



**भारतीय विमानपत्तन प्राधिकरण**  
**AIRPORTS AUTHORITY OF INDIA**  
**DIRECTORATE OF AIR TRAFFIC MANAGEMENT**  
**RAJIV GANDHI BHAWAN, NEW DELHI-110003**  
[File No. AAI/20012/MISC/2008-ARI (NOC)]

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# ATMC

## AIR TRAFFIC MANAGEMENT CIRCULAR NO. 6 of 2012

### Procedure for issue of NOC (No Objection Certificate for height clearance)

#### 1. Introduction

- 1.1 No Objection Certificate (NOC) for height clearance 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 ATM personnel handling NOC cases at Regional and Station level NOC cells.

#### 4. General Procedure

- 4.1 Headquarters (RHQ)/Stations where the NOC Cells have been established shall handle the NOC cases of Buildings, Structures and Masts. Accordingly, the following NOC Cells are authorized to examine and issue NOC.

##### **REGIONAL LEVEL**

- (i) RHQ, Delhi
- (ii) RHQ, Kolkata
- (iii) RHQ, Chennai
- (iv) RHQ, Mumbai
- (v) RHQ, Guwahati

##### **STATION LEVEL**

- (i) Ahmedabad
- (ii) Bengaluru
- (iii) Hyderabad
- (iv) Nagpur



- 4.2 The online “No Objection Certificate Application System (NOCAS)” for buildings and masts height clearances has been introduced w.e.f. 1<sup>st</sup> April, 2011. NOCAS is accessible from AAI website [www.aai.aero](http://www.aai.aero) for submission of NOC application online. With this system, applicants will not only be able to apply online but also will be able to track the status of their applications. NOCAS carries out calculations w.r.t. AGA & CNS criteria to decide on the height clearance based on site location coordinates provided by the applicants. It is mandatory for the applicant to provide surveyed site coordinates in WGS-84 from an agency authorized by a Govt. body. The applicants are first required to register themselves online and only thereafter they can submit their applications for NOC. On registering in NOCAS, an applicant User ID will be issued which can be used for future references including status check of the application. After submission of the online application, the applicant will take the printout of the application and forward the same to nearest airport along with the requisite hard copies of documents.
- 4.3 On receipt of the documents at respective airport, concerned ATM personnel will scrutinise the NOC documents. In case of any non-compliance in the NOC application, intimation to the applicant will be forwarded online with the details of discrepancies observed in the application. Applicant will then be required to submit the relevant documents to the airport in order to make the application acceptable for further processing. Once the NOC application is accepted by the airport, complete processing of NOC application will take place automatically by the system.
- 4.4 The applications along with hard copies of documents received shall be forwarded by the airports to the Regional NOC Committee except for stations mentioned at Para 4.1 above. The concerned airport will also forward the application using NOCAS to the Regional NOC Cell.
- 4.5 The NOC Committee at the Regional Level shall comprise the following:-
- |      |  |                  |
|------|--|------------------|
| i)   | General Manager(Aerodrome-Region)<br>[Jt. GM/DGM(ATM Region) in his absence] | Chairman         |
| ii)  | Jt. GM/DGM(NOC)  | 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 |



4.6 The NOC Committee at the Station Level shall comprise the following:-

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

**Note 1:** In case of non-availability of IAL representative at RHQ/Station level, a representative from Region/ CHQ shall attend the meeting.

**Note 2:** Dte of Aerodrome Plng. and CNS-P shall keep GM (NOC) CHQ, 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 CHQ/RHQ/Station concerned.

4.7 The site plotted on the grid map/zoning map of the aerodrome or on a map of suitably large scale and the site plotted by NOCAS for calculation of the permitted height needs to be checked for accuracy. Thereafter, the case will be put before the Committee to permit the proper examination in which PANS-OPS criteria shall also be considered.

4.8 To minimize the delay in issuing of NOC to the applicant, NOC Committee meeting shall be held regularly. GM/ Jt. GM in-charge of the NOC cell shall keep a close check on number of NOC cases received and disposed of.

4.9 All the cases will be decided in accordance with the provision of Govt. of India, Ministry of Civil Aviation Statutory Order and any other instructions received from time to time.

4.10 RED/APD may constitute a Committee at Regional/Station Level for verification of proposed site with respect to site elevation and location.

4.11 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 up to 30 NM (56 km) of the aerodrome.

4.12 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 and impact/infringe procedures altitude of STARS and SIDs or MSA, Minimum Altitude of Initial Approach and MHA of the Instrument approach procedures beyond the limits of OLS, Regional/Station Level NOC Committee should decide the case with the help of PANS-OPS expert.

4.13 Shielding benefit cases shall be dealt with at CHQ as per provisions of S.O. 84 (E).

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 hard copy of application bearing the NOCAS ID number.
(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 6 (Six) weeks from the date of receipt of application. Any attempt to delay the matters by raising frivolous or last minutes queries/observations shall be viewed seriously.

## 5. Grievance Redressal Mechanism

5.1 "Where an applicant is not satisfied with the decision made by the Regional/station level NOC committee, he/she may apply for review at Corporate Headquarters of Airports Authority of India and submit his/her request to CHQ via Regional Hqrs./Station along with NOCAS ID.

5.2 Following timelines shall be adhered to for review cases:-

- i) Filing of review by the applicant - Within 90 days from the date of issue of the NOC by Regional/Station Level NOC Committee.
- ii) Review by the NOC cell, CHQ. Within 4 weeks of the date of receipt of the original documents from NOC cells at Regions or Stations.

5.3 The result of the review of CHQ shall be communicated to the applicant. If, however, the applicant is still not satisfied, he/she may appeal to the Grievance Redressal Committee in Airports Authority of India for Grievance Redressal along with a fee of Rs. 2 lakh plus service tax, as applicable.



5.4 The Grievance Redressal Committee constituted by the Ministry of Civil Aviation is as follows:

1. Chairman, AAI : Chairman
2. Member (ANS), AAI : Member
3. Member (Operations), AAI : Member
4. Joint Director General (Aerodrome & ANS), DGCA : Member

5.5 The grievances shall relate only to cases where there has been a delay in disposal of applications by the Regional/Station level NOC Cells, errors in calculation, or heights not granted in accordance with provisions of the Ministry of Civil Aviation Statutory Order on the subject. The committee will not hear or consider cases where additional height has been requested excepting through a process of aeronautical study or through application of shielding benefit principles in accordance with the Ministry of Civil Aviation Statutory Order.

5.6 The decision of the GRC shall be final and binding on all concerned.

## **6. Aeronautical Study**

6.1 If an applicant requests for the Aeronautical Study, Grievance Redressal Committee (GRC) may recommend Aeronautical Study based on the merit of the case, its primary importance and its effect on the safety and regularity of operations.

6.2 The Aeronautical Study will be conducted by Airports Authority of India on the instruction of Grievance Redressal Committee (GRC).

6.3 A fee of Rs. 20 lakh plus applicable taxes is payable to Airports Authority of India for conduct of aeronautical study.

6.4 On completion of the aeronautical study, a report will be submitted to the Grievance Redressal Committee. Based on the decision of Grievance Redressal Committee, an authorization letter will be issued by CHQ to the concerned region/station for issue of NOC.

6.5 After Authorization letter from CHQ is received, the Regional/Station level NOC cell shall obtain requisite documents from the applicants before grant of NOC.

6.6 The aeronautical study for cases for which validity of NOC has expired will not be considered except after a revalidation process.

6.7 Aeronautical study will not be recommended in Approach surfaces and Transitional Surfaces of an airport.



## **7. Proforma of NOC**

7.1 A No Objection Certificate (NOC) shall be issued in the prescribed format or may be generated through NOCAS and copy of the same should be sent to the Municipal Corporation/Committee of the City/Town.

## **8. Validity of NOC**

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

## **9. Revalidation**

9.1 If an applicant applies for revalidation within the validity period of NOC and major work of construction has been completed, the NOC may be revalidated, under same terms & conditions mentioned in NOC, for a period not exceeding three years for buildings / structure and five years for Chimneys / Transmission Line from the date of expiry of NOC. A detailed justification for not completing the construction within the validity period should be obtained from the applicant before revalidation. If the construction has not started, the applicant will have to apply afresh for NOC.

9.2 Cases of revalidation of NOC where height has been granted after an aeronautical study shall be decided by the Executive Director (ATM).

## **10. Transferability of NOC.**

10.1 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 on receipt of supporting documents.

## **11. Queries**

11.1 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



**12. Validity**

12.1 This ATMC will remain in force until further notice and ATMC 4 of 2010 is hereby cancelled.

**(VIJAYINDER K. DUTTA)**  
**EXECUTIVE DIRECTOR [ATM]**  
**AIRPORTS AUTHORITY OF INDIA**  
**Dated: 01-08-2012**