

AIRPORTS AUTHORITY OF INDIA
RAJIV GANDHI BHAWAN
SAFDARJUNG AIRPORT, NEW DELHI-110 003.

DIRECTORATE OF AIR ROUTES & AERODROMES
(F.NO.AAI/20012/MISC./2008-ARI)
DARA CIRCULAR NO. 2/2008

PROCEDURE FOR ISSUE OF NOC

The following procedures 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.

1. Regional Level
 - 1.1 RHQ, Delhi
 - 1.2 RHQ, Kolkata
 - 1.3 RHQ, Chennai
 - 1.4 RHQ, Mumbai
 - 1.5 RHQ, Guwahati
2. Station Level
 - 2.1 Ahmedabad
 - 2.2 Bangalore
 - 2.3 Hyderabad
 - 2.4 Nagpur
3. 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 Everest as well as 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 verified by the Local Authorities.
- 3.1 The applications received shall be verified by the Aerodrome-in-Charge before forwarding to the Regional NOC Committee except for stations mentioned at para 2

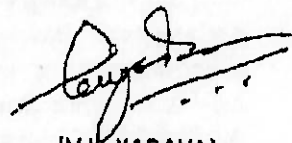
5. The Committee will generally meet once in every week or on need basis as decided by the Chairman of the Committee
6. The applicant or their Architect can be heard by the Committee if they so desire, but they should not be permitted to be present at the time of deliberations and recording of the minutes
7. All the cases will be decided in accordance with the provisions of S.O.1589(E), as amended from time to time
8. 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.
9. RED/APD may constitute a Committee at Regional/Station Level for verification of proposed site
10. Regional/Station Level NOC Committee shall be competent to issue NOC for permissible heights, in all cases, both within the applicable Obstacle Limitation Surfaces (OLS) as well as beyond the limits of OLS
11. 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 requisitioned from CHQ
12. Following timelines shall be strictly adhered to by all 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

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 limits 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

COMPUTERISATION

19. Digitized zoning maps of each of the operational airport shall be prepared and loaded on website of AAI (www.aai.aero). It will be the responsibility of the NOC Cell, CHQ to ensure that such zoning maps are available on the AAI website latest by 1st July, 2008.
20. A procedure for online submission of NOC applications shall be devised by the AAI CHQ. This procedure should also enable the applicant to ascertain online status of the application. This procedure should be implemented latest by 1st September, 2008.

This supersedes DARA Circular No 5/2004 and DARA Circular NO 7 of 2006



[V.K. YADAVA]
EXECUTIVE DIRECTOR (ATM)
for Airports Authority of India

Date: 30.07.2008

DISTRIBUTION:- As Per Standard List

FORM 1B

UNDERTAKING

I/We _____ the applicant(s) for the proposed
construction at _____ do hereby undertake -

1. That I will use oil fired, electric furnace or any other type of fuel in my factory/industrial unit that will not cause smoke hazards (applicable to industrial units and chimneys located within 8 Km of Airport)

Signature of the applicant with date

Signature, Name and Address of witnesses:

1)

2)

Dated: