



Airports Authority of India

Department of Aerodrome Safeguarding

Rajiv Gandhi Bhavan, New Delhi-110003

AERODROME SAFEGUARDING CIRCULAR (ADSAC) 3 OF 2020

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

1. Introduction

- 1.1. Control & 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 & 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 & 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 twenty (20) major airports. **(Annexure 1)**
 - 1.2.2 Thirty-three (33) nos. of surveyor-cum-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 20 major AAI airports. **(Annexure 1)**
- 1.3. It is planned to utilise the above resources, stationed at twenty airports, to cater to the survey requirements of all AAI airports and all off-site Nav-Aid installations.



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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 surveyor-cum-GIS analysts and to lay down the job responsibilities of surveyor-cum-GIS analysts.

2.2. This ADSAC explains the process of;

- 2.2.1. Reporting of surveyor-cum-GIS analysts,
- 2.2.2. Attendance & working hours of surveyor-cum-GIS analysts,
- 2.2.3. Salary and other allowances of surveyor-cum-GIS analysts,
- 2.2.4. Job responsibilities of surveyor-cum-GIS analysts,
- 2.2.5. Facilities to be provided to surveyor-cum-GIS analysts by the Airport Director concerned and;
- 2.2.6. Nomination of Nodal Officer at CHQ for surveyor-cum-GIS analysts.

3. Scope / Applicability

This ADSAC applies to all those major 20 airports where the surveyor-cum-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 Parent Airport **(Annexure-2)** and Off-site Nav-Aid Installations.

4. Cancellation

4.1. Nil

5. Effective date

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

6. Reporting of Surveyor-cum-GIS Analysts

6.1. The newly hired surveyor-cum-GIS analyst shall report to the Airport Director of the Station of their Posting or to the executive authorised by the Airport Director for this purpose.



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7. Attendance & Working Hours of Surveyor-cum-GIS Analysts

- 7.1. The attendance of the surveyor-cum-GIS analyst shall be forwarded to CHQ on e-mail ID pradeepd@aai.aero and kksoni@aai.aero latest by 05th of the subsequent month, so that the salaries may be released by CHQ to M/s. BECIL in time.
- 7.2. The Working hours are as per the normal duty hours of AAI at the airport.

8. Salary and other allowances of Surveyor-cum-GIS Analysts.

- 8.1. The salary will be disbursed by M/s. BECIL. AAI CHQ will release the salary amount to M/s. BECIL. The other allowances, including TA/DA, when travel plan duly authorised by the Airport Director concerned, shall be applicable as detailed in the work order of AAI to BECIL. **(Annexure 3)**

9. Job Responsibilities of Surveyor-cum-GIS Analyst.

- 9.1 The surveyor – cum- GIS analyst(s) shall be under the administrative control of the Airport Director concerned and shall work in close coordination with the Aerodrome Safeguarding Team of the airport, to prioritise the survey tasks.
- 9.2 The Airport director concerned shall communicate these Job Responsibilities to the surveyor-cum-GIS analyst(s).
- 9.3 Maintain a high degree of professionalism and integrity in discharging their responsibilities.
- 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 Aerodrome Safeguarding Team.
- 9.6 On applicants' request to Airport Director, provide the Site Coordinates and Elevation Certificate after due survey of the site, to the NOC applicants on chargeable basis. The charges & the Format for issuing the Certificate have been defined in GIS Circular 02 of 2019. This activity may commence from 01.04.2020. The certificate so prepared shall be countersigned by the member of the Aerodrome Safeguarding Team, duly designated by the Airport Director.

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- 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 Airport Director of the Airport of their posting, to carry out tasks listed from 9.3 to 9.7 above.
- 9.9 Travel to off-site Nav-Aid installations, as directed by the Airport Director concerned, to execute survey related works. TA/DA & overtime of the surveyors cum GIS analysts would be governed by AAI policy and is equivalent to entitlement of Manager post in AAI as approved by the competent authority.
- 9.10 To assist the CHQ survey team, during the 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 Airport Director concerned, as per operational requirements, at any of the AAI airports or off-site CNS facilities etc.
- 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 Surveyor-cum-GIS Analysts by an airport.

- 10.1. Suitable office space, computer, office stationery, etc. may be provided for his/her efficient working. Also, transport to the survey site may be arranged by the Airport Director.
- 10.2. Survey equipment may be handed over to the surveyor-cum-GIS analysts for their operations/maintenance and safe up-keep.
- 10.3. The arrangement of transport to the surveyor, locally or to other networked airports or off-site Nav-Aid installations, when so deputed, shall be the responsibility of the Airport Director of the parent airport.
- 10.4. A dedicated transport may be provided to the surveyor cum GIS analysts of the airport, on a regular basis, to carry out their assigned functions effectively.



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11. Nodal Officer in CHQ for Surveyor-cum-GIS Analysts.

11.1. The nodal officer in CHQ will be Shri K.K. Soni, AGM (ATM-DoAS). Phone No.011-24632950 Ext. 2218, Mobile No. 8860674704, e-mail ID: kksoni@aai.aero.

12. **Validity:** This ADSAC will remain valid till it is amended or withdrawn or incorporated in the Aerodrome Safeguarding Manual.

13. **Document Control and feedback:** This ADSAC has been issued by the office of ED (ATM-DoAS) 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.


07.02.2020
(J.P. Alex)

Executive Director (ATM-DoAS)

Dated: 05th February 2020.

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 airports where Surveyor-cum-GIS Analysts and the Survey Equipment have been provided

Sl. No.	Name of Airport/Job location
1	AAI HQS. Rajiv Gandhi Bhawan
2	Agartala
3	Amritsar
4	Aurangabad
5	Belgaum
6	Bhubaneshwar
7	Chennai
8	Coimbatore
9	Dehradun
10	Dibrugarh
11	Guwahati
12	Hyderabad
13	Indore
14	Jabalpur
15	Jaipur
16	Kolkata
17	Patna
18	Rajkot
19	Raipur
20	Surat
21	Thiruvananthapuram



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Annexure – 2

List of Parent and Networked Airports
For Sharing Survey Equipment & Surveyors

S. NO.	PARENT AIRPORT		NETWORKED AIRPORTS	DISTANCE IN KMS	S.NO.
1	AMRITSAR	1	GAGGAL	147	1
		2	LUDHIANA	145	2
		3	KULLU	224	3
		4	SHIMLA	227	4
2	DEHRADUN	1	MEERUT	58	5
		2	PANTNAGAR	227	6
3	JAIPUR	1	KISHANGARH	102	7
		2	KOTA	185	8
4	RAJKOT	1	KANDLA	114	9
		2	PORBANDER	139	10
		3	DEESA	264	11
		4	KESHOD	116	12
		5	DUI	180	13
5	SURAT	1	VADODARA	144	14
		2	JUHU	225	15
		2	BHAVNAGAR	91	16
6	INDORE	1	BHOPAL	169	17
		2	UDAIPUR	287	18
		3	KHANDWA	110	19
7	AURANGABAD	1	AKOLA	197	20
		2	JALGAON	124	21
8	BELGAUM	1	HUBLI	75	22
		2	KOLHAPUR	96	23
		3	SHOLAPUR	242	24
9	HYDERABAD	1	WARANGAL	113	25
		3	NADIRGUL	19	26
		4	DONAKONDA	211	27
		5	RAJAMUNDRY	358	28
		6	VIJAYWADA	269	29

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10	CHENNAI	1	TIRUPATI	98	30
		2	VELLORE	120	31
		3	PONDICHERRY	120	32
		4	CUDDAPAH	226	33
11	COIMBATORE	1	MYSORE	140	34
		2	CALICUT	120	35
		3	MADURAI	175	36
		4	SALEM	139	37
		5	TIRUCHIRAPALLI	185	38
12	JABALPUR	1	PANNA	164	39
		2	SATNA	172	40
		3	KHAJURAHO	182	41
		4	LALITPUR	238	42
		5	KANPUR	362	43
13	THIRUVANTHAPURAM	1	TUTICORIN	125	44
		2	AGATTI	585	45
14	RAIPUR	1	GONDIA	155	46
		2	BILASPUR	98	47
		3	JHARSUGUDA	252	48
15	BHUBNESHWAR				
16	KOLKATA	1	BEHALA	23	49
		2	CHAKULIA	181	50
		3	ASANSOL	184	51
		4	MALDA	265	52
17	PATNA	1	RAXAUL	158	53
		2	MUZZAFARPUR	62	54
		3	GAYA	95	55
		4	JOGBANI	234	56
		5	VARANASI	225	57
		6	RANCHI	254	58
18	AGARTALA	1	KHOWAI	42	59
		2	KAMALPUR	62	60
		3	KAILASHAHAR	92	61
		4	AIZAWAL(Lengpui)	143	62
		5	IMPHAL	292	63



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19	GUWAHATI	1	RUPSI	169	64
		2	BARAPANI	60	65
		3	COOCH BEHAR	215	66
		4	BALURGHAT	298	67
		5	PAKYONG	326	68
20	DIBRUGARH	1	PASIIGHAT	79	69
		2	TEZU	124	70
		3	NORTH LAKHIMPUR	96	71
		4	ITANAGAR	150	72
		5	DIMAPUR	220	73
21	THE SURVEY FOR SITES AROUND SAFARJUNG AIRPORT WILL BE DONE BY AAI (CHQ SURVEY SECTION)				

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Annexure – 3

Work Order to M/S. BECIL



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

F.no. AAI/ATM/NOC/71/2018/

Dated : 30/07/2019

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

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

Subject: Work Order for engagement of 33 GIS Analysts/Project Associates on outsource basis.

Sir,

References:

1. BECIL letter No. BECIL/eGov division/Manpower empanelment/2018 dated 18.09.2018
2. BECIL letter No. BECIL/Man/2018 0918/426 dated 24.01.2019
3. Minutes of the meeting held with BECIL on 09.04.2019.

Sir,

With reference to above, it is intimated that the Competent Authority has accorded approval for the engagement of 33 GIS analyst/Project associates on outsource basis for a period of 2 years.

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/ Project Associate(Stage 3) = 20 ii) GIS Analyst /Project Associate(Stage 1) = 13 Total manpower requirement = 20 + 13 = 33
2	Job Location CHQ, AAI, Delhi & other AAI airports (list of 20 airports/job location is enclosed herewith in Annexure- A).
3	Educational Qualification & experience For Senior GIS Analyst: <ul style="list-style-type: none"> M.Sc. in GIS, Masters in GIS, BE- Civil/Geo-informatics 2 years relevant experience For GIS Analyst: <ul style="list-style-type: none"> M.Sc. in GIS, Masters in GIS, BE- Civil/Geo-informatics; or B.E.- Civil/Geo-Informatics; or Diploma in Civil Engineering with 2 years of relevant experience; or Diploma in GIS/Remote Sensing with 2 years of relevant 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

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राजीव गांधी भवन
 Rajiv Gandhi Bhawan.

सफ़रजंग हवाई अड्डा नई दिल्ली-110003
 Safdarjung Airport, New Delhi-110003

दूरभाष : 24632950
 Phone : 24632950



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2. The negotiated monthly CTC after 5 % discount for the post of GIS Analyst/ Project Associate(Stage 1) & Sr. GIS Analyst /Project Associate(Stage 3) will be Rs 52,250/- & Rs 63,222/- respectively.

Terms & conditions :-

- i) AAI will make Quarterly advance payment against the Bank Guarantee submitted by BECIL.
- ii) BECIL admin charges shall be payable @ 5 % on the negotiated rate/salary quoted by the empanelled agency.
- iii) Empanelled agency administrative charges @ 15% to 10% (which shall be included in the rate/salary quoted by Empanelled agency) & the benefit of difference amount of 5% will be passed to AAI on account of discount provided on empanelled rate specified in Annexure-1, as a special case which is applicable on all the offices of AAI across India.
- iv) The CTC package of the contractual resources/GIS Consultant/Project associate 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 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.
- v) BECIL shall be responsible for the safety and welfare (including health) of the contractual resources/GIS Consultant/Project associate made available to AAI. (AAI hereby agrees to pay BECIL towards the cost of Medical and Accident Insurance provided to contractual resources/GIS Consultant/Project associate 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.
- vi) 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/ ECover/ 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

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event of any liability, AAI shall not be responsible and BECIL shall be sole responsible for liability of the payment in this regard.

- vii) 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.
- viii) BECIL's admin charges shall not be charged on reimbursement of TA/DA.
- ix) 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.
- x) 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.
- xi) Attendance sheet of the GIS analyst/project associates shall be sent on the last day of the month or 1st of every month & the salary of the Project associates shall be credited by 10th day of every month.
- xii) The working hours of the resources would be driven by AAI pattern (either 5 days working or 6 days working).
- xiii) 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.
- xiv) Casual leave of 12 days in a year shall be granted to the contractual resources.
- xv) GST will be paid extra as per the applicable rates.

Kindly acknowledge the receipt and acceptance of this work order.

(Signature)
 30/7/2019
 (Rohtash Singla)

General Manager (Survey & Cartography)

Copy to :-

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

✓
 31.7.19

5. OSD to Chairman.

(Signature)
 31/7/19

31/7/19
(Signature)
 31-7-19



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Annexure - A

List of AAI Airports/Job Location

Sl. No.	Name of Airport/Job location
1	AAI HQS. Rajiv Gandhi Bhawan
2	Ahmedabad
3	Juhu
4	Rajkot
5	Aurangabad
6	Surat
7	Lucknow
8	Jaipur
9	Amritsar
10	Guwahati
11	Agartala
12	Chennai
13	Trivandrum
14	Hyderabad
15	Coimbatore
16	Mangalore
17	Kolkata
18	Patna
19	Bhubaneswar
20	Bhopal

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