

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

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

<b>S. No.</b>	<b>Particulars</b>	<b>Description</b>
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.402.25 Crore divided into Four 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 leading International Regional Airline, connecting Tier II and Tier III cities of India.
1.8	Mission	<p>Prominent International Regional Airline</p> <p><b>Customer</b></p> <ul style="list-style-type: none"> <li>• Provide safe, reliable and on-time services</li> <li>• Take effective steps to provide a high level of customer satisfaction</li> <li>• Explore new passenger base for the airline market</li> <li>• Provide one-stop connectivity to metros and beyond for seamless travel to main domestic and international destinations.</li> </ul> <p><b>Processes</b></p> <ul style="list-style-type: none"> <li>• Continuously improve standards of safety and efficiency</li> <li>• Operate and maintain a young and modern fleet</li> <li>• Provide the best and most efficient network in conjunction with other Airlines</li> <li>• Create economic value</li> <li>• Enhance its competitive market standing and image as a Regional short-haul airline.</li> </ul> <p><b>Route – Network</b></p> <ul style="list-style-type: none"> <li>• Compete with high-density train traffic</li> <li>• Meet regional aspirations of swift connection to metros and beyond</li> <li>• Provide connectivity to cities so far not air connected.</li> </ul> <p><b>People</b></p> <ul style="list-style-type: none"> <li>• Build a highly motivated and professional team</li> <li>• Maintain the highest degree of transparency and ethics</li> <li>• Be a responsible corporate citizen</li> </ul>

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Powers and Duties of Officers and Employees

S. No	Name	Designation	Functions
1.	Shri Vineet Sood	Chief Executive Officer	As the Executive Head of the Airline, the overall responsibility for the smooth, efficient, and progressive functioning of the airline is vested on the CEO. CEO reports to Chairman, Alliance Air Aviation Ltd. As the administrative head of the organization, all functional departments report to the CEO. CEO integrates all the activities into the business plan of the organization
2.	Smt Shilpa Bhatia	Company Secretary	All matters pertaining to compliance under the Companies Act.
3.	Capt. Chirag Thakkar	Chief of Operations	The Chief of Operations is responsible for ensuring flight operations within the rules and regulations laid down by DGCA.
4.	Shri Rahul Pandey	ED Engineering	Planning and execution of Maintenance, repair, and overhaul of AAAL fleet.
5.	Shri Amresh Choudhary	Chief Commercial Officer	Formulation of corporate marketing plans/policies and strategies to optimize revenue generation, product development, and new market development Formulation of corporate marketing plans/policies, product development, and new market development Management of all internal and external communications relevant to brand performance and effective dissemination of the same among various stakeholders, including the media. Handles publicity/ advertising/new media/ digital marketing activities of the Airline.
6.	Shri. Ambar Mondal	Chief Financial Officer	All financial matters are controlled by the Chief Financial Officer. He also ensures the strict compliance of the financial policies of the organization, besides statutory compliances
7.	Gp. Capt. Bibhuti Kumar	Head of QMS & ERP	Management of Quality and Safety Audit based on IOSA, Management of Emergency Response Planning and Document Management System, and supporting other departments in their respective manual making.
8.	Shri Vimal Kishor Tripathi	Head of Personnel	Head of Personnel is responsible for HRD, Industrial relations and Admin matters. HR strategies, policies, and guidelines are formulated and implemented by his team.

9.	Shri. Vikas Sharma	Chief of Flight Safety	Responsible for ensuring compliance to safety regulations set by DGCA. He is entrusted with the duty of implementing proactive safety measures.
10.	Capt. Chirag Thakkar	Chief of Training (Offg)	Designing various (statutory) training programmes for cockpit and cabin crew and overall management of the Training Department of AAAL
11.	Shri B.P. Nautiyal	Chief of Airport Operations	Supervises and coordinates the entire flight handling activities of Alliance Air flights comprising of passenger handling, mishandled baggage services, Ramp services, at each station, etc.
12.	Shri Vijay Kumar	Chief of Materials Management	Monitor the effective functioning of Aircraft Spares, Purchase section and co-ordinate and ensure proper supply and distribution of all required materials/Consumables for smooth functioning of Airline.
13	Shri Mukesh Sareen	Head of IT	Handles the IT security system, MIS/Communication system, IT strategy of the Company and Management of different software being used in the company.
14	Shri Manbir Singh	Chief Security Officer	Responsible for Security related issues of the company.
15	Shri Mannu Anand	Head of Mktg In-charge of Sales, Mktg, Call Centre , & Customer Services, etc.	Product development, and new market development Management of all internal and external communications relevant to brand performance, including the media. Handles issues of Call Centre and Customer Services. Handles publicity/ advertising/new media/ digital marketing activities of the Airline.

#### VIGILANCE DEPARTMENT

Chief Vigilance Officer	All Vigilance Matters
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.

## Manual - 4

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.

## Manual - 5

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) DGCA Operations Circulars, d) AAAL Operations Manual e) Alliance Air Safety Management System Manual
4	Airport Operations	a) Ground Operations Manual of AAAL
5	QMS	a) Emergency Management Manual, Alliance Air b) QSA Manual, Alliance Air
6	Personnel	a) AAAL Service Regulations

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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 2020-21(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.

## 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 17.02.2022</b> (formerly known as Airline Allied Services Limited)				
S. No	Name	Designation	Official Address	Contact Details
1.	Shri Vikram Dev Dutt (appointed w.e.f 27.01.2022)	Chairman	AlAHL, Air India Reservation Building, Second Floor, Near Safdarjung Airport, New Delhi-110003	011-24690422
2.	Smt Usha Padhee (appointed w.e.f 25.01.2022)	Director	Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003.	011-24617692
3.	Shri Pranjol Chandra (appointed w.e.f 11.02.2022)	Director	Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003.	011-24649891
4.	Shri Deepak Sajwan	Director	Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003.	011-24610386

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:**

Members of the Audit Committee are as follows :

1	Smt Usha Padhee	Chairperson
2	Shri Vikram Dev Dutt	Member
3	Shri Pranjol Chandra	Member
4	Shri Deepak Sajwan	Member

#### 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;

#### **HR Committee**

The Board of Directors at its 173<sup>rd</sup> meeting held on 11 February 2022 has reconstituted the HR Committee as under:

MD, AIAHL	-	Chairman
Joint Secretary, MOCA	-	Member
Deputy Secretary, MOCA	-	Member
CEO	-	Special Invitee
Head of Personnel	-	Special Invitee

### **Flight Safety Committee**

The Board of Directors at its 173<sup>rd</sup> meeting held on 11 February 2022 has reconstituted the Flight Safety Committee as under:

MD, AIAHL	-	Chairman
Joint Secretary, MOCA	-	Member
Deputy Secretary, MOCA	-	Member
CEO	-	Permanent Invitee
Chief of Flight Safety	-	Permanent Invitee
Chief of Operations	-	Special Invitee
Head of Engineering	-	Special Invitee

### **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) }

<b>Directory of Alliance Air Officers</b>					
<b>Sl No.</b>	<b>Name</b>	<b>Designation</b>	<b>Department</b>	<b>Tel. Numbers</b>	<b>Email ID</b>
1	Shri Vineet Sood	CEO	CEO Office, New Delhi	011-25672458	ceo@allianceair.in
2	Smt Shilpa Bhatia	Secretarial	New Delhi	011-25672458	cs.allianceair@allianceair.in
3	Shri Vikas Sharma	Chief of Flight Safety	Flight Safety	011-25671574	cofs@allianceair.in
4	Capt. Chirag Thakkar	Chief of Training (Offg)	Training	011-25675627	cot@allianceair.in
5	Capt Chirag Thakkar	Chief of Operations	Operations	011-25672795	cops@allianceair.in
6	Shri Rahul Pandey	ED Engineering	Engineering	011-25675654	edengg@allianceair.in
7	Shri. Ambar Mondal	Chief Financial Officer	Finance	011- 25672489	cfo@allianceair.in
8	Shri. Amresh Choudhary	Chief Commercial Officer	Commercial	011-25675358	headrm@allianceair.in
9	Sh.Vimal Kishor Tripathi	Head of Personnel	Personnel	011-25672793	headpers@allianceair.in
10	Shri Mannu Anand	Head of Marketing	Commercial	011-25673302	hom@allianceair.in
11	Gp.Capt. Bibhuti Kumar	Head -QMS & ERP	QMS & ERP	011-25672289	bibhuti.kumar@allianceair.in
12	Shri. B.P. Nautiyal	Chief of Airport Operations	Airport Operations	011-25673822	chfaptops@allianceair.in
13	Shri. Vijay Kumar	Chief of Materials Management	Materials Management	011-25672287	headmmd@allianceair.in
14	Shri Manbir Singh	Chief Security Officer	Security	011-25674244	cso@allianceair.in
15	Shri Mukesh Sareen	Head of IT	IT	011-25672730	pms.it@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) }

<b>DESIGNATION</b>	<b>SALARY PER MONTH (in Rs.)</b>
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
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.

## Manual - 12

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.

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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.

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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.

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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> Smt. Supriya Das, Sr. Supervisor	Phone No. : 011- 25675793 Email : sap.pers@allianceair.in 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 : cfo@allianceair.in 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 2021 to 31 Mar 2022

Application Received	43
Application disposed	43

Details of Appeals received and orders issued under RTI from 1 April 2021 to 31 Mar 2022 :-

Appeals Received	02
Order Issued	02

Manual – 17 (Any other information) :

COMMITTEE	NAME	DESIGNATION	CONTACT NO.	E MAIL ID
<b>RTI:</b>				
Public Information Officer:	Smt. Supriya Das	Sr. Supervisor	011-25675793	Sap.pers@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 Mannu Anand	Head of Marketing	011-25673302	hom@allianceair.in

<b>Internal Complaints Committee on "Prevention of Sexual Harassment of Women in Workplace":</b>				
Presiding Officer	Smt. Sheena Singh	Sr. Manager (Pers)	011-25675793	Sheena.singh@allianceair.in
Member	Smt. Geeta Ajmani	Sr. Manager (Ops)	011-25675752	Geeta.ajmani@allianceair.in
Member	Shri. Govind Ballabh	Manager (Admin)	011-25672796	admin@allianceair.in
Member	Smt. Bhavna Kapoor	Sr. Manager( Mkt)	011-25672287	Bhavana.kapoor@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. Sheena Singh	Sr. Manager (Pers)	011-25675793	Sheena.singh@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
  - (b) 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.