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Purchased by: NATIONAL PRODUCTIVITY COUNCIL NEW DELHI
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Second Party: AIRPORT AUTHORITY OF INDIA
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AGREEMENT

Between

NATIONAL PRODUCTIVITY COUNCIL

And

AIRPORTS AUTHORITY OF INDIA

This Agreement is made and entered into on 29.06.2015 and is effective as on this date between National Productivity Council ("hereinafter referred to as "NPC") a Society under the Societies Registration Act 1860 having its registered office at Utpadakta Bhawan, 5-6 Institutional Area, Lodhi Road, New Delhi – 110 003 represented by its duly authorized representative, Shri G. S. Krishnan, Secretary, NPC (which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns), First Part.

AND

Airports Authority of India ("hereinafter referred to as AAI), an autonomous body under Ministry of Civil Aviation, Government of India, having its registered office at Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi – 110003 represented by its duly authorized representative, Shri Anuj Aggarwal, Member (HR) (which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns), Second Part.

1. **NPC**

NPC is a national level organisation to promote productivity culture in India. The organization specializes in whole range of services to promote
productivity, competitiveness and cost effectiveness through productivity awareness, consultancy, training and research.

2. **AAI**

AAI is responsible for creating, upgrading, maintaining and managing civil aviation infrastructure in India.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
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<tbody>
<tr>
<td>AAI</td>
<td>Airports Authority of India</td>
</tr>
<tr>
<td>APDs</td>
<td>Airport Director(s)</td>
</tr>
<tr>
<td>CHQ</td>
<td>Corporate Headquarters</td>
</tr>
<tr>
<td>ER</td>
<td>Eastern Region</td>
</tr>
<tr>
<td>IAA</td>
<td>Indian Aviation Academy</td>
</tr>
<tr>
<td>NER</td>
<td>North Eastern Region</td>
</tr>
<tr>
<td>NPC</td>
<td>National Productivity Council</td>
</tr>
<tr>
<td>NR</td>
<td>Northern Region</td>
</tr>
<tr>
<td>RED’s</td>
<td>Regional Executive Director(s)</td>
</tr>
<tr>
<td>RHQ</td>
<td>Regional Headquarter</td>
</tr>
<tr>
<td>RTGS</td>
<td>Real Time Gross Settlement</td>
</tr>
<tr>
<td>SR</td>
<td>Southern Region</td>
</tr>
<tr>
<td>WR</td>
<td>Western Region</td>
</tr>
</tbody>
</table>

3. **MISSION**

This Agreement is entered into solely for the purpose of conducting series of training programmes on “Soft Skills” by NPC for AAI. The proposal and the terms and conditions are more specifically mentioned in the ongoing paras and duly accepted by both the parties herein.
WHEREBY IT HAS BEEN AGREED AND DECLARED BY THE PARTIES HEREAS
FOLLOWS:
That NPC’s proposal to conduct a series of training programmes on “Soft Skills”
for AAI has been agreed to by both the parties on the following terms and
conditions.
4. METHODOLOGY:
The programme would be organized and conducted as follows:
4.1 On confirmation of the proposal NPC would work on the content
development (background material) in English. The lecture delivery
would be a combination of English & Hindi as per the requirements of
the group. The approximate duration for the content development
would be 30 working days.
4.2 At some of the airports, Level 3 training shall be in local
language. Respective REDs/ APDs shall decide for which locations,
training is to be done in local language and M/s NPC shall translate it
into local language at no extra cost.
4.3 Participants shall be broadly categorized on the basis of the
following levels:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Level category</th>
<th>Employees covered under each level</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Level 1</td>
<td>All Group-D employees and Group-C employees of age group above 50.</td>
</tr>
<tr>
<td>ii.</td>
<td>Level 2</td>
<td>All Group-C of age group below 50 years, all Group B of non-executives and E-1, E-2, E-3 employees above 50 years of age.</td>
</tr>
<tr>
<td>iii.</td>
<td>Level 3</td>
<td>All Group-A employees of E-4 and above and E-1 to E-3 employees below 50 years of age.</td>
</tr>
</tbody>
</table>
4.4 One copy of the background material in soft version formatted for A4 size printing would be provided to the respective RED/APD where training is to be conducted, one week in advance before the commencement of the respective programmes, for making necessary number of copies for distribution to the participants.

4.5 The programmes would be conducted on mutually convenient dates which would be chalked out in advance to make necessary arrangements for the faculty, travel and other logistic arrangements.

4.6 The programme delivery will include:

i) Class Room Lectures
ii) Case examples
iii) Group Work
iv) Short test / Quiz

4.7 A questionnaire would be developed for receiving the evaluation & feedback from the participants on various aspects of the programme.

4.8 NPC would award certificates on successful completion of the training to each participant. The certificates would be signed by senior officers of IAA/AAI and NPC.

4.9 Faculty for Level 1 & 2 programmes would be of the level of Dy. Director of NPC or equivalent. For level 3 programmes, it would be of the level of Assistant Director or equivalent.
5. **VENUE, DURATION, DATES & TIMINGS:**

5.1 The venues of the programme would be as per the advice of the IAA/ AAI. For this, NPC would coordinate with REDs and APDs of Chennai & Kolkata airports. Each programme for all levels would be of 2 days duration. The training shall be imparted at 70 airports throughout India to be identified by AAI, separately for each level as defined in para 4.3. In the first instance, 24 programmes shall be conducted at the following locations.

<table>
<thead>
<tr>
<th>Location</th>
<th>No. of programmes</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHQ</td>
<td>2 programmes in each level</td>
<td>2x3=6</td>
</tr>
<tr>
<td>RHQ, NR</td>
<td>2 programmes in each level</td>
<td>2x3=6</td>
</tr>
<tr>
<td>RHQ (WR,SR,ER &amp; NER)</td>
<td>1 programme in each level</td>
<td>4x3=12</td>
</tr>
</tbody>
</table>

Total programmes: 8x3=24

5.2 After completion of the above 24 programmes as per para 5.1, a review will be carried out at Regions/ other offices with reference to suggestions received from the participants during the training programmes for incorporation in future training programmes.

5.3 NPC shall devise a system/ parameters to measure the effectiveness of their training programmes within a period of 6-8 months from initiation of the programmes.

5.4 The dates would be finalized mutually by respective REDs/ APDs and NPC. The number of modules for two days session will be a maximum of 8, out of which 4-5 modules will be common for all the levels of employees while 3-4 modules will be selective for a particular level/ group.

5.5 The programme timings would be 0930 Hrs. to 1730 Hrs. with half hour lunch break and two tea breaks of 15 minutes each.
6. **CHARGES**

The details of charges to be paid by AAI are as follows:

6.1 Professional Fee (only for the days of the programme):
per day

6.2 Service Tax as applicable on the total billed amount.

6.3 Travel (Air/Rail/Road), Boarding & Lodging, Local
Conveyance, TA/DA to be reimbursed by AAI on actual basis and
certification by NPC, Head of Finance, subject to limiting the
expenses as per eligibility of NPC.

6.4 An advance of Rs. 10.0 lakhs (Rupees Ten Lakhs only) would
be paid by AAI on receipt of Invoice of NPC after the letter of
confirmation towards initial preparation and mobilization of the
teams & resources. The said advance will be deducted by the
specified Regions from the very first payment due to NPC in
following manner.

a) CHQ & RHQ (NR) @ Rs 2.00 Lakh each.
b) RHQ(ER, SR, WR, NER) @ Rs 1.50 Lakh each.

If, the first payment due is less than the amount of advance
payment, the balance shall be recovered from the second payment
due to NPC and so on.

7. **PAYMENT TERMS**

The payments would be made on monthly basis for the programmes
completed during that month, and after raising of bill by NPC. The
amounts would be payable through Cheque / DD / RTGS. The bank
details would be provided after receipt of the work order, for transfer
through RTGS. The payments would be made within two weeks of
raising the bill by NPC, after deducting recoveries wherever applicable.
8. OTHER TERMS & CONDITIONS

8.1 The respective REDs and APDs shall co-ordinate all activities with NPC. For CHQ, ED (HR) shall coordinate with NPC.

8.2 AAI would arrange all conference facilities including AV aids, stationery, lunch and refreshments for the participants and the faculty during the programme.

8.3 NPC would provide one set of background material in soft copy format for duplication by the respective REDs/ APDs and ED (HR) as the case may be.

Tenure: This Agreement shall come into effect from the date of signing and shall remain valid till 31.03.2017. The agreement can be extended by mutual consent of both the parties. The agreement can be terminated prematurely by issuing three months advance written notice by either party and in such case, all scheduled programmes during the notice period shall be completed. All efforts shall be made to conduct 40% of the total programmes during the year 2015-16 and balance in the year 2016-17.

Amendment: The various terms and conditions, forming part of this Agreement may be amended by mutual written agreement between NPC and AAI.

Force Majeure: No party shall be held responsible for an unexpected and/or uncontrollable event.

Dispute resolution: All efforts shall be made to resolve any dispute arising during the tenure of this agreement amicably by the authorized officials of both the parties and any legal action or representation through any court of Law shall be avoided. However, this agreement