

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

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

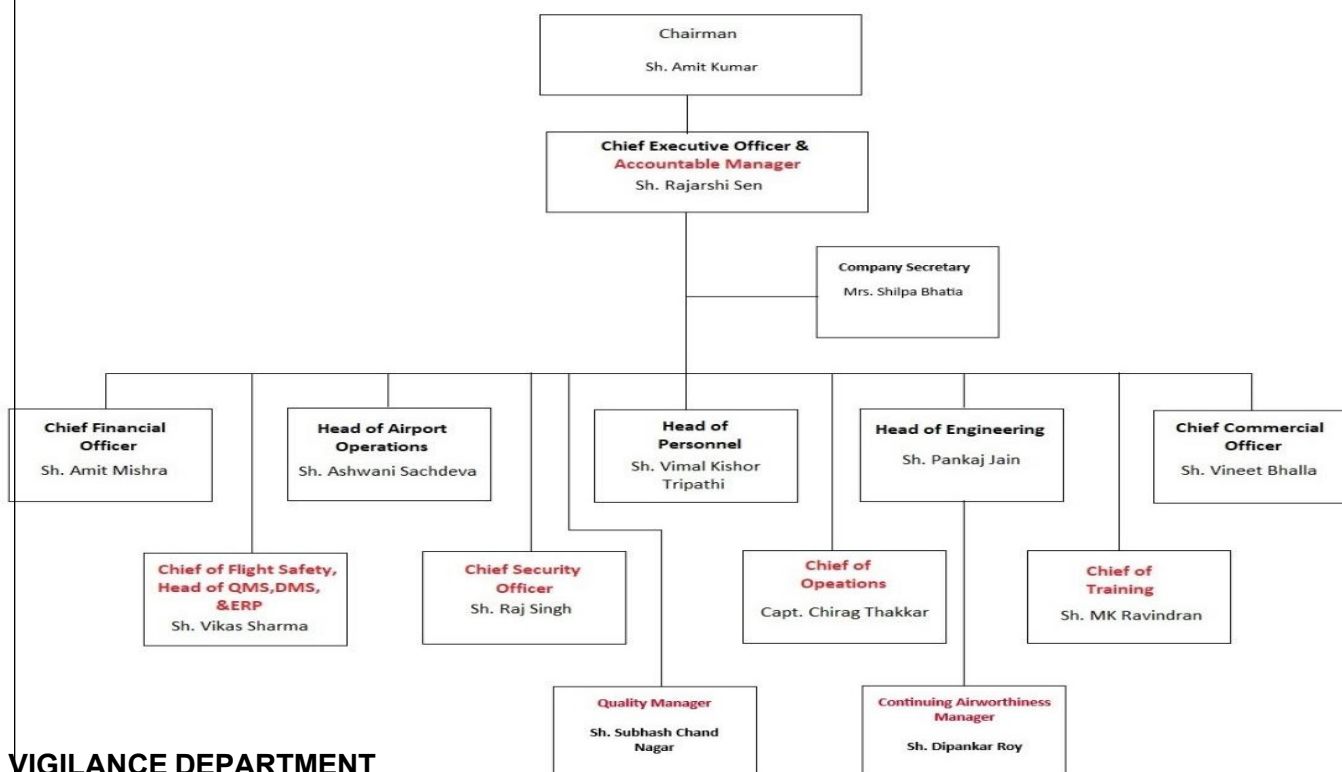
| S. No. | Particulars                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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<br>I.G.I Airport, New Delhi-110037                                                                                                                                                                                                                                                                                                                                                                                           |
| 1.4    | Corporate Headquarters           | Alliance Bhawan, Domestic Terminal-1<br>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.<br>The Paid-up Share Capital is Rs.1000.25 Crore divided into Seven Crore Two LakhsTwenty-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.<br>[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

| Chief Vigilance Officer    | All Vigilance Matters |
|----------------------------|-----------------------|
| Dr. Nikhil K. Kanodia, IPS | Smt. Aditi Dhama      |

## 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<br>b) AAAL issued: Operations Manual, MEL, SOPs, Circulars<br>c) Manuals issued by OEM                                                                  |
| 2     | In-Flight Services | a) DGCA CARs<br>b) AAAL issued: Operations Manual, Quick Reference Handbook, Circulars                                                                               |
| 3     | Flight Safety      | a) Flight Safety Manual of Alliance Air Aviation Ltd.<br>b) Civil Aviation Requirements (CARs) issued by DGCA<br>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) )

#### Manual – 7

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.

## Manual – 8

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 date.</b><br>(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 Amit Kumar<br><br>Chairman &<br>Managing<br>Director AIAHL | Chairman           | AIAHL, Air India<br>Reservation Building,<br>Second Floor,<br>Near<br>Safdarjung Airport,<br>New Delhi-110003 | 011-24690422<br>011-24616303<br><br>cmd@aiahl.in |
| 2.                                                                                                                        | Shri Asangba Chuba Ao<br><br>Joint Secretary, MoCA              | Director           | Ministry of Civil<br>Aviation, Rajiv<br>Gandhi Bhawan,<br>Safdarjung Airport,<br>New Delhi-110003.            | 011-24617692<br><br>jsdt-moca@gov.in             |
| 3.                                                                                                                        | Shri Rohit Raj<br><br>Director, MoCA                            | Director           | Ministry of Civil<br>Aviation, Rajiv<br>Gandhi Bhawan,<br>Safdarjung Airport,<br>New<br>Delhi-110003.         | 011-24649891<br><br>Rohit.raj@gov.in             |
| 4.                                                                                                                        | Smt. Nayonika Dutta<br><br>Joint Director, MoCA                 | Joint Director     | Ministry of Civil<br>Aviation, Rajiv<br>Gandhi Bhawan,<br>Safdarjung Airport,<br>New<br>Delhi-110003.         | 011-24642145<br><br>Nayonika.dutta@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 Audit Committee as on date is as under:

|   |                       |          |
|---|-----------------------|----------|
| 1 | Shri Asangba Chuba Ao | Chairman |
| 2 | Shri Amit Kumar       | Chairman |
| 3 | Shri Rohit Raj        | Member   |
| 4 | Smt Nayonika Dutta    | 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**

The HR Committee as on date is as under:

|                                                                    |          |
|--------------------------------------------------------------------|----------|
| (i) Shri Amit Kumar(Chairman & Managing Director-AIAHL) - Chairman |          |
| ii) Shri Asangba Chuba Ao (JS, MoCA)                               | - Member |
| (iii) Shri Rohit Raj (Director, MoCA)                              | - Member |
| (iv) Smt Nayonika Dutta<br>(Joint Director, MoCA)                  | - Member |

### **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 Rohit Raj (Director, MoCA)        | - Member   |
| (iv) Smt Nayonika Dutta(Jt. Director, MOCA)  | - Member   |
|                                              |            |

### **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 Rajarshi Sen         | CEO                                            | CEO Office, New Delhi | 011-25672458  | ceo@allianceair.in            |
| 2.                                 | Shri. Amit Mishra         | 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 Pankaj Jain          | Head of Engineering                            | Engineering           | 011-25675654  | edengg@allianceair.in         |
| 5                                  | Shri. Vineet Bhalla       | Dy. 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                                  | Shri. Ashwani Sachdeva    | Head of Airport Operations                     | Airport Operations    | 011-25673822  | chfaptops@allianceair.in      |
| 9                                  | Sh. Vimal Kishor Tripathi | Head of Personnel                              | Personnel             | 011-25672793  | headpers@allianceair.in       |
| 10                                 | 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.

## 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.



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

Details of Applications received, in numbers and disposed off under RTI Act from 1 April 2024 to 31 Mar 2025

|                      |   |
|----------------------|---|
| Application Received | 7 |
| Application disposed | 7 |

Details of Appeals received and orders issued under RTI from 1 April 2024 to 31 Mar 2025 :-

|                  |    |
|------------------|----|
| Appeals Received | 07 |
| Order Issued     | 07 |

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 Amit Mishra            | Chief Financial Officer | 011-25672795 | 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. Vineet Bhalla | Dy. Chief Commercial Officer | 011-25673302 | Vineet.bhalla@allianceair.in  |

|                                                                                                  |                     |                                    |              |                                                                                |
|--------------------------------------------------------------------------------------------------|---------------------|------------------------------------|--------------|--------------------------------------------------------------------------------|
| <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                                                                                           | Capt. Naveen Garg   | Dy. Chief OF Flight Safety         | 8872436558   | <a href="mailto:dycofs.aasl@allianceair.in">dycofs.aasl@allianceair.in</a>     |
| 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 |

|        |                  |            |                  |                                 |
|--------|------------------|------------|------------------|---------------------------------|
|        | hi               |            |                  |                                 |
| Member | Smt Seema Duggal | Dy.Manager | 011-<br>25675793 | Seema.duggal@allianceair<br>.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.

