

**Sub: Hosting of information under RTI Section on Alliance Air Website**

Particulars of Organization, Functions, and Duties (Section 4 (1) b (i))

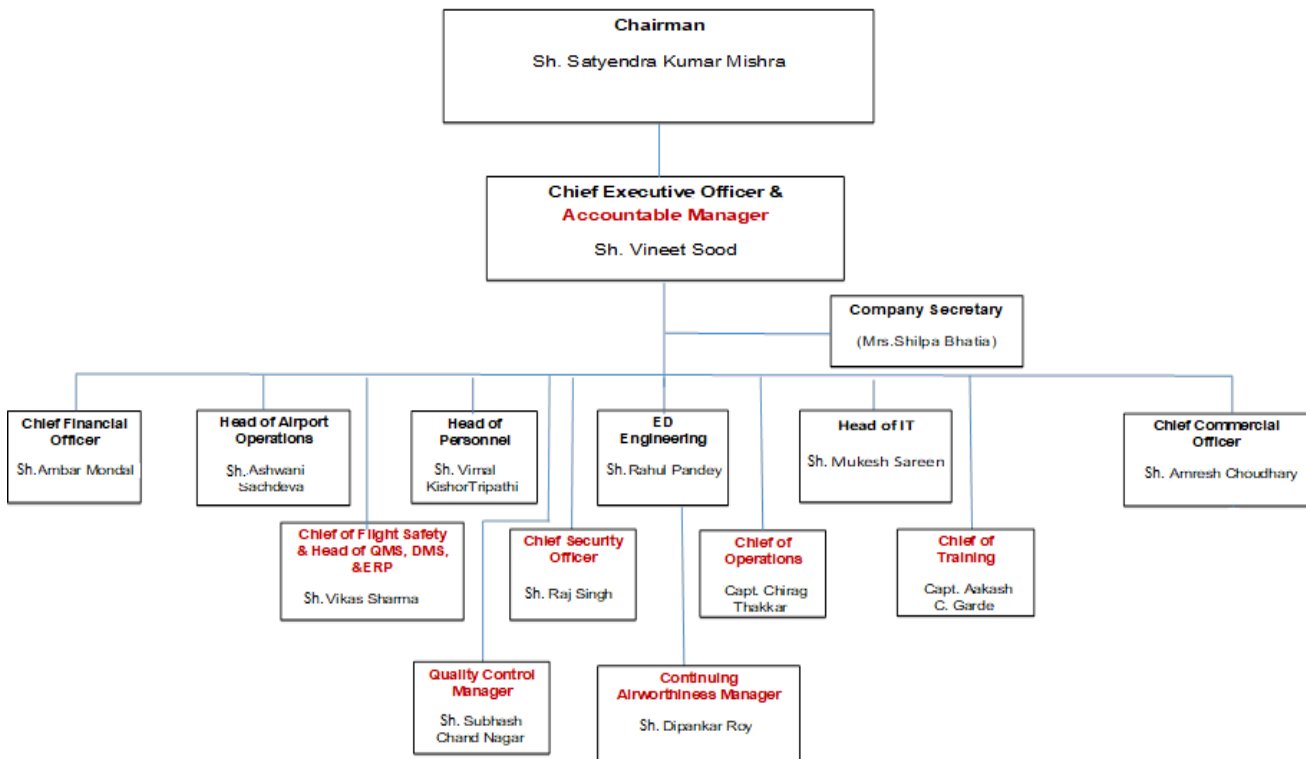
S. No.	Particulars	Description
1.1	Name	Alliance Air Aviation Limited (formerly Known as Airline Allied Services Limited)
1.2	Date of Incorporation	13 Sept.1983
1.3	Date of Commencement of Business	13 Sept.1983
1.4	Registered Office	Alliance Bhawan, Domestic Terminal-1 I.G.I Airport, New Delhi-110037
1.4	Corporate Headquarters	Alliance Bhawan, Domestic Terminal-1 I.G.I Airport, New Delhi-110037
1.5	Capital Structure	The Authorised Share Capital of the Company is Rs.2,000 Crore divided into Twenty Crore Equity Shares of Rs.100 each. The Paid-up Share Capital is Rs.702.25 Crore divided into Seven Crore Two Lakhs Twenty-Five Thousand Equity Shares of Rs.100 each.
1.6	Objectives	To establish, maintain and operate International and domestic Air Transport services, scheduled and non-schedule for the carriage of passengers, mails and freights and for any other purposes. To buy, sell, hire charter, let on hire and deal in aeroplanes, flying machines, aircraft and the component parts thereof and all kinds of machinery and appliances for operation of airlines. [And others as mentioned in MoA of Alliance Air Aviation Ltd ].
1.7	Vision	"To be a safe and reliable airline providing the best travel experience to its guests."
1.8	Mission	"Our mission is to connect people, places, and cultures. We aim to enable people to have access to safe, secure, sustainable and affordable air services in a world-class aviation environment and to make every flight special and memorable for our guests."

## Manual 2

### Powers and Duties of Officers and Employees

The powers and duties of the officers and employees of the Company are mainly derived from the provisions of the Companies Act, guidelines issued by the regulatory authorities, Memorandum & Articles of Association of the Company, job descriptions, manuals, terms and conditions of appointment and delegation of authorities enunciated by the Company. The powers are exercised by the respective officers in accordance with the rules and regulations in force from time to time.

Our organization structure is mentioned below.



### VIGILANCE DEPARTMENT

<b>Chief Vigilance Officer</b>	<b>All Vigilance Matters</b>
Sh. Amal Garg, IRS	Smt. Aditi Dhani

## Manual – 3

The procedure followed in decision – making process

Alliance Air Aviation Ltd (formerly Known as Airline Allied Services Limited) is a wholly-owned subsidiary of AI Assets Holding Limited (AIAHL) w.e.f. 25<sup>th</sup> January 2022. The procedure followed in decision making involves discussions among a 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 a day-to-day basis at airports/stations, all the Duty Officers/Station Managers of AAAL 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

Alliance Air Aviation Ltd (formerly Known as Airline Allied Services Limited) is a wholly-owned subsidiary of AI Assets Holding Limited (AIAHL) w.e.f. 25<sup>th</sup> January 2022. The guidelines for discharge of functions of the company is defined under the Instrument of Delegation of Administrative and Financial Powers approved by the Board of Alliance Air Aviation Ltd.

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

S. No	Name of Department	Name of Manual / Documents
1	Operations	a) DGCA CARs b) AAAL issued: Operations Manual, MEL, SOPs, Circulars c) Manuals issued by OEM
2	In-Flight Services	a) DGCA CARs b) AAAL issued: Operations Manual, Quick Reference Handbook, Circulars
3	Flight Safety	a) Flight Safety Manual of Alliance Air Aviation Ltd. b) Civil Aviation Requirements (CARs) issued by DGCA c) Alliance Air Safety Management System Manual EMM
4	QMS	a) QSA Manual, Alliance Air
5	Airport Operations	a) Ground Operations Manual of AAAL
6	Personnel	a) AAAL Service Regulations

#### Manual – 6

A Statement of the categories of documents that are held by it or under its control, (Section 4(1)b(vi))

1. Certificate of Incorporation, Memorandum & Articles of Association of the Company.
2. Air Operators' License
3. Certificates of Registration for aircraft in the fleet of Alliance Air Aviation Ltd.
4. Instrument of Delegation of Administrative and Financial Powers
5. Annual Report 2022-23(Please refer to AAAL website : [www.allianceair.in](http://www.allianceair.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 thereof. (Section 4(1)b(vii))

**Alliance Air Aviation Limited** (formerly Known as Airline Allied Services Limited) is a wholly-owned subsidiary of AI Assets Holding Limited (AIAHL) (*with effect from 25 January 2022*), incorporated under the Companies Act, 1956. Its policies are framed and implemented by the Management and the Board of Directors of the Company.

As per the articles of association of AAAL, the Directors on the Board are appointed by AI Assets Holding Limited in consultation with the Government of India. Being a Central Public Sector Undertaking, its policies and activities are constantly under the 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 Alliance Air Aviation Ltd. Further, there are Parliamentary Committees comprising Members of Parliament that examine the Alliance Air Aviation 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 Alliance Air Aviation Ltd. are, therefore, under the constant scrutiny of the public through the above process.

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A Statement of Board, Councils, Committees and other Bodies constitute, Section (4 (1) b (viii))

<b>Board of Directors of Alliance Air Aviation Ltd as on 30.09.2023</b> (formerly known as Airline Allied Services Limited)				
<b>S. No</b>	<b>Name</b>	<b>Designation</b>	<b>Official Address</b>	<b>Contact Details</b>
1.	Shri Satyendra Kumar Mishra  Chairman & Managing Director AIAHL	Chairman	AIAHL, Air India Reservation Building, Second Floor, Near Safdarjung Airport, New Delhi-110003	011-24690422 011-24616303  cmd@aiahl.in jsskm.moca@gov.in
2.	Shri Asangba Chuba Ao  Joint Secretary, MoCA	Director	Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003.	011-24617692  jsdt-moca@gov.in
3.	Shri Pranjol Chandra  Director, MoCA	Director	Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003.	011-24649891  pranjol.chandra@gov.in
4.	Shri Brajesh Kumar Srivastava  Deputy Secretary, MoCA	Director	Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003.	011-24619282  brajesh.srivastava@gov.in

The Board has constituted sub-Committees with specific Terms of Reference. The minutes of all sub-committees are put to the Board for information/approval from time to time.

Agenda, as well as minutes of meeting(s) of the Board of Directors and sub-committee(s) of the Board, contains information related to the commercial interest of the Company, and disclosure of the same will lead to leakage of vital business information. Therefore, the Agenda and Minutes of the Board and Sub-Committee meetings are not accessible to the public. However, important decisions taken regarding the Company and/or its management are communicated to the statutory authorities and also to the public as required under applicable laws of the land.

## **Committees of the Board and its constitution:**

### **(A) Audit Committee**

#### **Scope and Functions:**

- To recommend for appointment, remuneration and terms of appointment of auditors of the company;
- To review and monitor the auditor's independence and performance and effectiveness of audit process;
- To review the Internal Audit program & ensure co-ordination between the Internal & External Auditors as well as determine whether the Internal Audit function is commensurate with the size and nature of the Company's Business;
- To discuss with the Auditor before the audit commences the nature & scope of the audit;
  - To examine the financial statements and the auditors' report thereon;
  - To review the Statutory Auditor's Report, Management's response thereto and to take steps to ensure implementation of the recommendations of the Statutory Auditors;
- Approval or any subsequent modification of transactions of the company with related parties;
- Scrutiny of inter-corporate loans and investments;
- Valuation of undertakings or assets of the company, wherever it is necessary;
- Evaluation of internal financial controls and risk management systems;
- Monitoring the end use of funds raised through public offers and related matters;
- To consider any other matter as desired by the Board;

#### **Composition of the Audit Committee**

The Board in its 179<sup>th</sup> and 180<sup>th</sup> meeting held on 02.02.2023 & 17.03.2023 had reconstituted the Audit Committee as under:

1	Shri Asangba Chuba Ao	Chairman
2	Shri Satyendra Kumar Mishra	Member
3	Shri Pranjol Chandra	Member
4	Shri Brajesh Kumar Srivastava	Member

### **B . HR Committee**

#### **Scope and Functions:**

- To periodically review & approve the Service Regulations & Standing Orders for the employees of the Company ;
- To periodically review the existing Recruitment & Promotion Policy, Passage Regulation & Medical Policy and approve the same;
- To rationalize Manpower and Productivity Linked Incentives / Wage Policy;
- To review and approve all wage agreements on Technical / Operational /other matters ;
- To review and approve the organizational structure of the Company
- To review and monitor Company's succession plan for senior management;
- Any other matter referred by the Board.
-

### **Composition of HR Committee**

(i) Shri Satyendra Kumar Mishra (CMD, AIAHL) - Chairman	
ii) Shri Asangba Chuba Ao (JS, MoCA)	- Member
(iii) Shri Pranjol Chandra (Director, MoCA)	- Member
(iv) Shri Brajesh Kumar Srivastava (Deputy Secretary, MoCA)	- Member
(v) Shri Vineet Sood (CEO, AAAL)	- Special Invitee
(vi) Shri Vimal Kishor Tripathi (Head of Personnel, AAAL)	- Special Invitee

The Board in its 179th and 180th meeting held on 02.02.2023 & 17.03.2023 respectively had reconstituted the HR Committee as under:

### **C. Flight Safety Committee**

#### **Scope and Functions:**

- To review and monitor all aspects of safety within the organisation.

### **Composition of Flight Safety Committee**

The Board in its 179th and 180th meeting held on 02.02.2023 & 17.03.2023 had reconstituted the Flight Safety Committee as under:

(i) Shri Satyendra Kumar Mishra (CMD, AIAHL)	- Chairman
(ii) Shri Asangba Chuba Ao (JS, MoCA)	- Member
(iii) Shri Pranjol Chandra (Director, MoCA)	- Member
(iv) Shri Brajesh Kumar Srivastava (Deputy Secretary, MoCA)	- Member
(v) Shri Vineet Sood (CEO, AAAL)	- Permanent Invitee
(vi) Shri Vikas Sharma	- Permanent Invitee
vii) Capt. Chirag Thakkar (Chief of Operations, AAAL)	- Special Invitee

### **D. Corporate Social Responsibility Committee.**

The provisions of Section 135 of Companies Act, 2013 relating to Corporate Social Responsibility are not applicable to the Company. Hence, the Company is exempt from the requirement of forming a Corporate Social Responsibility Committee.

## Manual 9

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

Directory of Alliance Air Officers					
SI No.	Name	Designation	Department	Tel. Numbers	Email ID
1	Shri Vineet Sood	CEO	CEO Office, New Delhi	011-25672458	ceo@allianceair.in
2.	Shri. Ambar Mondal	Chief Financial Officer	Finance	011- 25672489	cfo@allianceair.in
3	Smt Shilpa Bhatia	Company Secretary	Secretarial & Legal	011-25671198	cs.allianceair@allianceair.in
4	Shri Rahul Pandey	ED Engineering	Engineering	011-25675654	edengg@allianceair.in
5	Shri. Amresh Choudhary	Chief Commercial Officer	Commercial	011-25675358	cco@allianceair.in
6	Capt Chirag Thakkar	Chief of Operations	Operations	011-25672795	cops@allianceair.in
7	Shri Vikas Sharma	Chief of Flight Safety, Head of QMS, DMS & ERP	Flight Safety	011-25671574	cofs@allianceair.in
8	Capt. Aakash Garde	Chief of Training	Training	011-25675627	cot@allianceair.in
9	Shri. Ashwani Sachdeva	Head of Airport Operations	Airport Operations	011-25673822	chfaptops@allianceair.in
10	Sh. Vimal Kishor Tripathi	Head of Personnel	Personnel	011-25672793	headpers@allianceair.in
11	Shri Mukesh Sareen	Head of IT	IT	011-25672730	pms.it@allianceair.in
12	Shri Raj Singh	Chief Security Officer	Security	011-25674244	cso@allianceair.in

## Manual 10

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) }

DESIGNATION	SALARY PER MONTH (in Rs.)
Supervisor	23121
Sr. Supervisor	27005
Asst. Officer/ Asst. Crew Controller	29516
Officer/Crew Controller	36100
Flight Despatcher	47475
Asst. Manager	39220
Asst. Engineer	50000
Technical Assistant	18000
Dy. Manager/ Instructor Technical	40520
Manager	42300
Sr. Manager	65000
Sr. Technical Assistant	21000
Cabin Crew (upto 65 hours of flying)	36175
Commander	683000
AGM/Chief	80,000
Sr. AGM	100000
Head of Departments	150000
CEO	249600

## Manual 11

### The Budget Allocation to each agency

Alliance Air Aviation Ltd. a wholly owned subsidiary of AI Assets Holding Limited w.e.f. 25<sup>th</sup> January 2022. 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

Alliance Air Aviation Ltd a wholly owned subsidiary of AI Assets Holding Limited w.e.f. 25<sup>th</sup> January 2022. it is a commercial organization and is not governed under any subsidy programme.



### Manual 13

Particulars of recipients of concessions, permits or authorization {Section (1) b (xiii)} Alliance Air Aviation Ltd does not give any such concessions for various categories of people.

### Manual - 14

#### 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.

### Manual 15

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

Call center and other key contact details are made available on Alliance Air Aviation Ltd Website. Manual – 16

Name, Designation and other particulars of Public Information Officers, Section [4 (1) b (viii)]

S.No.	Name & Designation	Office Address
1	<b>Public Information Officer:</b> Mr. Vimal Kishor Tripathi Head of Personnel	Phone No. : 01125672793 E-mail ID: <a href="mailto:headpers@allianceair.in">headpers@allianceair.in</a> ADDRESS: Alliance Air Aviation Ltd. Alliance Bhawan, Domestic Terminal I, IGI Airport, New Delhi – 110 037
2	<b>Appellate Authority :</b> Sh. Ambar Kumar Mondal, Chief Financial Officer	Phone No. : 011- 25672489 Email : <a href="mailto:cfo@allianceair.in">cfo@allianceair.in</a> ADDRESS: Alliance Air Aviation Ltd. Alliance Bhawan, Domestic Terminal I, IGI Airport, New Delhi – 110 037

Details of Applications received, in numbers and disposed off under RTI Act from 1 April 2022 to 31 Mar 2023

Application Received	9
Application disposed	9

Details of Appeals received and orders issued under RTI from 1 April 2022 to 31 Mar 2023 :-

Appeals Received	09
Order Issued	09

Manual – 17 (Any other information) :

COMMITTEE	NAME	DESIGNATION	CONTACT NO.	E MAIL ID
<b>RTI:</b>				
Public Information Officer:	Shri Vimal Kishore Tripathi	Head of Personnel	011-25675793	Headpers@allianceair.in
Appellate Authority:	Shri Ambar Kumar Mondal,	Chief Financial Officer	011-25672489	cfo@allianceair.in

<b>Public Grievance on CPGRAMS:</b>				
Nodal Officer	Sh.Vimal Kishor Tripathi	Head of Personnel	011-25672793	headpers@allianceair.in

<b>Passenger Complaints /Comments:</b>				
Nodal Officer	Shri Manohar Tufchi	Sr.Manager (Mktg)	044-42554255	manohar.tufchi@allianceair.in
Appellate Authority	Shri. Mohit Sain	GM(Commercial)	011-25673302	<a href="mailto:gm.com@allianceair.in">gm.com@allianceair.in</a>

<b>Internal Complaints Committee on "Prevention of Sexual Harassment of Women in Workplace":</b>				
Presiding Officer	Ms. Shilpa Bhatia	Company Secretary	011-25671198	cs.allianceair@allianceair.in
Member	Shri. Vineet Bhalla	AGM(Network planning & Scheduling)	011-25672199	<a href="mailto:vineet.bhalla@allianceair.in">vineet.bhalla@allianceair.in</a>
Member	Shri. Om Prakash Soni	AGM (Admin)	011-25672796	admin@allianceair.in
Member	Ms. Sangeeta Khanna	Sr. Manager(IFS)	9810400976	Sangeeta.khanna@allianceair.in
Member	Ms. Seema Duggal	Dy. Manager(Personnel)	011-25675793	Seema.duggal@allianceair.in
Member	Dr. Shobhna Shah	Member of AIWC	9818202610	shobhnashahmittal@gmail.com

<b>Employee Grievance:</b>				
Chairperson	Shri Vimal Kishor Tripathi	Head of Personnel	011-25672793	headpers@allianceair.in
Member	Smt Seema Duggal	Dy.Manager	011-25675793	Seema.duggal@allianceair.in

### **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 Rs.10/- [ Rupees Ten only ] by way of cash against proper receipt or by demand draft or by bankers cheque payable to ALLIANCE AIR AVIATION LTD.

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 Alliance Air Aviation Ltd 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 ALLIANCE AIR AVIATION LTD at the following rates:

- (a) For information provided in diskette Rupees Fifty per diskette; and

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.

