

**TECHNICAL INSTRUCTION No. 32.**

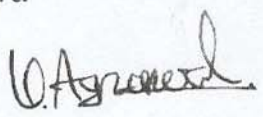
**Sub:-Coordination at planning stage of terminal building,  
ATC Tower-cum-Technical Blocks, Refueling Stations,  
Fire Stations, etc.**

An instance has come to the notice wherein an Aerodrome Control Tower-cum-Technical Block was constructed, but could not be put to use as end – user i.e. ATM Dte., did not find it functionally adequate from operational point of view. Such instance is avoidable if various Dtes and concerned officials take more care to take user's input, at various stages of Project implementation.

The problem arose due to improper planning, lack of co-ordination at planning stage. To avoid recurrence of such instance following measures are to be adopted:-

- 1) Directorate of Architecture will prepare architectural drawings in accordance with the approved standard requirements already circulated for ATC tower cum Technical Block and Fire Station / E&M Workshop and obtain approval of competent authority after obtaining comments / views of the end-user. Standard requirements have already been approved by the competent authority.
- 2) While planning for Terminal Building, the scope of work is to be prepared by ARA(Planning) in co-ordination with Arch. Directorate. Scope of work is to be recommended by all concerned HODs, in a time bound manner before the same is put for the approval of the competent authority. Directorate of Architecture will prepare Architectural Drawing for Terminal Building for approval of the competent authority. Directorate of ARA Planning / Planning Directorate will act as Nodal Directorate for inter-directorate decisions / approvals.
- 3) Project-in-charges will interact with end-user, Airport-in-charges / Controllers and Department of Planning at construction stage, with a view to incorporate any modifications / changes which may be necessary to meet the end objective.

Attention of all concerned officials is drawn to above mentioned procedure and guidelines, while planning / executing a facility at an airport.

  
( V. P. Agrawal )  
Chairman

**Distribution**

As per attached list.

Technical folder

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