

ISSUE OF NO OBJECTION CERTIFICATE FOR HEIGHT CLEARANCE

ANNEXURE – A

1/4

Sl. No.	Services/ Transaction	Responsible person (Designation)	E-mail	Mobile (Tel. NO.)	Process	Docs required	Fees
1	Issue of NOC for height clearance	GM (ATM), NR Delhi. GM (ATM), ER Kolkata. GM (ATM), SR Chennai. GM (ATM), WR Mumbai. GM (ATM), NER Guwahati. Jt. GM (ATM), Ahmedabad. GM (ATM), BIA Bengaluru. GM (ATM), HIA Hyderabad. Jt. GM (ATM), Nagpur	gmatmdelnad@aai.aero gmatmer@aai.aero gmaerosr@aai.aero gmaerowr@aai.aero gmaeroner@aai.aero atcahm@aai.aero gmatmbial@aai.aero inmurthy@aai.aero apdnagpur@aai.aero	011-25655220 033-25119223 044-22561740 022-26828784 0361-2842637 079-22869211 080-22019902 040-24005201 0712-2807505	1. (a) An on-line public interface tool called 'No Objection Certificate Application System' (NOCAS) for submission, processing and issue of NOC has been implemented, where applicant can get updated status report anytime. 2 (a) The applicant can submit the application for NOC for height clearance in respect of building/structure on prescribed form to the Aerodrome In-charge of the nearest aerodrome. (b) The application received shall be verified by the Aerodrome In-charge before forwarding to the Regional NOC Committee established at each region, except for Ahmedabad, Nagpur, Bangalore and Hyderabad where Station level NOC Committee have been established. (c) The verified application will be considered at the concerned region or the concerned station as the case may be. (d) All the cases will be decided in accordance with the provisions of Gazette Notification S.O. 84 (E) dated 14.01.2010 and any other instructions received from time to time. NOC shall be issued only for permitted elevation.	1. Application for NOC. 2. Location plan of scale 1:8000. 3. Architectural drawing of plan & elevation. 4. Site plan with dimension of proposed structure. 5. Site elevation certificate authenticated by a govt. agency. 6. Undertakings	Fee for the zoning map.

NOC FOR HEIGHT CLEARANCE

INDICATIVE EXPECTATIONS FROM SERVICE RECIPIENTS

SL.No.	Indicative Expectation from service recipients
1.	The applicant shall 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.
2.	Site elevation certificate should be authenticated by a Govt. Agency.
3.	Responsibility for correctness of data in the application is of the applicant.
4.	The applicant should not construct any superstructure above the permitted elevation of the structure.

NOC FOR HEIGHT CLEARANCE**TIME FRAME**

Sl. No.	Services/ Transaction	Success Indications	Service Standard	Unit	Data Source
1.	Verification of application by the Aerodrome in-charge and forwarding to Regional NOC Committee	Time taken for verification	Within 7 working days from the date of receipt of application	Days	ATMC-4 of 2010
2.	Consideration by the Regional/ Station level NOC Committee and communication of decision to the applicant	Time taken for consideration and communication	Within 4 weeks from the date of receipt of verified application from the Aerodrome in-charge 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.	Weeks	ATMC-4 of 2010

NOC FOR HEIGHT CLEARANCE

GRIEVANCE REDRESSAL MECHANISM

CHQ Level

Sl. No.	Name of the Public Grievance Officer	Helpline Number	E-mail	Mobile Number
1.	Sh. Vijayinder Kumar Dutta, General Manager (ATM-NOC)	011-24610525	gmnoc@aai.aero	9958010012

