



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

DIRECTORATE OF AIR TRAFFIC MANAGEMENT

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ATMC

AIR TRAFFIC MANAGEMENT CIRCULAR NO. 4 of 2010

Procedure for issue of NOC (No Objection Certificate)

1. Introduction

1.1 No Objection Certificate (NOC) is a legal document issued by Airports authority of India on behalf of Central Government so that the airspace around aerodromes is maintained free from obstacles to permit the intended aeroplane operations at the aerodromes to be conducted safely and to prevent the aerodromes from becoming unusable by the growth of obstacles around the aerodromes.

2. Purpose

2.1 Purpose of this ATMC is to standardize the NOC issuing process and to inform the personnel involved in the process about the various procedures to be followed prior to the issuance of NOC.

3. Scope

3.1 This ATMC is applicable to all ATS In-Charge of AAI airports/ATC centres/ATC units and civil enclaves.

4. General Procedure

4.1 The following procedure shall be followed for handling of NOC cases. Regional Headquarters (RHQ)/Stations where the NOC Cell have been established shall handle the NOC cases of Buildings and Structures. Accordingly, the following NOC Cells are authorized to examine and issue NOC.

REGIONAL LEVEL	STATION LEVEL
(i) RHQ, Delhi	(i) Ahmedabad
(ii) RHQ, Kolkata	(ii) Bangalore
(iii) RHQ, Chennai	(iii) Hyderabad
(iv) RHQ, Mumbai	(iv) Nagpur
(v) RHQ, Guwahati	



4.2 The applicant shall submit the Application for NOC on prescribed form (Appendix -1). The applicant will provide the exact location of the proposed construction on the grid map/zoning map of the concerned aerodrome along with the coordinates in WGS-84 system. The Applicant shall be responsible for the correctness and integrity of site data furnished in the application. The applicant shall also submit an undertaking to the effect that the data furnished in the application is correct in all respect and in case at any stage the data provided by the applicant is found to be incorrect, the NOC issued shall automatically stand cancelled. The application should be accompanied by the site elevation of the proposed construction duly authenticated by the Local Authorities.

4.3 The applications received shall be verified by the Aerodrome-in-Charge before forwarding to the Regional NOC Committee except for stations mentioned at Para 4.1 above. The applications so submitted will be considered by the Regional NOC Committee at the Regional Headquarters or at the concerned aerodrome, as the case may be.

4.4 The NOC Committee at the Regional Level shall comprised of following:-

i)	General Manager(Aerodrome-Region)/ Jt. GM/DGM(ATM Region)	Chairman
ii)	Jt. GM/DGM(ATM Region)	Member
iii)	Jt. GM/DGM(N&S)	Member
iv)	Dy. GM(IAL)/SM(IAL)	Member
v)	Representative of Airport Operator as applicable	Member
vi)	Sr. Manager/Manager NOC	Member Secretary

4.5 The NOC Committee at the Station Level shall comprised of the following:-

i)	General Manager(Aerodrome/ Jt. GM/DGM(ATM Region)	Chairman
ii)	Jt. GM/DGM	Member
iii)	Jt. GM/DGM(N&S)	Member
iv)	Dy. GM(IAL)/SM(IAL)	Member
v)	Representative of Airport Operator as applicable	Member
vi)	Sr. Manager/Manager NOC	Member Secretary



Note 1: Official deployed in the NOC Cell shall be trained for at least one week at CHQ in NOC Cell for clear understanding and application of Annex 14 surfaces and Annex 10 criteria as applicable.

Note 2: In case of non-availability of IAL representative at RHQ/Station level, a representative from CHQ shall attend the meeting.

Note 3: Dte of Plng. And CNS-P shall keep RHQ/Station updated about proposed extension of RWYs or plan to relocate the Nav. Aids at the beginning of the year. Thereafter, revision in the plan, if any shall also be intimated to RHQ/Station concerned.

- 4.6 The site shall be plotted on the grid map/zoning map of the aerodrome and the calculations for the permitted height made from the Annex 14 as well as CNS criteria. Thereafter, the case will be put before the Committee to permit the proper examination in which PANS-OPS criteria shall also be considered.
- 4.7 To minimize the delay in issuing of NOC to the applicant, meeting shall be held at regularly, GM/ Jt. GM in-charge of the NOC cell shall keep a close check on number of NOC cases received and disposed of.
- 4.8 The applicant or their Architect can be heard by the Committee if they so desire, but they should not be permitted to be present at the time of deliberations and recording of the minutes.
- 4.9 All the cases will be decided in accordance with the provision of **SO 84 (E)**, dated 14th Jan, 2010, and any other instructions received from time to time.
- 4.10 Prior to finalization of the case, AAI officers may enter into necessary correspondence for seeking additional information and clarifications from the applicants if so required. A proper record of the same shall be kept.
- 4.11 RED/APD may constitute a Committee at Regional/Station Level for verification of proposed site.
- 4.12 Regional/Station Level NOC Committee shall be competent to issue NOC for permissible heights, in all cases, both within the applicable Obstacles Limitation Surfaces (OLS) as well as beyond the limits of OLS.
- 4.13 Where, the heights, otherwise permissible, impact/infringe applicable Minimum Sector Altitude (MSA), Minimum Holding Altitude(MHA), Minimum RADAR Vectoring Altitude (MVA), Minimum Altitude of Initial/Intermediate segment and OCA (Straight-in-and



circling) of the published procedure in case of areas within the applicable OLS; or MSA, Minimum Altitude of Initial Approach and MHA of the Instrument approach procedures beyond the limit of OLS, Regional/Station Level NOC Committee should decide the case with the help of PANS-OPS expert.

4.14 Following timelines shall be strictly adhered to by all the concerned for issue of NOC:-

- (i) Verification of applications by the Aerodrome-in-charge and forwarding to Regional NOC Committee - within 7 days from the date of receipt of application
- (ii) Consideration by the Regional/Station Level NOC Committee and communication of decision to the applicant - within 4 weeks from the date of receipt of verified application from the Aerodrome-in-charge

4.15 It must be ensured that the decision, in respect of any application, is communicated to the applicant within a total period of 5 (five) weeks from the date of receipt of application. Where any clarifications etc. have been sought from the applicant while processing the application time taken by the applicant in furnishing his response shall be excluded from the time limit specified above. However, it will be the responsibility of the Aerodrome-in-Charge/the Member-Secretary of the NOC Committee, as the case may be, to ensure that only relevant and substantial queries/observations are raised with the applicant. Any attempt to delay the matters by raising frivolous or last minutes queries/observations shall be viewed seriously.

5. APPEAL MECHANISM

5.1 Where an applicant is not satisfied with the decision made by the Regional/Station Level NOC Committee, he may make appeal to the Appeals Committee. NOC Cell at CHQ shall process such cases and submit the same for the decision of the Committee, consisting of the following:-

- 1. Joint Secretary, Ministry of Civil Aviation : Chairman
- 2. Member (Operations), AAI : Member
- 3. Director (Aerodrome Licensing), DGCA : Member
- 4. External Expert (with ATC/Airport background) : Member
- 5. External Expert (with Commn. background) : Member



5.2 The decision of the Appeal Committee shall be final and binding on all concerned.

5.3 Following timelines shall be adhered to by all concerned in appeal cases:-

- | | |
|--|--|
| i) Filing of appeal by the applicant - | Within 4 weeks from the date of receipt of the decision of Regional/Station Level NOC Committee. |
| ii) Considered by the Appeals Committee and Communication of decision to the applicant - | Within 6 weeks from the date of receipt of appeal and clarification, if any, which may be required from the applicant. |

6. PROFORMA OF NOC

6.1 A No Objection Certificate (NOC) shall be issued in the prescribed form and copy of the same should be sent to the Municipal Corporation/Committee of the City/Town by Registered Post.

7. VALIDITY OF NOC

7.1 The validity of NOC in respect of building/structure shall be FIVE years and the validity for Power Projects/Chimneys/Transmission Lines shall be SEVEN years from the date of issue.

7.2 If the building/structure/Power Project/Chimneys/Transmission Lines is not completed within the period quoted above, the NOC will be treated as cancelled and the applicant will be required to obtain fresh NOC/submit fresh application.

7.3 NOC is not transferable. However, in case of change of ownership of property NOC may be substituted in the name of lessee/owner for Reissue for the remaining time period.

8. Queries

8.1 Any queries or further guidance required on the contents of this ATMC should be addressed to:

Executive Director [ATM]
Airports Authority of India
Rajiv Gandhi Bhawan
Safdarjung Airport
New Delhi-110003
E-mail: edatm@aai.aero



9. Validity

9.1 This ATMC will remain in force until further notice.

9.2 DARA Circular 2 of 2008 is hereby cancelled.

[JYOTI PRASAD]

**EXECUTIVE DIRECTOR [ATM]
AIRPORTS AUTHORITY OF INDIA
Dated: 20-07-2010**