



INFORMATION MANUAL

(Pursuant to Section 4(1)(b) of the RTI Act , 2005)

COCHIN INTERNATIONAL AIRPORT LIMITED

Registered Office: 35,4th Floor, GCDA Commercial Complex, Marine Drive, Cochin 682 031.

Phone 0484 - 2374154

[CIN : U63033KL1994PLC007803]

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PARTICULARS OF ORGANISATION, FUNCTIONS & DUTIES [Section 4(1)(b)(i)]

Basic Details

| | | | |
|-----|---|---|--------|
| 1. | Name of the Company | Cochin International Airport Limited | |
| 2. | Corporate Identity Number (CIN) | U63033KL1994PLC007803 | |
| 3. | Date of Incorporation | March 30, 1994 | |
| 4. | Type of Company | Public Limited Company | |
| 5. | Nodal Ministry | Ministry of Civil Aviation, Government of India | |
| 6. | Address of the Registered office & contact details | 35, 4th Floor, GCDA Commercial Complex Marine Drive, Cochin 682 031. Phone 0484 - 2374154 Website: www.cial.aero , Kochi Airport P.O. – 683 111 Phone 0484 - 2610115 | |
| 7. | Share Capital as on 31/03/2025 | | |
| | Authorised Share Capital 50,00,00,000 Equity Shares of Rs.10/- each | Rs. 50,000 lakhs | |
| | Paid-up Share Capital 47,82,18,436 Equity Shares of Rs.10/- each | Rs. 47,821.84 lakhs | |
| 8. | Shareholding Pattern | Govt of Kerala | 33.38% |
| | | Indian Individuals | 25.72% |
| | | NRI | 20.57% |
| | | Govt companies | 8.46% |
| | | Banks | 4.89% |
| | | Body corporates | 6.85% |
| | | Others | 0.13% |
| 9. | Whether listed company | No, the shares are not listed on any listed stock exchanges | |
| 10. | Principal business activities | Development, Operation and management of aerodrome | |





Overview

Cochin International Airport, owned and operated by Cochin International Airport Limited (CIAL), is the first airport in India built under Public Private Partnership (PPP). Remarkably, it is the world's first fully solar-powered airport. Located 28 km northeast of downtown Kochi, it ranks as the third busiest for international passengers and seventh largest overall in India.

CIAL is a winner of the prestigious ' Champions of the Earth ' award instituted by United Nations for its pioneering effort which showed the world that it is possible for large power consumers like an airport to switch over to sustainable utility model for its energy needs.

At present the total installed capacity of CIAL's green energy initiatives is 50 MWp producing 200,000 units of power daily. The airport features three terminals, including India's first charter gateway— an exclusive Business Jet Terminal. For over 25 years of dedicated service, Cochin International Airport has seamlessly connected 31 countries, collaborating with 26 airlines and is welcoming more than 10 million passengers annually to its world-class facilities. Despite not being publicly listed, the company has a robust foundation with 19,000 investors hailing from 28 countries, primarily expatriate Keralites. This diverse investor base has played a crucial role in nurturing the airport.

The airport was inaugurated on 25th May 1999. Since then the traffic and revenue parameters have registered a steady growth. Owing to the financial restructuring and aggressive marketing implemented by the Board of Directors, the Company has witnessed growth in both revenue and traffic. CIAL became the sole airport in the country during the post pandemic year to register a profit. In 2023-24, the company logged a profit of Rs.412.57 crore and in 2024-25 the profit increased to Rs.489.84 crores. In its 25 years of operational history, it handled over 10 million passengers in a calendar year in 2025.





Vision, Mission & Values

Vision Statement

“Changing lives through excellence in Aviation & beyond”

Mission

We strive to become a globally respected, growth focused institution with diversified interests in aviation, infrastructure and allied industries. We will be known for providing superior quality services to all our customers. Through our motivated and empowered employees; strong leadership; and transparent processes, we will continue to propel socio economic growth and work with societies to improve their living standards

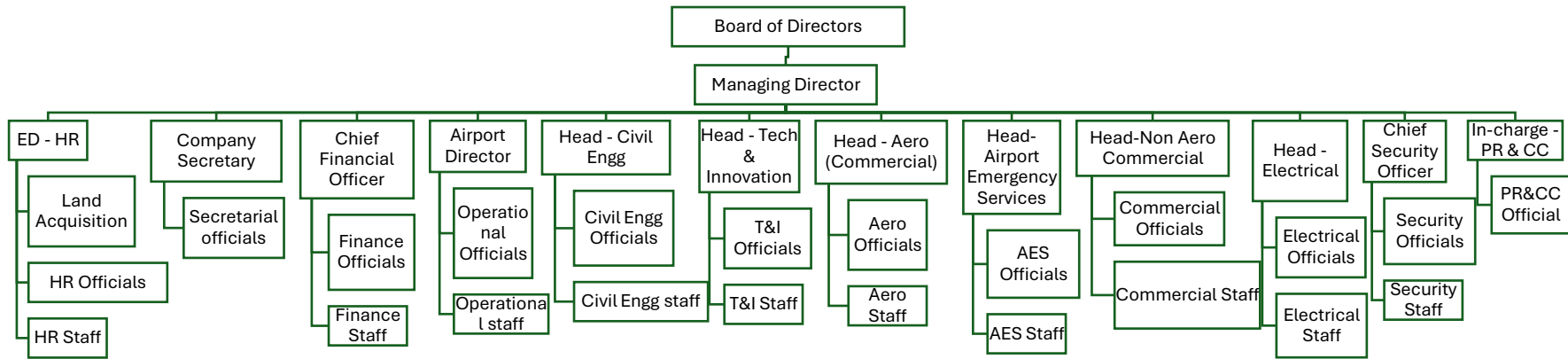
Values

- **Customer Delight:** Being able to delight multiple customer segments through proactively identifying their needs and delivering exceptional service
- **Integrity:** Being true and transparent to oneself, CIAL & the society; to set the right expectations and conduct each business activity in the most fair and just manner
- **Commitment:** Putting genuine efforts to deliver what is promised
- **Teamwork:** Being able to work internally as a Team and with external stakeholders towards delivering excellence
- **Safety First:** Ensuring safety and security of one and all – our customers, our employees and the society at large, through adoption of world class systems & processes and display of right actions
- **Social Responsibility:** Institutionalizing sustainable practices and procedures for the welfare of the society and the environment; Work with the society in and around to improve their living standards





ORGANISATIONAL CHART





Board of Directors

| Chairman | | |
|---|--|---|
| Shri Pinarayi Vijayan Chief Minister of Kerala Non-Executive Nominee Director | | |
| Whole Time Directors | | |
| Shri. P. Rajeeve Non-Executive Director (Minister for Law, Industries and Coir) | Shri. K. Rajan Non-Executive Director (Minister for Revenue and Housing) | Dr. A. Jayathilak IAS Additional Director (Non- Executive) Chief Secretary, Government of Kerala Director |
| Shri. E. K. Bharat Bhushan Independent Director (Former Chief Secretary, Former DGCA) | Smt. Aruna Sundararajan Independent Director (Former Telecom Secretary) | Shri. M. A. Yusuff Ali Non-Executive Director (Chairman & MD, Lulu Group International) |
| Shri. N. V. George Non-Executive Director (MD, M/s Geo Electricals Trading & Contracting Company Ltd, Sharjah) | Dr. Varghese Jacob Non-Executive Director (Executive Chairman, Synthite Industries Pvt. Ltd.) | Shri S Suhas IAS Managing Director |

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POWERS AND DUTIES OF CIAL OFFICERS AND EMPLOYEES [Section 4(1)(b)(ii)]

Cochin International Airport Limited is a Commercial Organisation established under Indian Companies act. The powers of the officers and employees are well defined through various documents such the Articles of Association, the Sub - Delegation of Powers etc.

Key Managerial Personnel (KMP) and HoD's

| S.No | Name | Designation | Duties |
|------|---------------------------|--|--|
| 1 | Shri S Suhas IAS | Managing Director | Overall management of affairs & Chief Executive Officer of the Company |
| 2 | Shri Saji K. George | Company Secretary & Executive Director | Head of the secretarial and compliance functions |
| 3 | Shri Jayarajan V | Executive Director HR | Head of HR related functions |
| 4 | Shri Saji Daniel | Chief Financial Officer | Head of finance and accounts functions |
| 5 | Shri Manu G | Airport Director | Head of airport operations and terminal functions |
| 6 | Shri Satheesh Kumar R Pai | GM - Cargo | Head of cargo functions |
| 7 | Shri Rajendran T | GM - Civil | Head of airport civil engineering projects |
| 8 | Shri Santhosh S | GM - T&I | Head of technology and innovation functions |
| 9 | Shri Rajesh R | GM - Aero | Head of aero commercial & marketing |
| 10 | Shri Sojan Koshy | DGM - AES | Head of the airport emergency services/ARFF |
| 11 | Shri Manoj P Joseph | DGM - Commercial | Head of non-aero commercial |
| 12 | Shri Rajumon P C | DGM - Electrical | Head of electrical department |
| 13 | Shri Sivadasan Haridasan | AGM - Security | In charge of the airport security department |
| 14 | Shri P S Jayan | AGM- PR&CC | In charge of the public relations and corporate communication department |

CIAL other officers and employees

Other officers and staff under each Department carry out the functions of the department as assigned by the Heads of the concerned departments.



PROCEDURE FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY [Section 4(1)(b)(iii)]

- CIAL is a company managed by its Board of Directors, constituted under the Companies Act, consisting of Non-executive directors, Managing Director and Government of Kerala nominees.
- Overall supervision and management of the Company is vested with the Board of Directors of the Company. The Board of Directors is the highest decision-making body within the Company.
- The day -to-day activities of CIAL are managed by the Managing Director within the overall policy framework provided by the Companies Act, Memorandum and Articles of Association and the Board of Directors.
- Detailed execution of the job is being done under the leadership of the Head/In -charge of the respective departments.
- As per the provisions of the Companies Act, 2013 certain matters require the approval of the shareholders of the Company. Hence approval of the Shareholders is obtained, wherever required.
- Further CIAL, being an airport operator, regulated by the Ministry of Civil Aviation, Government of India, approval of the Ministry of Civil Aviation/DGCA/BCAS is also obtained, wherever required.





NORMS SET FOR DISCHARGE OF FUNCTIONS [Section 4(1)(b) (iv)]

Infrastructure development of the Airport, its maintenance and management are the main business activities of CIAL. CIAL has its Articles of Association and well-defined procedure and guidelines in the form of delegation of powers, policies, manuals, compliance of provisions of various statutes, rules and regulations, guidelines of Ministry of Civil Aviation, DGCA, BCAS, Indian Companies Act, 2013 and other applicable laws and regulations for the smooth operations of the Company and the airport.

CIAL's grievance redressal system is headed by a **Nodal Officer** and the complaints involving passenger inconveniences, customer issues, airport operations and other airport related functions at CIAL will be addressed and attended to in a time bound manner. Towards this the Company has put in place a grievance mechanism which can be accessed at <https://www.cial.aero/Contact-Us>

Suggestions for improvement in CIAL's systems and procedures on issues related to the above-mentioned functions may also be put through for upgrading CIAL's operational practices.

The contact details of Nodal Officer for grievances are given below:

Shri Sankar V

AGM - Operations

Cochin International Airport Limited

Kochi – 683 111

Tel: 0484 2610115; Extn: 2676

Email: grievance@cial.aero





THE RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS HELD BY CIAL OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE OF FUNCTIONS [Section 4(1)(b)(v)]

The overall objectives and framework of rules and regulations of the Company are laid down in the Memorandum and Articles of Association of the Company. Corporate policy decision of running the businesses of CIAL is being taken, depending upon the changing scenario of the business by the Board of Directors. The day-to-day activities to be carried out are being decided by the respective departments and are being executed in conformity with the corporate decision taken by CIAL in the meeting of its Board of Directors. Each Department of the Company, while discharging its functions, is guided by manuals, policy and guidelines, which are periodically reviewed and updated. The conduct of the staff is regulated by the Standing Orders. Induction of staff and career progression are regulated through Recruitment & Promotion Rules.

Given below is a list of major Acts, rules, regulations, instructions, manuals and records used by CIAL for discharging its functions:

- Indian Companies Act, 2013
- Circulars, orders and notices issued by Ministry of Civil Aviation, DGCA and BCAS from time to time
- Airport Operations Manual
- APHO Guidelines
- Indian Customs Act, 1962 & Guidelines





STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY CIAL OR UNDER ITS CONTROL [Section 4(1)(b)(vi)]

The Company maintains various statutory documents, registers, books, licenses, certificates, Annual Reports, Periodic Returns filed with various statutory authorities, Agreements etc., as required under various statutes, and rules and regulations.

Broad categories and important documents held by the Company under its control are listed below:

Documents pertaining to Incorporation:

- ❖ Certificate of Incorporation and Memorandum of Association and Articles of Association.

Documents pertaining to Finance & Accounts:

- ❖ Accounts Manual, Books of Accounts, Annual Reports, Documents and Returns filed with various Tax authorities, etc.

Documents pertaining to Corporate Affairs :

- ❖ Agenda Papers and Minutes of Board Meetings, Committee Meetings, Shareholders Meetings etc, Statutory Registers maintained under various statutory provisions, Returns & Forms filed under various statutory provisions, various policies adopted by the Board of Directors of CIAL etc.

Documents pertaining to HR Function:

- ❖ Standing Orders, Documents relating to the employees, Documents, forms and returns maintained and filed under various labour legislations, etc.

Technical Documents:

- ❖ Design & Drawings, Agreements, Detailed Project Reports etc. for the respective departments of the Company.





THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF CIAL'S POLICY OR IMPLEMENTATION THEREOF [Section 4(1)(b)(vii)]

CIAL being an airport operator engaged in management of airport operations and functions, the policies formulated by it relate to its internal management, there is no arrangement exists for consultation with the members of the Public prior to formulation of its internal policies.

However, internal policies of the Company are formulated in compliance with the applicable provisions of the statutes, rules and regulations etc.

If the members of the public dealing with the Company have any grievances/suggestions, they can approach through the concerned officers as hosted in CIAL's website: www.cial.aero.





STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS AD VICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS; COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC [Section 4(1)(b)(viii)]

The Board of Directors of the Company is constituted as per the provisions of the Companies Act, 2013 comprising of Managing Director, Non-Executive Directors, Independent Directors and Government of Kerala Nominees. The details of the Board of Directors can be accessed on CIAL's website www.cial.aero.

The meetings of the Board of Directors and Committees of the Board are not open to the public. Similarly, the Minutes of such meetings are also not accessible for public. While decision taken or minutes of the meeting of the Board of Directors and Committees of the Board are not accessible to the public, important decisions regarding the company and/or its management are being communicated to the statutory authorities as required under the law from time to time.





DIRECTORY OF CIAL'S OFFICERS AND EMPLOYEES [Section 4(1)(b)(ix)]

Details of key managerial personnel and senior officials available under Page No 8 under Sec 4(1)(b)(ii) of this information manual.





THE MONTHLY REMUNERATION RECEIVED BY EACH OF CIAL'S OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS [Section 4(1)(b)(x)]

The present pay scales of various grades are as follows:

Managerial

| Sl.No | Designation/Grade | Scale of Pay |
|-------|---------------------------|------------------|
| 1 | Executive Director | 150000-3%-300000 |
| 2 | General Manager | 120000-3%-280000 |
| 3 | Deputy General Manager | 100000-3%-260000 |
| 4 | Assistant General Manager | 90000-3%-240000 |
| 5 | Senior Manager | 80000-3%-220000 |
| 6 | Manager | 70000-3%-200000 |
| 7 | Deputy Manager | 60000-3%-180000 |
| 8 | Assistant Manager | 50000-3%-160000 |
| 9 | Junior Manager | 44500-3%-140000 |

Non - Managerial

| Sl.No | Designation/Grade | Scale of Pay |
|-------|---|------------------|
| 1 | Sr.Superintendent(SG) | 50000-3%-140000 |
| 2 | Sr. Superintendent | 44500 -3%-122500 |
| 3 | Superintendent | 38500 -3%-106000 |
| 4 | Supervisor / Driver SG I | 36500-3%-100500 |
| 5 | Sr.Assistant / Driver Gr.I / Sr.Peon Gr.II / Sr.Attendant Gr.II | 35000-3%-96500 |
| 6 | Assistant/Assistant Gr.I / Attendant Gr.I | 32500-3%-89500 |
| 7 | Assistant Gr.II /Attendant Gr.II | 30500-3%-84000 |
| 8 | Jr.Assistant Gr.I / Attendant Gr.III | 28000-3%-77000 |
| 9 | Jr.Assistant Gr.II / Jr.Attendant Gr.I | 26000-3%-70000 |
| 10 | Jr.Assistant Gr.III / Jr.Attendant Gr.II | 22500-3%-62000 |
| 11 | Jr.Attendant Gr.III | 17500-3%-42500 |
| 12 | Jr.Attendant Gr.IV | 15000-3%-37000 |
| 13 | Jr.Attendant Gr.V | 12500-3%-30000 |

Note: In addition to the above, Dearness Allowance, House Rent Allowance, other perks and allowances, Provident Fund, Gratuity etc. are also provided .





THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES [Section 4(1)(b)(xii)]

Cochin International Airport Limited does not have any subsidy schemes / programmes for the public. However, Cochin International Airport Limited undertakes Corporate Social Responsibility (CSR) activities and the details of the same are available in the Annual Reports of the Company hosted in CIAL's website www.cial.aero





PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY CIAL [Section 4(1)(b)(xiii)]

Since no subsidy is given to the general public in carrying out its business activities as stated above, there is no recipient of concessions, permits or authorizations. However, the details of CSR activities undertaken by CIAL are available in the Annual Reports of the Company hosted in CIAL's website www.cial.aero





DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY CIAL, REDUCED IN AN ELECTRONIC FORM [Section 4(1)(b)(xiv)]

The information relating to the Company Profile, Board of Directors and the Key Managerial Personnel, Annual Reports, Financial Statements, Tenders, Corporate Social Responsibility, Press Releases, Recruitment Notifications etc. are available at CIAL's website www.cial.aero





THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE [Section 4(1)(b)(xv)]

The information related to the Company can be accessed at CIAL's website www.cial.aero. If the required information is not available on the website, any citizen of India may make an application in writing along with the application fees as prescribed under the Right to Information (RTI) Act, 2005 to the Public Information Officer for obtaining the required information. The information shall be provided in compliance with the provisions of the RTI Act, 2005.

CIAL does not maintain any library or reading room for public use.





THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS [Section 4(1)(b)(xv)]

Public Information Officers and Appellate Authority under the RTI Act, 2005

| Name | Designation | Subjects | Address & Contact Details |
|---|---|---|--|
| State Public Information Officers | | | |
| Jyothi N | General Manager (HR) & SPIO-I | Matters pertaining to HR Department and LA | Cochin International Airport Limited Kochi Airport P.O. Ernakulam – 683 111 Kerala, India e-mail: rti@cial.aero Ph:0484 2610115 |
| Rajesh R | General Manager(Aero) & SPIO-II | Matters pertaining to Commercial, Marketing, Secretarial, Finance, CGC, MD's Office and all other General Matters | Cochin International Airport Limited Kochi Airport P.O. Ernakulam – 683 111 Kerala, India e-mail: rti@cial.aero Ph:0484 2610115 |
| Usha Devi T P | Dy General Manager (Civil Engg.) & SPIO-III | Matters pertaining to Civil Engg, Electrical Engg and Technology & Innovation | Cochin International Airport Limited Kochi Airport P.O. Ernakulam – 683 111 Kerala, India e-mail: rti@cial.aero Ph:0484 2610115 |
| Sankar V | Asst General Manager (Operations) & SPIO-IV | Matters pertaining to Operations, Security, ARFF and Cargo | Cochin International Airport Limited Kochi Airport P.O. Ernakulam – 683 111 Kerala, India e-mail: rti@cial.aero Ph:0484 2610115 |
| Assistant Public Information Officer | | | |
| Ramachandran N N | Sr. Superintendent SG | | Cochin International Airport Limited Kochi Airport P.O. Ernakulam – 683 111 Kerala, India e-mail: rti@cial.aero Ph: 0484 2610115 |
| First Appellate Authority | | | |
| Jayarajan V | Executive Director (HR) | Matters pertaining to SPIO-I and SPIO-II | Cochin International Airport Limited Kochi Airport P.O. Ernakulam – 683 111 Kerala, India e-mail: rti@cial.aero Ph:0484 2610115 |
| Manu G | Airport Director | Matters pertaining to SPIO-III and SPIO-IV | Cochin International Airport Limited Kochi Airport P.O. Ernakulam – 683 111 Kerala, India e-mail: rti@cial.aero Ph:0484 2610115 |
| Second Appellate Authority | | | |
| State Information Commission | | | Punnen Road, near Jacobs Junction, Trivandrum Kerala |

