



AIR INDIA ENGINEERING SERVICES LIMITED
(Wholly owned subsidiary of Air India Ltd.)
CRA Building, 2nd Floor, Safdarjung Airport, New Delhi-110003
(PERSONNEL DEPARTMENT)

Ref.No.COP/AIESL/2018/656

Date : 18th May, 2018.

OFFICE ORDER

Sub : **Transfer Benefits for Fixed Term Employees (FTEs)**
(Technicians/AME/GET/Tech.Officer/Asstt. Supervisor, etc.)

It has been decided that the transfers of employees engaged on fixed term basis will be governed by the following

1. Transfer Benefits on Temporary (One year) Postings :

For Executive Categories (AMEs / GETs / Technical Officers / Executives etc.)*	For Staff Categories (Technicians / Asstt. Supervisor, etc.)*
1. Hotel Accommodation for first 15 days, during which period daily allowance to be paid @ 50% of the applicable rate. In case of those not availing hotel accommodation, DA will be paid at normal rates.	
2. Daily Allowance for 45 days at normal rates. (In all 60 days daily allowance will be paid – 15 days at 50% and for remaining 45 days at normal rates).	
3. Baggage Allowance : Transportation of household goods to an extent of 100 Kgs.	
4. Free Passage for Self on definite basis from the existing place of posting to new place of posting. (One way only)	4. Free Passage for Self on definite basis from the existing place of posting to new place of posting. (One way only)
5. Joining Time : three days joining time each for outward and inward movement. To be availed within 3 months. No passage for the same will, however, be provided.	Three days joining time each for outward and inward movement. To be availed within 3 months. No rail fare for the same will, however, be reimbursed.
6. No joining time shall be permissible for postings upto 90 days.	
7. Reimbursement of Packing/Unpacking expenses on actual basis subject to a maximum of Rs. 2000/-.	Reimbursement of Packing/Unpacking expenses on actual basis subject to a maximum of Rs. 1500/-

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2. Transfer Benefits on Permanent Postings :

For Executive Categories (AMEs / GETs / Technical Officers / Executives etc.)*	For Staff Categories (Technicians / Asstt. Supervisor, etc.)*
1. Hotel Accommodation for first 15 days, during which period daily allowance to be paid @ 50% of the applicable rate. In case of those not availing hotel accommodation, DA will be paid at normal rates.	
2. Daily Allowance for 75 days at normal rates. (In all 90 days daily allowance will be paid – 15 days at 50% and for remaining 75 days at normal rates).	
3. Baggage Allowance : Transportation of household effects to an extent of 750 Kgs.	
4. Free Passage for Self on definite basis and on subject to load basis for family from the existing place of posting to new place of posting. (One way only)	4. Free Passage for Self on definite basis and on subject to load basis for family from the existing place of posting to new place of posting. (One way only)
5. Joining Time : Seven days joining time to be availed within 3 months.	Seven days joining time to be availed within 3 months.
6. Reimbursement of Packing/Unpacking expenses on actual basis subject to a maximum of Rs. 3000/- on production of receipt.	Reimbursement of Packing/Unpacking expenses on actual basis subject to a maximum of Rs. 2000/- on production of receipt.

* The designations listed are only illustrative and not exhaustive.

This comes into force with immediate effect.

All GM(E)s to disseminate the information to all concerned.



(B.C. Biswas)
Chief of Personnel

cc: CEO, AIESL
cc: All ED's (Engg), AIESL
cc: Chief of Finance, AIESL/ Chief of Maint., AASL/AIEL
cc: All GMs (Engg), AIESL
cc: Dy. GMs (E-IE), AIESL HQ
cc: Head of HR/Finance, AIESL (NR/ER/WR/SR)