

ADMINISTRATIVE POWERS

AIR INDIA ENGINEERING SERVICES LIMITED
(A wholly owned subsidiary of Air India Limited)

GENERAL ORDER OF DELEGATION OF FUNCTIONS & POWERS
(ADMINISTRATIVE) MADE BY THE COMPANY UNDER THE PROVISIONS OF ITS
MEMORANDUM AND ARTICLES OF ASSOCIATION

Air India Engineering Services Limited (hereinafter referred to as the 'Company') deeming it necessary for the efficient running of its day-to-day administration, in exercise of the powers conferred upon it, under the provisions of Memorandum and Articles of Association, do hereby by this general order, direct upon the approval by the Board of Directors that the officers mentioned in this order may exercise the functions and powers hereby delegated:-

1. NOMINATION OF OFFICERS TO EXERCISE POWERS

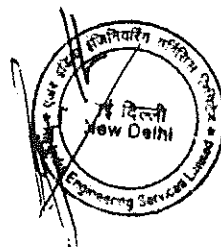
The delegation of powers under this Instrument shall be exercised by the officers named hereunder, to exercise the functions and powers delegated hereby, to each of the said officers, subject to the provisions of the Memorandum and Articles of Association of the Company.

- i) Chairman/Chairperson - CMD Air India
- ii) Chief Executive Officer
- iii) Functional Directors
- iv) Executive Director (ED)
- v) Heads of Departments at Headquarters
- vi) Deputy Department Heads at Headquarters
- vii) Sectional Heads at Headquarters
- viii) Departmental Heads at Regions
- ix) Deputy Departmental Heads at Regions
- x) Sectional Heads at Regions.

HEADS OF DEPARTMENTS AT HEADQUARTERS

- i) Director- Finance *
- ii) Director- Personnel *
- iii) Executive Director (Engineering)
- iv) Company Secretary
- iv) Chief of S & P

*Till the time Director Finance and Director Personnel are appointed by the Government, Chief of Finance and Chief of Personnel respectively will exercise the powers stated in this instrument.



DEPUTY DEPARTMENTAL HEADS AT HEADQUARTERS

1. General Manager

SECTIONAL HEADS AT HEADQUARTERS

1. Dy.General Manager

DEPARTMENTAL HEADS AT REGIONS

1. General Manager

DEPUTY DEPARTMENTAL HEADS AT REGIONS

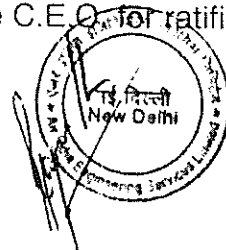
1. Dy.General Manager

SECTIONAL HEADS AT REGIONS

Sr. Asstt.Gen.Manager/ Chief Manager / Asstt.Gen.Manager
(subject to implementation of new designation)

2. GENERAL CONDITIONS

- a) The Chairman will be entitled to exercise all the powers stated in this Instrument of Delegation.
- b) All power delegated hereunder shall be exercised by the Officers within their administrative jurisdiction and in accordance with the Rules, Procedures, Regulations and instructions issued and in force from time to time.
- c) In exigencies, the C.E.O. may act in respect of all the matters on which the approval of the Board is normally required, in such manner as he may deem fit, in the interest of the Company, without consulting the Board, provided that action taken in exercise of this power shall be reported to the Board in its next meeting.
- d) The C.E.O shall be entitled to exercise any or all of the powers vested in any Officer of the Company subordinate to him. The C.E.O. shall also have the administrative jurisdiction over all officers of the Company subordinate to him.
- e) During the temporary absence of the C.E.O. on account of leave/sickness/training/duty travel etc. the Directors/ Executive Director so authorized in writing by the C.E.O. may exercise the powers provided that such action shall be reported to the C.E.O. as soon as practicable.
- f) During the temporary absence of the Director/ Executive Director, the Departmental Head or any Officer nominated in writing by the Director/Executive Director may exercise the power, provided such authorization shall be reported to the C.E.O. for ratification.



- g) During the temporary absence of any Departmental Head, the Dy. Departmental Head, where there is any, or any officer nominated by the Departmental Head may exercise the powers of Departmental Head, provided that such authorization shall be reported to the Director/ Executive Director for ratification.
- h) The Director/Executive Director may exercise any or all of the powers vested in any Officer of the Company subordinate to him.
- i) The Departmental Heads of the Company may exercise any or all of the powers vested in any Officer subordinate to them.
- j) To facilitate exigencies of administration, the C.E.O. is authorized to reduce or withdraw, by written order, the powers delegated to any class of officers or an individual, but, such powers cannot be increased without the Board's approval.
- k) The senior most Regional Departmental Head will co-ordinate the functions of all the Departments in the Region.
- l) None of the Officers to whom powers have been delegated can further nominate any of their subordinate to exercise the powers so delegated to them (except as provided under e) f) and g) of the above Regulations).

3. APPLICABILITY

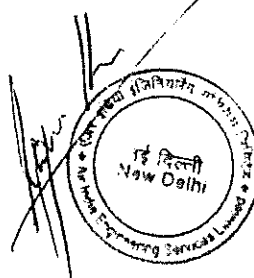
The instrument will be applicable w.e.f. 13-08-2013.

4. CREATION OF POST

The posts may be created upto the level of Departmental Head by Board of Directors.

5. APPOINTMENTS & PROMOTIONS

- i) C.E.O is authorized to make appointments upto and including the level of Executive Director.
- ii) Subject to the approval of the C.E.O. to fill up posts, the Directors/Executive Director are authorized to make appointments within their administrative jurisdiction either on contract or on deputation from Air India Limited, any subsidiary company of Air India limited, Government of India & Public Sectors Undertaking for the posts upto and including the level of Departmental Heads at Headquarters and Regions.
- iii) Eligibility criteria for the purpose of such appointments will be made, in consultation with concerned Department so as to meet their requirement in the best manner.
- iv) C.E.O. is also competent to make temporary, casual, part-time and contractual appointments in accordance with the Administrative Instructions issued from time to time.



6. OFFICIATING ARRANGEMENTS

CEO may approve officiating arrangements for not more than 90 days upto the level of Executive Director subject to the Observance of rules and procedures as may be laid down in this regard. Thereafter approval of the Chairman shall be taken.

7. ACCEPTANCE OF RESIGNATION

All resignations will be accepted by the appointing authority.

8. RETIREMENT

CEO may approve retirement under AIESL Service Regulations of any employee.

9. FIXATION OF PAY ON APPOINTMENT

The appointing authority will fix the pay of an employee on initial appointment and also subsequent enhancement if any. The guidelines in this regard will be approved by C.E.O. However, DPE guidelines will be followed in case of any regular appointment.

10. LEAVE

The C.E.O/Directors./Executive Directors/Departmental Heads at headquarters /Dy.Departmental Heads at Headquarters /Sectional Heads at headquarters/Regional Departmental heads/Regional Dy.Departmental Heads/Regional Sectional Heads may grant all types of leave under the Regulations of the Company in respect of all employees under their administrative jurisdiction.

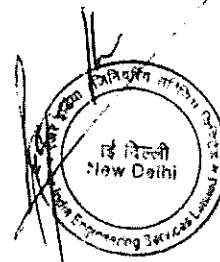
11. TRANSFERS

The appointing authority may effect transfers of employees under their administrative jurisdiction from one region/department/station to another or from one post to another in the equivalent status.

12. TRAVEL ENTITLEMENTS

a) Free/Concessional air travel to employees (or their family members) as per rules/ entitlements on parent company can be authorized by an Officer (not below the level of Asstt.Manager) of the Administrative Department .

b) The interline air travel request of employees (or their family members), in accordance with the rules of the Company, may be authorized by the C.E.O/Directors./Executive Directors/Headquarters Departmental Heads and Regional Departmental Heads.



c) The Duty air travel may be authorized by C.E.O./Director/Executive Directors/Headquarters' Departmental Heads/Headquarters' Dy. Departmental Heads/Regional Departmental Heads/Regional Dy. Departmental Heads in respect of employees under their administrative jurisdiction.

d) Any foreign travel for the purpose of Training/Meeting/specific assignments and related to Company's business etc. (i.e. other than that of operational requirement) would be authorized by C.E.O.

13. AIR TRANSPORTATION FACILITY TO THE PERSONS OTHER THAN EMPLOYEE.

C.E.O. /Directors/ Executive Directors may grant Air transportation on Parent /other airlines at Company's cost to the person other than an employee at their discretion, in the interest of the Company. Generally this facility would be provided to the deputed /nominated representatives of Business Associates like customer airlines, Aircraft manufacturers and OEM's etc. as per the terms of agreement.

14. CONTRACTS

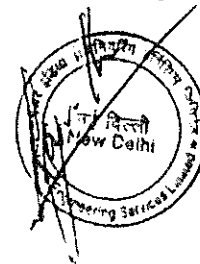
a) Subject to the provisions made for funds, the C.E.O/Directors/Executive Directors/Headquarters' Departmental Heads/Regional Departmental Heads may enter into contracts on behalf the Company and execute any performance and accept all benefits as well as enter into any compromise or other Agreements, modification or alteration in such contracts on behalf of the Company; or execute special contracts on employment with persons appointed with the approval of the C.E.O.

b) C.E.O./Directors/Executive Directors/headquarters' Departmental heads/Regional Departmental Heads may take on lease or Licence any premises required by the Company and , in that behalf, execute Agreements of lease/Licence on behalf of the Company.

i) The may hire out any premises of the Company on lease/licence or other such agreements, as may be deemed to be in the best interest of the Company or appropriate, and in that behalf, to execute agreements or the other documents suitable to the transactions.

ii) They may enter into any contract/agreement and sign all such contracts/agreements, receive payments, transfer benefits and conveyance. mortgages, assurances, instruments and things as may be convenient or expedient for carrying out the business of the company.

NOTE: The above documents will be executed in prior consultation with the Legal Advisor of the Company, where necessary, and such powers shall be exercised in accordance with the guidelines issued from time to time.



15. REPRESENTATION

The C.E.O./Directors/Executive Directors/Headquarters' Departmental Heads/Headquarters' Dy. Departmental Heads/Regional Departmental Heads may represent the Company before any Legal Authority, State Govt. Central Govt. or any other authority.

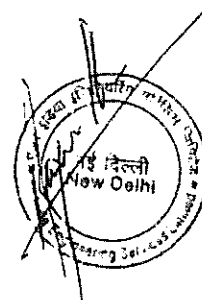
16. GUARANTEES / BONDS

The C.E.O./Directors/Company Secretary/Executive Directors/Headquarters' Departmental Heads/headquarters' Dy. Departmental Heads/Regional Departmental Heads on behalf of the Company, sign and execute any Guarantees/Bonds, bills of entry, shipping bills and such other documents and take such other steps as may be necessary to meet the requirements of authorities such as customs, excise, Port Trusts, Railways, etc. in connection with the purposes, transportation and clearance of Stores, equipments, materials and components.

17. LEGAL MATTERS

C.E.O/Directors./Executive Directors/Headquarters' Departmental Heads/Regional Departmental Heads shall have the Powers :-

- a) To initiate, prosecute or defend all legal proceedings affecting any matter in which the company is interested or may be interested.
- b) To file suit of any value and, if compromise is deemed fit, refer to arbitration withdrawn and contest judgments and decrees in such proceedings, as aforesaid, and in connection with the said suit or proceedings to do or execute all or any of the following acts or things –
 - i) To sign, verify and file plaint, written statement and affidavit.
 - ii) To make and present and file an application in connection with any proceeding in the suit.
 - iii) To introduce summon or receive back documentary evidence to deposit and withdrawn any money for the purpose of any proceeding in consultation with Finance Department, as well as to file an application for execution of a decree or order based on such suit and sign and verify such application.
 - iv) To receive any money due to the Company under such decree, order and to certify payment to the Court.
 - v) To apply for instructions, pending settlements and records.
 - vi) To obtain copies of documents and papers. Generally to do all other lawful acts necessary for the conduct of the said case.



18. APPOINTMENT OF LEGAL ADVISOR

CEO may appoint Legal Advisors / Lawyers on retainer basis / case to case basis, in the interest of the Company. Such engagement will be subject to guidelines, if any, issued from time to time.

19. POWER OF ATTORNEY:-

CEO/Company Secretary are authorized to sign and execute on behalf of the company, where required, under the common seal of the company. Power of Attorney required to be issued in favour of any Officer of the Company, as may be required by the Governmental and Municipal or other authorities and other documents of similar nature, as may be required to be executed in the course of the Company's business.

20. REVISION OF EMOLUMENTS

The Power for fixation of all emoluments including perquisites and reimbursements for employees both in India and abroad, shall vest with the CEO on the recommendation of Director Finance and Director Personnel.


राजनी कान्त / RAJNI KANT
कम्पनी सचिव / Company Secretary
एअर इंडिया इंजिनियरिंग सर्विसेस लिमिटेड
Air India Engineering Service Limited
एयरलाइन्स हाउस / Airlines House
नई दिल्ली / New Delhi-110001