrity in discharging their responsibilities.

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- 9.4 Verification of the site coordinates and elevation for the sites for which NOC applications have been received.
- 9.5 Undertake Survey of the suspected unauthorised buildings which have violated or likely to violate height regulations, in the vicinity of the airport, as decided and directed by the RHQ / Aerodrome Safeguarding Team.
- 9.6 On applicants' request to GM-In-Charge / Airport Director, provide the Site Coordinates and Elevation Certificate after due survey of the site, to the NOC applicants on chargeable basis. The charges and the Format for issuing the Certificate are provided in para 12 of this ADSAC.
- 9.7 Shall be responsible for conducting Event surveys at the airport, Aeronautical data management, Quality Control of surveyed data etc. The survey data of the aerodrome shall be forwarded to Survey/ Cartography section, CHQ for verification/ publication.
- 9.8. Travel to the allocated Network Airports (As listed in Annexure 2), upon instructions from the GM-In-Charge / Airport Director of the station of their posting, to carry out tasks listed from 9.3 to 9.7 above.
- 9.9 Travel to off-aerodrome CNS installations, as directed by the GM-In-Charge / Airport Director concerned, to execute survey related works.
- 9.10 To assist the CHQ survey team, during the full / periodical survey of airports by AAI CHQ team, at designated intervals in accordance with Aeronautical Survey Manual.
- 9.11 Execute any other survey/GIS related work that may be allocated by GM(Carto) or GM(ATM-DoAS), AAI CHQ, in coordination with the GM-In-Charge / Airport Director concerned, as per operational requirements, at any of the AAI airports or off-aerodrome CNS installations etc.





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9.12 To optimise the use of survey equipment and maintain the same in good working condition at all times, paying extra care during transport and handling. Also, maintain the calibration certificates of the equipment and their regular maintenance as per the annual maintenance contract.

10. Facilities to be provided to the Sr. GIS Analysts / GIS Analysts

10.1. Suitable office space, computer, office stationery, etc. may be provided for his/her efficient working.

10.2. Survey equipment may be handed over to the Sr. GIS Analysts / GIS analysts for their operations/maintenance and safe up-keep.

10.3. The arrangements of transport for survey equipment and Sr. GIS Analyst/GIS Analyst when deputed to carry out survey, locally or to other networked airports or off-aerodrome CNS installations, shall be the responsibility of the GM-in-Charge/Airport Director of the respective RHQ/parent airport.

11. Single Point of Contact (SPOC) in CHQ for all matters pertaining to contractual Sr. GIS Analysts / GIS Analysts.

11.1 Dedicated email ID gisanalystsdoas@aai.aero has been created in DoAS, CHQ as Single Point of Contact (SPOC) for all matters concerned with Sr. GIS Analysts / GIS Analysts.

12. Procedure and Charges for issuance of Site Co-ordinates and Site Elevation certificate for issuance of NOC for height clearance by AAI.

(i) The AAI empanelled survey firms listed in the GIS Circular 03/2021 (**Annexure-5**), as revised from time to time and Airport Operators of licenced AAI airports are authorized to issue the site co-ordinate and site elevation certificate, as per AAI, Department of Aerodrome Safeguarding format (**Annexure-6**) to the applicants who wish to apply to AAI for NOC for height clearance as per provisions of GSR 751





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(E) as amended/revised from time to time by Ministry of Civil Aviation, Government of India, on following terms and conditions.

- (a) The AAI empanelled survey firms and Airport Operators of licenced AAI airports shall not charge more than the rates quoted in the table given below.

Plot Size	Maximum Charges excluding GST
500 Sq. mt. or less	Rs. 10,000/= (up to 4 coordinates with elevation) Rs. 2,000/= for each additional point.
501 Sq. mt. to 4000 Sq. mt.	Rs. 15,000/= (up to 6 coordinates with elevation) Rs. 3,000/= for each additional point.
4001 Sq. mt. to 10000 Sq. mt.	Rs. 25,000/= (up to 8 coordinates with elevation) Rs. 4,000/= for each additional point.
Above 10000 Sq. mt.	Rs. 50,000/= (up to 10 coordinates with elevation) Rs. 5,000/= for each additional point.
Travel Cost	Travel cost may be charged by the Survey agency if the work of survey involves travelling of surveyors to another city.

- (b) The actual survey of the site has to be carried out by the trained Surveyor/GIS Analyst by using the survey grade equipment such as Electronic Total Station and Differential GPS/ DGNSS Receivers.
- (c) The site survey, issuance of coordinates certificate and elevation certificate should be completed at the earliest but not later than 30 days from the request made by the applicant. A copy of the surveyed coordinates and elevation certificate shall also be sent to the concerned GM-In-Charge/Airport Director.
- (d) A list of the sites for which survey certificates have been provided in a month along with the amount charged, shall be submitted to the concerned GM-In-Chare/Airport Director and to the General Manager (DoAS), CHQ, AAI, New Delhi by 10th day of the next month.
- (e) The empanelled survey firm and the Airport Operator of licenced AAI airports shall suitably publish the AAI mandated fee structure, both online and offline.




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- (f) The Site coordinate and site elevation certificate shall be countersigned by the member of the RHQ/Aerodrome Safeguarding Team, duly designated by the concerned GM-In-Charge / Airport Director, in case the survey has been carried out by Airport operator of licenced AAI airport.
- (g) Empanelment as indicated in AAI GIS Circular 03 of 2021 (**Annexure-5**), as revised from time to time, is subject to the compliance of the conditions by the empanelled survey firms and may be cancelled in case of non-compliance/default.
13. **Validity:** This ADSAC will remain valid till it is amended or withdrawn or incorporated in the Aerodrome Safeguarding Manual.
14. **Document Control and feedback:** This ADSAC has been issued by the office of ED (ATM) with the approval of the Directorate of Operations and Directorate of Survey and Cartography, AAI.

Any feedback, suggestion or the error in this document may be brought into the notice of GM (DoAS) at AAI CHQ at gmdoaschq@aai.aero.


04/07/2022
(ANIL KUMAR MEENA)
Executive Director (ATM)

Dated: 04th July 2022.

Distribution:

1. All REDs/All APDs of AAI.
2. Chief Executive Officers of all Joint Venture Airports.
3. In-Charge of all licensed Private and State Govt. Airports including RCS Airports.
4. AAI website/nocas2.aai.aero/nocas
5. AIMS website.
6. File No. AAI/ATM/DoAS/72/2019





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Annexure 1

List of RHQ/AAI Airports where Sr. GIS Analysts / GIS Analysts and the Survey Equipment have been provided/not provided

S. No.	Sr. GIS Analysts/ GIS Analysts	Survey Equipment Provided
1	AAI HQS. Rajiv Gandhi Bhawan	No
2	ASM Directorate	No
3	Aurangabad	Yes
4	Belgaum	Yes
5	Bhopal	Yes
6	Bhubaneshwar	Yes
7	Chennai	Yes
8	Coimbatore	Yes
9	Hyderabad (Begumpet)	Yes
10	Kolkata	Yes
11	Patna	Yes
12	Raipur	Yes
13	Rajkot	Yes
14	RHQ, NER	Yes
15	RHQ, NR	Yes
16	Surat	Yes





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Annexure - 2

List of Parent Airports and Networked Airports
For Sharing Survey Equipment and Sr. GIS Analysts / GIS Analysts.

S. NO.	RHQ / PARENT AIRPORT	S.NO.	NETWORKED AIRPORTS	S.NO.
1.	AURANGABAD	1	AKOLA	1
		2	JALGAON	2
2.	BELGAUM	1	HUBLI	3
		2	KOLHAPUR	4
		3	SHOLAPUR	5
3.	BHOPAL	1	INDORE	6
		2	JABALPUR	7
		3	KANPUR	8
		4	KHAJURAHO	9
		5	KHANDWA	10
		6	LALITPUR	11
		7	PANNA	12
		8	SATNA	13
		9	UDAIPUR	14
4.	BHUBANESHWAR			
5.	CHENNAI	1	CUDDAPAH	15
		2	PONDICHERRY	16
		3	TIRUPATI	17
		4	VELLORE	18
6.	COIMBATORE	1	AGATTI	19
		2	CALICUT	20
		3	MADURAI	21
		4	MYSORE	22
		5	SALEM	23
		6	TIRUCHIRAPALLI	24
		7	TUTICORIN	25
7.	HYDERABAD (Begumpet)	1	DONAKONDA	26
		2	KALABURGI	27
		3	NADIRGUL	28
		4	RAJAMUNDRY	29
		5	VIJAYWADA	30
		6	WARANGAL	31

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S. NO.	RHQ / PARENT AIRPORT	S.NO.	NETWORKED AIRPORTS	S.NO.
8.	KOLKATA	1	ASANSOL	32
		2	BEHALA	33
		3	CHAKULIA	34
		4	MALDA	35
9.	PATNA	1	GAYA	36
		2	JOGBANI	37
		3	MUZZAFARPUR	38
		4	RANCHI	39
		5	RAXAUL	40
		6	VARANASI	41
10.	RAIPUR	1	GONDIA	42
		2	JHARSUGUDA	43
11.	RAJKOT	1	DEESA	44
		2	DUI	45
		3	KANDLA	46
		4	KESHOD	47
		5	PORBANDAR	48
12.	RHQ, NER	1	AGARTALA	49
		2	AIZAWAL (LENGPUI)	50
		3	BALURGHAT	51
		4	BARAPANI	52
		5	COOCH BEHAR	53
		6	DAPARIZO	54
		7	DIBRUGARH	55
		8	DIMAPUR	56
		9	IMPHAL	57
		10	ITANAGAR	58
		11	KAILASHAHAR	59
		12	KAMALPUR	60
		13	KHOWAI	61
		14	LILABARI (NORTH LAKHIMPUR)	62
		15	PAKYONG	63
		16	PASIGHAT	64
		17	RUPSI	65
		18	TEZU	66





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S. NO.	RHQ / PARENT AIRPORT	S.NO.	NETWORKED AIRPORTS	S.NO.
13.	RHQ, NR	1	AMRITSAR	67
		2	DEHRADUN	68
		3	GAGGAL	69
		4	KISHANGARH	70
		5	KOTA	71
		6	KULLU	72
		7	KUSHINAGAR	73
		8	LUDHIANA	74
		9	MEERUT	75
		10	PANTNAGAR	76
		11	SHIMLA	77
14.	SURAT	1	BHAVNAGAR	78
		2	JUHU	79
		3	VADODARA	80
15.	THE SURVEY FOR SITES AROUND SAFDARJUNG AIRPORT WILL BE DONE BY SURVEY SECTION, CHQ, AAI.			





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Annexure - 3



AAI/9-7/Cont./Survey/Manpower/2021(Survey)

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Dated : 30/09/2021

M/s Broadcast Engineering Consultants India Ltd.,
BECIL Bhawan , C-56/A-17,
Sec-62, Noida,
UP-201307.

Kind Attention: Sh. Awadhesh Pandit , DGM(F&A)

Subject: Work Order for engagement of 16 no's GIS Analysts/Surveyor cum GIS Analysts for survey/cartography section under ATFM Dte. ; & 22 nos. GIS Analysts/Surveyor cum GIS Analysts for DoAS section under ATM Dte. on outsource basis.

References:

1. BECIL offer letter No. BECIL/HR/AAICLAS/2021 dated 15.07.2021
2. Ab-initio negotiation meeting report dated 23.08.2021

Sir,

With reference to above, it is intimated that the Competent Authority has accorded approval for the engagement of 38 GIS analyst/Surveyor cum GIS Analysts (22 nos for DoAS section & 16 for survey/cartography section) on outsource basis for a period of 02 years.

Controlling officer for 22 GIS manpower for DoAS section will be GM(ATM-DoAS) & for 16 GIS manpower for Survey/Cartography section will be GM(ATM- Survey/Cartography).

1. The details of GIS manpower, job description, job specification, qualification & experience are mentioned below: -

S.No.		Details
1	Job Title and requirements	i) Sr. GIS Analyst(Stage 3) = 34 (22 for DoAS & 16 for survey/carto) ii) GIS Analyst (Stage 1) = 04 (for Survey/carto) Total manpower requirement = 34 + 04 = 38
2	Job Location	Survey/cartography section : CHQ , AAI, New Delhi DoAS section : CHQ ,AAI & AAI airports across India

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राजीव गांधी भवन
Rajiv Gandhi Bhawan

सफदरजंग हवाई अड्डा नई दिल्ली-110003
Safdarjung Airport, New Delhi-110008

दूरभाष : 24632950
Phone : 24632950



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3	Educational Qualification & experience	For Senior GIS Analyst (Stage 3) <ul style="list-style-type: none">• M.Sc/Masters in GIS/Geography/Geology/Remote sensing/Survey, BE- Civil/Arch/Geo-informatics/Geomatics with minimum 4 years relevant GIS experience. For GIS Analyst (stage 1) <ul style="list-style-type: none">• M.Sc/Masters in GIS/Geography/Geology/Remote sensing, BE- Civil/Arch/Geo-informatics/Geomatics with minimum 1 year of relevant GIS experience ; or Graduate in Survey with minimum 1 year of relevant GIS experience;or• Diploma in Civil Engineering/Survey with 2 years of relevant GIS experience; or• Diploma in GIS/Remote Sensing/Survey with 2 years of relevant GIS experience Candidates with experience in survey, handling of survey equipment viz. Total Station, Geodetic GNSS receiver & proficient in Arc GIS & AutoCAD software will be preferred.
4	Job Profile	Responsible for conducting Aeronautical Surveys, Aeronautical data management , Quality control of surveyed data preparation of Survey & Aeronautical cartography charts, Image processing etc.
5	Medical Fitness	Candidate must be physically & mentally fit to work in all terrain & weather conditions as the nature of job involves extensive field work across India.
6	Maximum Age	35 Years (as on 01/04/2021)

2. The negotiated monthly CTC for the post of :-
i) GIS Analyst(Stage 1) = Rs 52,250/-
ii) Sr. GIS Analyst(Stage 3) = Rs 63,222/- .

Terms & conditions:-

- i) AAI will make Quarterly advance payment against the Bank Guarantee submitted by BECIL.
- ii) BECIL admin charges shall be payable @ 6 % on the negotiated salary quoted above.
- iii) The CTC package of the contractual resources/GIS Consultant/Surveyor cum GIS Analysts covers local travelling and other allowances. If any outstation travelling is required, the same shall be reimbursed as extra as per entitlement decided by AAI. All the claims will be routed through BECIL after confirmation from the AAI controlling officer. Travel and Hotel accommodation during outstation tour arrangement will be

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done by AAI. DA claims of contractual resources during outstation tour will be settled by BECIL after its payment is received from AAI. Such claims may be settled once in a quarter and to be paid by BECIL to the contractual resources within 10 days from the date of receipt of the same from AAI.

- iv) BECIL shall be responsible for the safety and welfare (including health) of the contractual resources/GIS Consultant/Surveyor cum GIS Analysts made available to AAI. (AAI hereby agrees to pay BECIL towards the cost of Medical and Accident Insurance provided to contractual resources/GIS Consultant/Surveyor cum GIS Analysts for the respective cover amounts agreed to as per the prevailing premium thereof, initially and during subsequent renewals and the respective cost will be a part of the CTC. BECIL shall comply with applicable provisions of all safety and welfare legislations and particularly with Contract Labour Act/ Building and other Construction workers Act/ Shops and establishment Act as applicable for carrying out the assignment. BECIL is required to get ESI card made for each person deployed to work with AAI as contractual resources/GIS Consultant/Project associate -within 1(one) month of the joining of such a person. In case ESI card is not made and there is any medical emergency, expenditure incurred by the staff shall be deducted from the payment to be made to BECIL.
- v) Where ESI Act is not applicable, BECIL shall make available equivalent insurance coverage under the provisions of Employees Compensation Act (EC Act 1923) and medical benefits to manpower provided by them. BECIL shall arrange for necessary- ESI / EC cover & medical even for any staff deployed for very short duration under the agreement. BECIL is required to submit a copy of ESI coverage/ EC Cover / med claim policy to AAI indicating coverage of personnel deployed in AAI. In the event of any claim arising out of any mishap and in the event of any liability, AAI shall not be responsible and BECIL shall be sole responsible for liability of the payment in this regard.
- vi) BECIL shall maintain and submit all proofs/ records pertaining to engagement/ payments to contractual resources engaged in AAI and in respect of all other compliances under different laws as and when asked by AAI and shall also be required to deposit proof of deposit of ESI/ PF /GST to AAI every month.
- vii) BECIL's admin charges shall not be charged on reimbursement of TA/DA.
- viii) TA/DA and overtime would be governed by the AAI policy and the Agency Administrative Charges would not be applicable on those invoices i.e. on actual basis.
- ix) BECIL shall provide list of shortlisted candidates within 15 days of this work order after initial screening based on educational qualification & experience and send them to AAI for final selection AAI.





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- x) After final selection of candidates, place of posting of 22 GIS manpower (for DoAS section) will be decided by DoAS section under ATM dte .
- xi) TA/DA & overtime if applicable, for GIS manpower will be taken care by their respective controlling section (DoAS and Survey/Carto) as per prevailing AAI policy.
- xii) Attendance sheet of all GIS manpower under DoAS section will be compiled and sent to Survey/carto section on the last day of every month.
- xiii) Final Attendance sheet of all GIS manpower shall be sent by survey/carto section to BECIL on 1st of every month & the salary of the GIS manpower(both stage 1 & stage 3) shall be credited by 10th day of every month.
- xiv) The working hours of the resources would be driven by AAI pattern (either 5 days working or 6 days working).
- xv) Bonus to the contractual resources would be driven with the consent of AAI (if applicable) which will be reimbursed extra in addition to the salary.
- xvi) Casual leave of 12 days in a year shall be granted to the contractual resources.
- xvii) GST will be paid extra as per the applicable rates.

Kindly acknowledge the receipt and acceptance of this work order.

Manminder Singh 30/9/21

GM(ATM-Survey/Cartography)

Copy to :-

1. Member(ANS) AAI,CHQ.R . G. Bhawan,New Delhi for information.
2. Executive Director(ATM-DOAS), AAI,CHQ. R . G. Bhawan,New Delhi for information.
3. Executive Director(ATFM), AAI,CHQ.R . G. Bhawan,New Delhi for information.
4. Executive Director(HR), AAI,CHQ.R . G. Bhawan,New Delhi for information.
5. GM(Fin-ANS), AAI,CHQ.R . G. Bhawan,New Delhi for information.





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Annexure-4

Computer No: 110554 File No: [AAI/9-7/Cont./Survey/GISManpower-2021\(Survey\)](#)

Sub : Engagement of surveyor cum GIS consultants in survey and cartography section

Note # 89

Sub: Entitlement of GIS consultants/Surveyor cum GIS Analyst in survey & cartography/DoAS section under ATM Dte.

1. During the year 2019, Competent Authority had accorded approval for engagement of 16 nos. of GIS manpower for Survey/Cartography section for a period of one year and 33 nos. of GIS manpower for DoAS/NOC section for a period of two years through BECIL (A Govt. of India Enterprise under Ministry of Information and Broadcasting) on contractual basis. Copy of both work orders is enclosed herewith for reference. Refer Pg - 54/c to 59/c.
2. Since surveyor cum GIS Analysts/Contractual GIS manpower requires frequent survey tour (within India), competent authority had accorded approval for equating the entitlement of these 16 nos. of Surveyor cum GIS Analysts(for survey/carto section), engaged through BECIL, with the rank of E-2 level(AM level) for the entitlement of their TA/DA , Air travel and Hotel accommodation. Copy of approval of Entitlement of competent authority i.e. M(ANS) is enclosed herewith for reference. Refer Pg - 52 & 53/c.
3. Recently, Competent authority has accorded approval for engagement of 16 nos. of GIS/Contractual manpower for Survey/Carto section and 22 nos. of GIS/Contractual manpower for DoAS/NOC Section (total 38 GIS/Contractual manpower) through BECIL for a period of 2 years on contractual basis. Copy of approval and subsequent work order issued dated 30/09/2021 is enclosed herewith on Pg - 48 to 51/c.
4. As Job profile of these GIS manpower/Surveyor cum GIS Analyst requires frequent outstation survey tour (within India) which is mentioned in the work order also (refer Pg-) ,it is proposed that the entitlement of contractual GIS manpower for TA/DA , Air/Taxi travel and Hotel accommodation and hotel accommodation be equated to E-2 (AM) level.

Member(ANS) is the competent authority for approval of the above proposal.

Submitted for perusal and approval please.

01/11/2021 3:56 PM

RAVI SAINI
(AGM(ATM))

Note # 90

Refer previous noting ,the proposal of the entitlement of contractual GIS manpower for TA/DA , Air/Taxi travel and Hotel accommodation and hotel accommodation be equated to E-2 (AM) level as earlier also it was agreed by the competent authority on the similar lines during previous hiring of contractual GIS manpower in 2019.

Member(ANS) is the competent authority for approval of the above proposal.

Submitted for perusal and approval please.

04th July 2022



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05/11/2021 11:01 AM

मनमिंदर सिंह | MANMINDER SINGH
(महाप्रबंधक (ए.आई.एस - एस.ए.आर) | GM(AIS-SAR))

Note # 91

Ref Note #89

Entitlement for TA/DA , Air/Taxi travel and Hotel accommodation of GIS consultants/Surveyor cum GIS Analyst engaged through BECIL in survey & cartography/DoAS section under ATM Dte.

1. During the year 2019, Competent Authority had accorded approval for engagement of 16 nos. of GIS manpower for Survey/Cartography section for a period of one year and 33 nos. of GIS manpower for DoAS/NOC section for a period of two years through BECIL (A Govt. of India Enterprise under Ministry of Information and Broadcasting) on contractual basis . Copy of both work orders is enclosed herewith for reference. Refer Pg - 54/c to 59/c.
2. Since surveyor cum GIS Analysts/Contractual GIS manpower requires frequent survey tour (within India), competent authority had accorded approval for equating the entitlement of these 16 nos. of Surveyor cum GIS Analysts(for survey/carto section), engaged through BECIL, with the rank of E-2 level(AM level) for the entitlement of their TA/DA , Air travel and Hotel accommodation. Copy of approval of Entitlement of competent authority i.e. M(ANS) is enclosed herewith for reference. Refer Pg - 52 & 53/c.
3. In similar manner, recently Competent authority has accorded approval for engagement of 16 nos. of GIS/Contractual manpower for Survey/Carto section and 22 nos. of GIS/Contractual manpower for DoAS/NOC Section (total 38 GIS/Contractual manpower) through BECIL for a period of 2 years on contractual basis. Copy of approval and subsequent work order issued dated 30/09/2021 is enclosed herewith on Pg - 48 to 51/c.
4. As Job profile of these GIS manpower/Surveyor cum GIS Analyst requires frequent outstation survey tour (within India) which is mentioned in the work order also (refer Pg-), it is proposed that the entitlement of contractual GIS manpower for TA/DA , Air/Taxi travel and Hotel accommodation be equated to E-2 (AM) level.

Member(ANS) is the competent authority for approval of the above proposal.

Submitted for perusal and approval please.

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11/11/2021 5:50 PM

बरुन के.आर. सरकार | BARUN KUMAR SARKAR
(कार्यपालक निदेशक (ए टी एम - ए टी एफ एम) | ED(ATM-ATFM))

Note # 92

As proposed.

16/11/2021 6:37 PM

एम. सुरेश | M SURESH
(सदस्य(ए.एन.एस.) | MEMBER(ANS))

Note # 93

04th July 2022



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16/11/2021 7:02 PM

बरुन के.आर. सरकार|BARUN KUMAR SARKAR
(कार्यपालक निदेशक (ए टी एम - ए टी एफ एम)|ED(ATM-ATFM))

Note # 94

17/11/2021 11:07 AM

मनमिंदर सिंह|MANMINDER SINGH
(महाप्रबंधक (ए.आई.एस - एस.ए.आर)|GM(AIS-SAR))





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Annexure-5


भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
DIRECTORATE OF AIR TRAFFIC MANAGEMENT
RAJIV GANDHI BHAWAN, NEW DELHI-110003

GIS CIRCULAR 03/2021

Subject: List of AAI empanelled Survey firms.

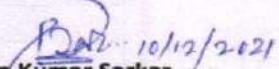
Date: 10.12.2021

Competent Authority has empanelled following survey firms for conducting the aeronautical survey of airports managed by AAI with details as appended below:

S.No	Name of Empanelled firm	Address	Contact Details (email ID and contact no.)
1	SECON PVT. LTD.	PLOT 147,7B ROAD,EPIP,WHITEFIELD, BANGALORE-560066	feedback@secon.in Mob-8826706166
2	GEOKNO INDIA PVT. LTD.	GMR AERO TOWERS, GHIA, SHAMSHABAD, HYDERABAD – 501218	info@geokno.com Mob-8130532944
3	RAJ TECHNOLOGIES	B-76, BESIDE PRAKASH FOODS, NICE AREA, MIDC SATPUR, NASHIK, MAHARASHTRA –422007	sumit@rgistech.com Mob-9371550407
4	IIC TECHNOLOGIES PVT. LTD.	8-2-350/5/b-22,ROAD NO. 3, BANJARA HILLS HYDERABAD, TELANGANA-500034	info@iictechnologies.com. ravi.dharmavarapu@iictechnologies.com Mob- 9866005290
5	AERO SURVEY PVT. LTD.	G-11 SECOND FLOOR, GREEN PARK EXT. NEW DELHI-110016	survey@aerosurvey.in bksrivastava2000@gmail.com Mob-9372245379
6	DSR SURVEYS PVT. LTD.	75 KALPANA APARTMENT SECTOR 5 VAISHALI GHAZIABAD UP-201010	dsr_surveys@yahoo.co.in Mob-9810389854
7	GEOID CONSULTANCY PVT. LTD.	OLD NO 42/3 ,NEW NO. 99 FIRST FLOOR,VELACHERY MAIN ROAD,GUINDY,CHENNAI-600032	support@geoid.co.in dhanasekar@geoid.co.in Mob-9841033844
8	NEKTOR ENGINEERS & PROJECT CONSULTANTS	B/104 SILICON VALLEY SHIVRANJANI CROSSING SATELLITE AHMEDABAD- 380015	info@nepc.in Mob-9909005218

Last GIS circular 01/2020 dated 05.06.2020 on the subject mentioned stands cancelled.

This GIS circular 03/2021 is valid from 10.12.2021 to 09.12.2023


Barun Kumar Sarkar
ED(ATM-ATFM)
Airports Authority of India

04th July 2022



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Annexure - 6

Format of Site Elevation and Site Coordinates Certificate (To be submitted on Survey agency Letter Head)

Dated: ___/___/___

Name of the licensed surveyor: _____

Address _____

Email id: _____ Mobile number: _____

License number _____ License validity _____

Scope of License _____

License issuing authority _____

I hereby certify that I have carried out the site survey as per the following details and the results are shown in (A) and (B) below:

Site / plot No. _____

(as per the local bodies map)

Site address: _____

Owner/Lessee of the Plot /Site _____

(A) Site Coordinates

Corner No.	Latitude (DD MM SS.s)	Longitude (DD MM SS.s)	Site Elevation (AMSL) in meters





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(B) Highest Site Elevation of the Plot: _____

(C) Further it is certified that:

1. I/we am /are trained and equipped to issue this certificate for site elevation and site coordinates.
2. The site elevation and site coordinates data are correct to best of my knowledge and belief and are within permissible limits of accuracy of 50 cm in vertical and 03 meters in lateral.
3. I have used the following equipment for survey
 - (a) DGPS conforming to accuracy levels defined in 2 above along with validity of calibration certificate.
 - (b) Total station conforming to accuracy levels defined in 2 above along with validity of calibration certificate.

(D). Undertaking

1. I indemnify Airports Authority of India and the concerned airport operator against all damages arising out of errors in data furnished above by me in addition to the owner's responsibility in this regard. I may further be blacklisted by AAI in case of wrong data.
2. Within a period of three months from the date of filing of NOC application, I shall submit the following documents to the Airport Director of the concerned airport, if so required by AAI.
 - (a) License certificate of surveyor.
 - (b) Calibration certificate of the survey equipment.
 - (c) Photograph of the surveyor at site and showing the neighboring land area.
 - (d) Site plotted on Google Earth map.



(Name and Signature of the authorized Surveyor/Licensee)