

AAI/CHQ/CB&PS/UDF/2023-24/1438

9<sup>th</sup> Oct 2023

To

Regional Executive Director  
Airports Authority of India  
Northern/Eastern/Western/Southern/North Eastern Region

Airport Director  
Airports Authority of India  
Chennai/Kolkata

**CB&PS – 2/2023/UDF-1**

**Subject: Roll-Out of Automated UDF Invoicing in respect of Interglobe Aviation Ltd (IndiGo Airlines) wef 1<sup>st</sup> Fortnight of Oct 2023.**

Dear Sir/Madam,

In order to bring transparency, efficiency and reporting in invoicing, Collection and Accounting AAI has introduced Centralised Billing & Payment System since 1st of April 2023. To continue this endeavour, we have the pleasure in intimating you that a POC was successfully undertaken with IndiGo Airlines, wherein the Passenger Data on PAN India basis Airport-wise was pushed through IndiGo Servers using SFTP to AAI Servers and data was consumed for automated invoicing of UDF Charges.

As per AAI management's vision to automate the processes of raising of invoices without any human intervention, now it has been decided by the Competent Authority to replicate the Automated data gathering of Passengers in respect of IndiGo Airlines, to start with, considering their PAN India presence and voluminous flight movements. Based on the automated passenger data provided by IndiGo, AAI system will consume the data and process the UDF Invoices on PAN India Basis which would then be made available to IndiGo Airlines through automatic dunning process and also would be displayed through IDG Portal so that Airlines would be able to settle the same using dynamic VAN, which eventually will be taking care of accounting aspects in ERP SAP.

In our consistent endeavour to provide Suvidha to Airlines and also to make system transparent and accessible not only to the Airlines but also to all the officials of AAI, the information regarding Passenger Data Collection, Invoicing is available through customer friendly Invoicing Data Gateway (IDG) of AAI at <https://aimsidg.aaiaero.idg/IDG/Login.jsp> for the Airlines and through Revenue Billing Dashboard Reports in AIMS for AAI officials.

In view of this, henceforth from 1<sup>st</sup> FN of Oct 2023, IndiGo is requested to submit Passenger data for UDF Billing at CHQ level. However, the Passenger Manifest for operational requirement shall continue to be submitted by Airline at local level ie at the Airport Level as per existing practice. Accordingly, necessary instructions may kindly be given to all the concerned officials at the Airport.

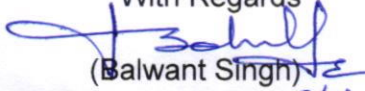
Detailed SOP clearly specifying the roles and responsibilities along-with process flow is also attached for kind information and strict compliance.

**Please Note:** This arrangement is only for IndiGo Airlines at present and once the system is stabilised, the same will be replicated for other Airlines in due course. Instructions of which shall be circulated in near future Your cooperation in the matter is highly appreciable.

In view of above, it is requested not to input passenger data in AIMS for UDF billing at Airport level in respect of IndiGo Airline w.e.f. 1<sup>st</sup> FN of Oct 2023 onwards.

Thanking you,

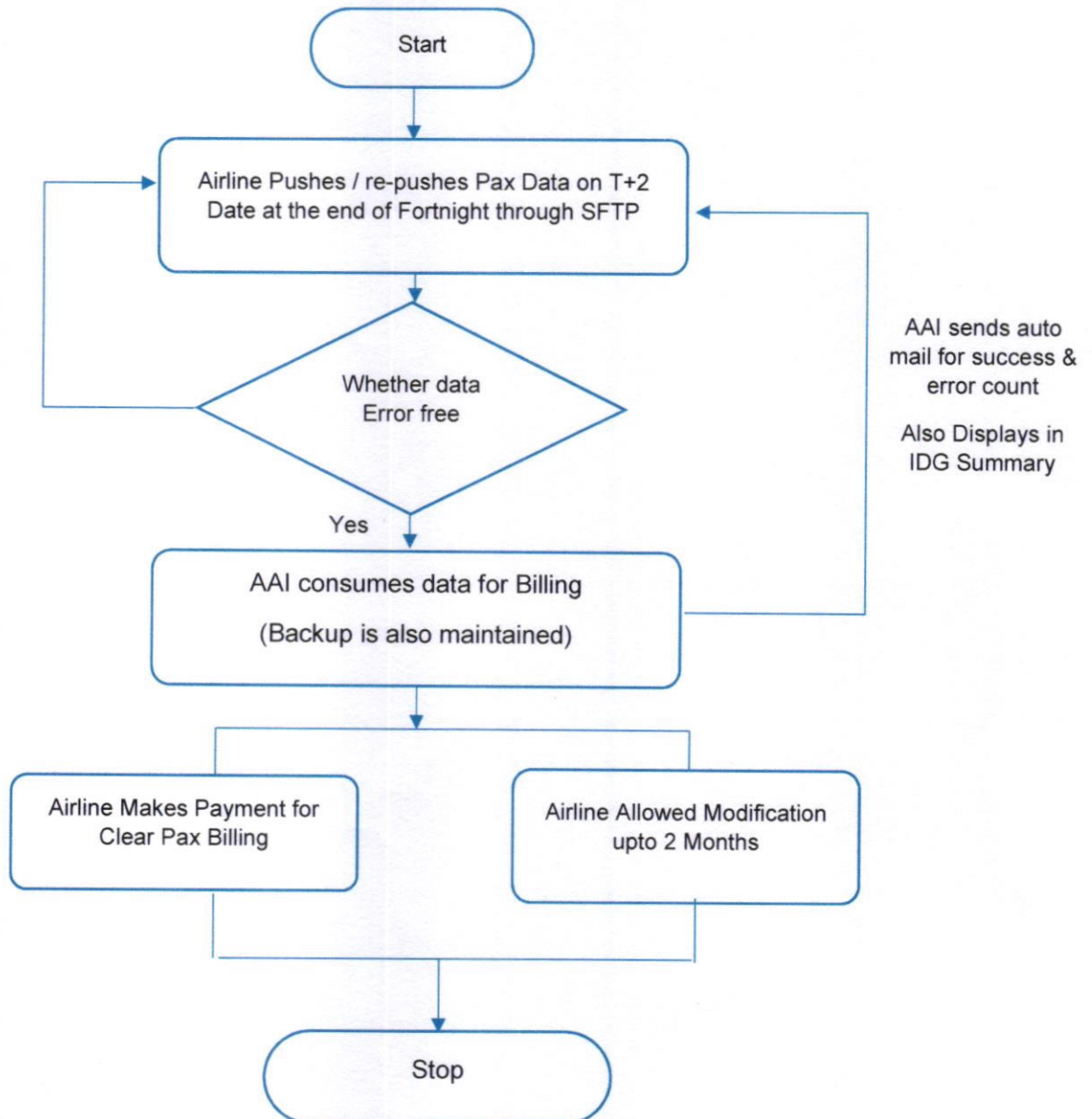
Encl: as above

With Regards  
  
(Balwant Singh)  
General Manager (Finance)  
Revenue and CB&PS

ONLINE FLIGHT PLAN INTEGRATED WITH PAYMENT GATEWAY  
STANDARD OPERATING PROCEDURE

UDF AUTOMATED BILLING – INDIGO AIRLINES

A. PROCESS FLOW:



**B. DATA THROUGH SFTP:**

**1. The Standardised Fields PAN India for all Airports stands as follows:**

SL. NO.	PARTICULARS	REFERENCE	APPLICABILITY OF UDF	SCENARIO 1	SCENARIO 2	SCENARIO 3
1	D_I_IND	D/I	D & I SEPARATELY	D	D	I
2	RCS_IND	RCS/NON-RCS	NON-RCS	RCS	NON RCS	NON-RCS
3	Booking Date	DD-MM-YYYY HH:MM	FOR RATE APPLICATION	11-08-2023 03:41	17-08-2023 15:32	18-08-2023 13:19
4	Modification Date	DD-MM-YYYY HH:MM		18-08-2023 04:10	18-08-2023 11:41	22-08-2023 03:51
5	Original PNR	ALPHA NUM (6)		NV15MN	YSIGSZ	UQ7TRC
6	Parent PNR					
7	Tail Number	REGISTRATION NUMBER		VTIYX	VTIRG	VTIRG
8	Departure Date	DD-MM-YYYY HH:MM		18-08-2023 00:00	18-08-2023 00:00	22-08-2023 00:00
9	Departure Time UTC	DD-MM-YYYY HH:MM		18-08-2023 04:20	18-08-2023 11:55	22-08-2023 04:20
10	Departure Time Local	DD-MM-YYYY HH:MM	Based on Local Time	18-08-2023 09:50	18-08-2023 17:25	22-08-2023 09:50
11	Flight Number	CALL SIGN		7926	7568	7931
12	PNR Actual Departure Station	LANDING AIRPORT	BILLING AIRPORT	BHO	BHO	BHO
13	Departure Station	LANDING AIRPORT		BHO	BHO	BHO
14	Arrival Station	ORIGIN AIRPORT		IXD	RPR	AGR
15	Final Station	DESTINATION AIRPORT		IXD	RPR	AGR
16	Nationality	COUNTRY NAME		India	India	India
17	Carrier Code	INDIGO		6E	6E	6E
18	Total Pax	UDF PAX	UDF CHARGEABLE PAX	0	2	2
19	Adult Count		Chargeable	1	1	1
20	Child Count		Chargeable	1	1	1
21	Infant Count		Exempted	1	1	1
22	Sky Marshall Count		Exempted	1	1	1
23	CONNECTIONSTATUS EMBARKATION	NO CONNECTION/ TRANSFER/TRANSIT	NO CONNECTION	NO CONNECTION	NO CONNECTION	NO CONNECTION
24	CONNECTIONSTATUS DISEMBARKATION	NO CONNECTION/ TRANSFER/TRANSIT		NO CONNECTION	NO CONNECTION	NO CONNECTION
25	Flight Status	CLOSE		Close	Close	Close
26	PNR Status	BOARDED/ NO SHOW	BOARDED	No Show	Boarded	Boarded

**Note:**

For Tariff Application of

Non-Major Airports (AIC-09 dt.1<sup>st</sup> Sept 2023.)

Current Year Bookings & Advance Booking upto 31<sup>st</sup> Aug 2023 - based on Booking Date

For Advance Booking - From Next FY based on Aircraft Departure Date ie Travel Date.

For Major Airports – Based on Booking Date.

2. IndiGo shall share Pax data PNR wise through SFTP.

**Frequency:** Data transfer shall be Fortnightly on 00:00 Hrs at T+2 date

For Example: 1st FN Oct 2023 by 18<sup>th</sup> Oct 2023 00:00 Hrs.

**File Name:** Batch File Name shall contain ICAO\_IGO\_YYYY\_MMM\_FN01.xlsb

For Example Vadodara VABO\_IGO\_2023\_OCT\_fn01.xlsb

Once Uploaded and not consumed, the file can be reuploaded within 24 Hrs ie 19<sup>th</sup> Oct 2023 00:00 Hrs in this instance.

Once the file is consumed, the final Confirmation report in IDG/Email will be available to the Airlines based on which final UDF Bill will be raised. In case of any deviation after the report is consumed the airlines can substantiate over / under billing within 2 months which will be reconciled with the substantiated proof duly certified by their Statutory Auditors based on which after validating the facts, AAI will issue Debit/Credit Note as applicable.

3. Indian Standard Time shall be applied for all Calculation purposes.

4. For any Debit/Credit Note Raising: Shall be applied through IDG.

**Debit Note:**

In case of Debit Note raised by AAI, Passenger details for additional Passengers shall be shared along with AAI-17 with Pax data by AAI.

**Credit Note:**

In case of Credit Note Claimed by IndiGo, Statutory Auditor Certified Passenger Details shall be shared by IndiGo to claim by 2 months of the end of the Fortnight. For ex. 1<sup>st</sup> Oct.2023-15<sup>th</sup> Oct 2023 shall be Claim for Credit Note shall be submitted on or before 15<sup>th</sup> Dec 2023.

**Quarterly Statutory Auditor Certificate on Passenger Declaration:**

IndiGo should submit Statutory Auditor Certificate on Passenger Declaration on Quarterly Basis within 2 months of the end of the Quarter. ie For 1<sup>st</sup> Oct 2023 – 31<sup>st</sup> Dec 2023, Q3, Statutory Auditor Certificate on Passenger Declaration shall be submitted on or before 29<sup>th</sup> Feb 2024.

**Disclaimer:**

The passenger Data shared by IndiGo shall be exclusively used only for the purpose of Revenue Billing.

## C. ROLES & RESPONSIBILITIES

### AIRPORTS:

Concerned Airport Directors/In-charges to ensure that ATCOs of the respective stations shall update the complete Aircraft Movements on daily basis as per ED(ATM) Letter No.AAI/ATM/RNFC/29-53/2023 Dt.5<sup>th</sup> Oct 2023, in AIMS, so that necessary validations of Passenger Billing data can be done for Automated raising of the UDF Invoices. REDs to ensure strict compliance of the same to avoid delay in raising of the invoices.

### ESCALATION MATRIX:

The following level of escalation to be maintained for resolution of issues in time.

SL.No.	Level of Escalation	Designation	Email
1	Smt.S Yogabhama	Manager (F), CBPS	cbpsinvoicing@aai.aero
2	Sh. Chandra Shekhar Tewari	Jt GM (F), CBPS	shekharaai@aai.aero
3	Sh Balwant Singh	GM (F)-Revenue	Gmfrevenue_chq@aai.aero

### INDIGO AIRLINES:

1. IndiGo Airlines to Submit PAX Data through SFTP on or before 00:00 Hrs of 18<sup>th</sup> Oct 2023 in this instance
2. Airlines to intimate any new Routes / airports being operationalised/discontinued atleast 15 days before commencement/operationalisation/discontinuation of the New Routes.
3. Fleet updation/upgradation shall be intimated by Airlines atleast 15 days before the operations by the New Fleet.
4. Change frequency of sharing as per AAI Billing Periodicity. Presently Fortnightly basis.
5. In case, if Airline fails to submit Pax Data within agreed timelines ie T+2, AAI shall raise UDF Invoices based on maximum seating capacity as per Fleet Master maintained by AAI as per the frequency operated by the Airlines in the previous fortnight.

### ESCALATION MATRIX:

The following level of escalation to be maintained for resolution of issues in time.

SL.No.	Level of Escalation	Designation	Email
1	Smt Deepti Bali	Senior Manager	Deepti.bali@goindigo.in

### CHQ IT:

1. IT to maintain, support and monitor Smooth flow of Data Transmission between SFTP and Billing System
2. Customise based on requirements, incorporating Circulars issued impacting Passenger billing Calculations
3. Inbuild grievance resolution mechanism inbuilt in IDG Portal for Airlines to give their feedback and observations on regular basis.

4. Maintain DashBoard of Airports List in Admin Panel on Pax Data Received and Billed Status.

**ESCALATION MATRIX:**

The following level of escalation to be maintained for resolution of issues in time.

SL.No.	Level of Escalation	Designation	Email
1.	Sh. Amit Mishra	Senior Manager IT	amitmishra@aai.aero

**TARIFF CELL, CHQ:**

AAI, CHQ, Tariff Cell shall update the UDF Rates as per Circulars issued & upload the same and monitor application of tariff at various Airports on regular basis for display in IDG Portal.

**OPERATIONS DIRECTORATE, CHQ:**


To share on regular basis any new routes / airports being operationalised by IndiGo Airlines atleast 15 days in advance to CBPS section.

**CENTRALISED BILLING & PAYMENT SYSTEM UNIT**

- To ensure timely raising of the bills
- To ensure correctness of the bills
- To ensure timely realisation of the bills
- To ensure proper accounting and maintenance of the ledger as per the statutory requirements
- To ensure new airport addition in Airport Master.

**AIRPORT FINANCE**

Counter checking of UDF Billing and Accounting to ensure that all income has been booked as per Approved Flight Schedules. In case of any variation/discrepancies observed, the same may be reported to CB&PS Unit on Fortnightly basis.

  
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**LIST OF AIRPORTS OPERATED BY INDIGO AS ON 19<sup>th</sup> Sept 2023.**

**AAI AIRPORTS**

Presently IndiGo is operating at 80 Airports. Out of which 57 are AAI Airports.

Sl.No	IATA	ICAO	Profit Centre	Airport Name	Airport Location	Nature	Domestic UDF Rate (excluding GST) In INR			International UDF Rate (excluding GST) In INR			Remarks if any
							Apr,23	May,23	June,23 to March,24	Apr,23	May,23	June,23 to March,24	
1	CCU	VECC	18000	Netaji Subhash Chandra Bose International Airport	Kolkata	Major -AAI	593	613	613	1437	1473	1473	
2	BBI	VEBS	13008	Biju Patnaik Airport	Bhubaneswar	Major -AAI	400	400	400	450	450	450	Upto Sep 2023
3	PAT	VEPT	13026	Jay Prakash Narayan International Airport	Patna	Major -AAI	204	204	204	204	204	204	
4	CCJ	VOCL	15001	Calicut International Airpor	Calicut	Major -AAI	410	420	420	660	680	680	
5	MAA	VOMM	19000	Chennai International Airport	Chennai	Major -AAI	205	295	295	300	450	450	

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							Apr,23	May,23	June,23 to March,24	Apr,23	May,23	June,23 to March,24	
6	ATQ	VIAR	14001	Sri Guru Ram Dass Jee International Airport	Amritsar	Major -AAI	500	500	500	1300	1300	1300	
7	TRZ	VOTR	15015	Tiruchirappalli International Airport	Trichy	Major -AAI	600	600	600	800	800	800	
8	VNS	VEBN	14021	Lal Bahadur Shastri International Airport	Varanasi	Major -AAI	400	400	400	1300	1300	1300	
9	RPR	VARP	13032	Swami Vivekananda International Airport	Raipur	Major -AAI	500	500	500	500	500	500	
10	IDR	VAID	12008	Devi Ahilyabai Holkar International Airport	Indore	Major -AAI	302	302	302	302	302	302	
11	PNQ	VAPO	12043	Pune International Airport	Pune	Major -AAI (CE)	387	387	387	745	745	745	
12	SXR	VISR	14051	Sheikh ul-Alam International Airport	Srinagar	Major -AAI (CE)	394 850	394 850	394 850	787 1100	787 1100	787 1100	Upto 30 Sep 23 Upto 1 <sup>st</sup> Oct 2023

Sl.No	IATA	ICAO	Profit Centre	Airport Name	Airport Location	Nature	Domestic UDF Rate (excluding GST) In INR			International UDF Rate (excluding GST) In INR			Remarks if any
							Apr,23	May,23	June,23 to March,24	Apr,23	May,23	June,23 to March,24	
13	GOI	VOGO	12041	Dabolim Airport	Goa	Major -AAI (CE)	375	430	430	695	760	760	
14	CJB	VOCM	15002	Coimbatore International Airport (peelamedu Airport)	Coimbatore	Major -AAI (CE)	350	350	350	450	450	450	
15	IMF	VEIM	17014	Imphal International Airport	Imphal	Non-Major C1 Intl	150	175	675	150	175	675	
16	IXZ	VOPB	13028	Veer Savarkar International Airport	Portblair	Non-Major C1 - Intl	150	175	675	150	175	675	
17	IXB	VEBD	17004	Bagdogra Airport	Bagdogra	Non-Major C1	150	175	675	150	175	675	
18	STV	VASU	12046	Surat International Airport	Surat	Non-Major C1	150	175	675	150	175	675	
19	IXM	VOMD	15008	Madurai International Airport	Madurai	Non-Major C1	150	175	675	150	175	675	
20	IXR	VERC	13030	Birsa Munda Airport	Ranchi	Non-Major C1	150	175	675	150	175	675	
21	IXJ	VIJU	14047	Jammu Airport	Jammu	Non-Major C1	150	175	675	150	175	675	

Sl.No	IATA	ICAO	Profit Centre	Airport Name	Airport Location	Nature	Domestic UDF Rate (excluding GST) In INR			International UDF Rate (excluding GST) In INR			Remarks if any
							Apr,23	May,23	June,23 to March,24	Apr,23	May,23	June,23 to March,24	
22	IXL	VILH	14050	Kushok Bakula Rimpochee Airport	Leh	Non-Major C1	150	175	675	150	175	675	
23	DED	VIDN	14005	Jolly Grant Airport	Dehradun	Non-Major C1	150	175	675	150	175	675	
24	UDR	VAUD	14020	Maharana Pratap Airport	Udaipur	Non-Major C1	150	175	675	150	175	675	
25	IXA	VEAT	17002	Maharaja Bir Bikram Airport	Agartala	Non-Major C1	150	175	675	150	175	675	
26	BHO	VABP	12020	Raja Bhoj Airport	Bhopal	Non-Major C1	150	175	675	150	175	675	
27	VTZ	VOVZ	15043	Visakhapatnam International Airport	Visakhapatnam	Non-Major C1 Wef 1.7.23 date of issue of tkts	306	306	306	306	306	306	675 wef 1.7.23
28	BDQ	VABO	12019	Vadodara International Airport	Vadodara	Non-Major C1	150	175	675	150	175	675	
29	VGA	VOTZ	15018	Vijayawada International Airport	Vijayawada	Non-Major C2 - Intl	150	175	595	150	175	595	
30	TIR	VOTP	15014	Tirupati Balaji Airport	Tirupati	Non-Major C2 - Intl	150	175	595	150	175	595	
31	IXU	VAAU	12003	Chikkalthana Airport	Aurangabad	Non-Major C2	150	175	595	150	175	595	

Sl.No	IATA	ICAO	Profit Centre	Airport Name	Airport Location	Nature	Domestic UDF Rate (excluding GST) In INR			International UDF Rate (excluding GST) In INR			Remarks if any
							Apr,23	May,23	June,23 to March,24	Apr,23	May,23	June,23 to March,24	
32	GAY	VEGY	13014	Gaya International Airport	Gaya	Non-Major C2	150	175	595	150	175	595	
33	JDH	VIJO	14048	Jodhpur International Airport	Jodhpur	Non-Major C2	150	175	595	150	175	595	
34	DBR	VEDH	13107	Darbhanga Airport	Darbhanga	Non-Major C2	150	175	595	150	175	595	
35	GOP	VEGK	14044	Gorakhpur Airport	Gorakhpur	Non-Major C2	150	175	595	150	175	595	
36	DIB	VEMN	17020	Dibrugarh Airport	Dibrugarh	Non-Major C2	150	175	595	150	175	595	
37	IXD	VEAB	14041	Bamrauli Airport	Prayagraj	Non-Major C2	150	175	595	150	175	595	
38	RAJ	VARX	12016	Rajkot International Airport	Rajkot	Non-Major C2	150	175	595	150	175	595	
39	IXS	VEKU	17024	Kumbhirgram Airport	Silchar	Non-Major C2	150	175	595	150	175	595	
40	JLR	VAJB	12009	Dumna Airport	Jabalpur	Non-Major C2	150	175	595	150	175	595	
41	IXG	VOBM	15024	Belagavi Airport	Belgaum	Non-Major C2	150	175	595	150	175	595	
42	RJA	VORY	15012	Rajahmundry Airport	Rajahmundry	Non-Major C2	150	175	595	150	175	595	


SI.No	IATA	ICAO	Profit Centre	Airport Name	Airport Location	Nature	Domestic UDF Rate (excluding GST) In INR			International UDF Rate (excluding GST) In INR			Remarks if any
							Apr,23	May,23	June,23 to March,24	Apr,23	May,23	June,23 to March,24	
43	DMU	VEMR	17010	Dimapur Airport	Dimapur	Non-Major C2	150	175	595	150	175	595	
44	HBX	VOHB	15006	Hubli Airport	Hubli	Non-Major C2	150	175	595	150	175	595	
45	KNU	VICX	14008	Chakeri Airport	Kanpur (Chakeri)	Non-Major C2	150	175	595	150	175	595	
46	GWL	VIGR	14045	Gwalior Airport	Gwalior	Non-Major C2	150	175	595	150	175	595	
47	TCR	VOTK	15028	Tuticorin Airport	Tuticorin	Non-Major C2	150	175	595	150	175	595	
48	DHM	VIGG	14083	Dharamshala Airport	Gaggal (Kangra)	Non-Major C2	150	175	595	150	175	595	
49	MYQ	VOMY	15010	Mandakalli airport	Mysore	Non-Major C2	150	175	595	150	175	595	
50	BEK	VIBY	14093	Bareilly Airport	Bareilly	Non-Major C2	150	175	595	150	175	595	
51	KLH	VAKP	12013	Chhatrapati Rajaram Maharaj Airport	Kolhapur	Non-Major C2	150	175	595	150	175	595	
52	JRH	VEJT	17016	Rowriah Airport	Jorhat	Non-Major C2	150	175	595	150	175	595	
53	AGR	VIAG	14040	Kheria Airport	Agra	Non-Major C2	150	175	595	150	175	595	
54	SHL	VEBI	17006	Shillong Airport	Barapani (Shillong)	Non-Major C2	150	175	595	150	175	595	

SI.No	IATA	ICAO	Profit Centre	Airport Name	Airport Location	Nature	Domestic UDF Rate (excluding GST) In INR			International UDF Rate (excluding GST) In INR			Remarks if any
							Apr,23	May,23	June,23 to March,24	Apr,23	May,23	June,23 to March,24	
55	PGH	VIPT	14016	Pantnagar Airport	Pantnagar	Non-Major C3	150	175	175	150	175	175	
56	CDR	VOCP	15003	Kadapa Airport	Cuddapah	Non-Major C3	150	175	175	150	175	175	
57	HGI	VEHO	17066	Donyi Polo airport	Hollongi (Doni Polo)	Non-Major C3 (Greenfield)	150	175	175	150	175	175	

#### OTHER THAN AAI AIRPORTS

S.No	PC	IATA	ICAO	Region	PC DESCRIPTION
1	12002	AMD	VAAH	WR	AHMEDABAD
2	12060	MUM	VABB	WR	MUMBAI
3	12012	NAG	VANP	WR	NAGPUR
4	12072	ISK	VAOZ	WR	NASIK
5	12047	SAG	VASD	WR	SHIRDI
6	13015	RDP	VEDG	WR	DURGAPUR
7	17011	GAU	VEGT	NER	GUWAHATI
8	13089	JGB	VEJR	ER	JAGDALPUR
9	17006	SHL	VEBI	NER	LENGPUI
10	14043	IXC	VICG	NR	CHANDIGARH
11	14060	DEL	VIDP	NR	DELHI
12	14106	JAI	VIJP	NR	JAIPUR
13	14013	LKO	VILK	NR	LUCKNOW
14	15040	BLR	VOBL	SR	BANGALORE
15	15041	COK	VOCI	SR	COCHIN
16	12084	GOX	VOGA	WR	MOPA

S.No	PC	IATA	ICAO	Region	PC DESCRIPTION
17	15004	HYD	VOHS	SR	HYDERABAD
18	15005	CNN	VOKN	SR	KANNUR
19	15080	KJB	VOKU	SR	KURNOOL
20	15109	IXE	VOML	SR	MANGALORE
21	15082	RQY	VOSH	SR	SHIVAMOGGA
22	15116	TRV	VOTV	SR	TRIVANDRUM
23	13105	DGH	VEDO	ER	DEOGHAR

  
9/10/2023