

AIRPORTS AUTHORITY OF INDIA
O/o Member (Operations)

Ref No. AAI/Member(Ops)/Ops-Inst./2024/

Date: 05 February, 2024

Operational Instruction No. 1/2024

SUBJECT: Single Window Clearance for Scheduled Airlines for Space Allotment, Land Allotment, Slot Allocation, Night Parking permission and No Dues for these services at all AAI Airports.

To facilitate the operations of scheduled airlines including new scheduled airlines from multiple AAI Airports, it has been decided to introduce a centralized system for processing of important service requests of scheduled airlines for all AAI Airports. Accordingly, it has been decided to introduce a system of Single Window Clearance at AAI Corporate headquarters for scheduled Airlines for following services at all AAI Airports. The details of services and Single Point of Contact (SPOC) for these services are as under:

Sr No	Directorate	Activity	Name of officers as SPOC per Dte.
1.	OPERATIONS	1.1 New Slot Request/ Amendment in Existing Slot/ Watch hour extension	1.1 Sh. Umakanta Patel, DGM(Ops) aaislots@aai.aero (for domestic flights) & intlslotsaai@aai.aero (for international flights) Tel: +911124640486 Extn-3076
		1.2 Night Parking Request	1.2 Sh. Moan T George, DGM(Ops) nightparkingchq@aai.aero Tel: +911124632950 Extn-3089
2.	COMMERCIAL	2.1 Allotment of Space in Terminal or city side	2.1 Sh. Satya Sekhar Babu K, Sr. Manager (Commercial) Mob: 7981171451 or/and 2.2 Sh. Vivek Kumar, Manager (Commercial) Mob: 7880593979 Email: spaceallotment@aai.aero
3.	LAND	3.1 Allotment of Paved land/Ramp Space on airside	3.1 Sh. S K Kaushik, JGM(LM) Tel: +911124632950 Extn-3350 or/and 3.2 Sh. Ahsaan Ahmad Khan, AM(LM) Tel: +911124632950 Extn-3393 Email: landallotment@aai.aero
4.	FINANCE	4.1 Queries by schedule airlines or by SPOCs of Operations/Commercial/Land Dte. on dues status.	4.1 Smt. Yogabhama, Manager Fin (BD) Extn.: 2066 Email: syogabhamaj@aai.aero 4.2 Sh. Kanwal Kalra, Manager (Fin) Extn.: 2066 Email: kanwalkalra@aai.aero

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Airlines may directly apply to these executives identified as Single Point of Contact (SPOC) at given email for issuance of necessary clearances/approval of mentioned services.

The following procedure is to be followed –

1) For SLOT ALLOCATION (Single window system is already available):

(A) Processing of Summer / Winter Schedule

(a) For Summer/ Winter Schedule, airlines file their slot request considering the availability of resources and airport constraints/ closures (informed to them in advance by AAI) to DGCA (on e-GCA portal) as well as to airport operators (over email in prescribed SSIM format) as per the DGCA approved timeline.

Email IDs for filing Slots at AAI Airports are as under: -

aaislots@aai.aero (For domestic flights)

intlslotsaai@aai.aero (For international flights)

(b) DGCA forwards the slot requests of airlines to AAI for AAI managed airports through eGCA portal.

(c) Slot Management team assesses the ambiguities between the AAI filings in SSIM format and DGCA filings (in the e-GCA format) and corrects it in line with DGCA filings in the SCORE software.

(d) Slot Management Team analyze the requested slot with respect to airport capacities and allocate the slots in accordance with MoCA Slot allocation guidelines considering other constraints being faced by the respective airports.

e) AAI provides slot offers to airlines in the SSIM format before the slot conference as per DGCA approved timeline.

(f) AAI convenes the meeting of Slot Allocation committee under chairmanship of DGCA where BCAS, all Airlines and all Airport Operators participate.

(g) All offered slots are discussed and finalized in the Slot Allocation committee meeting.

(h) Finalized slots are forwarded to DGCA through eGCA portal (in e-GCA format).

(i) The Airports will be informed by Slot Allocation team after receipt of the DGCA approval.

(j) The approved schedule will be published on Airport website by coordinating with AAI-CHQ

IT Dte.

(B) Processing of the amendment/ new slot request after DGCA approval of Summer/Winter schedule:

AAI will publish availability of Airport Slots after finalization of Summer/ Winter schedule.

The same will be updated on monthly basis.

(a) The scheduled airline may file request for new slots / slot amendment on email in prescribed SSIM format for all AAI Airports at following email address: -

aaislots@aai.aero (For domestic flights)

intlslotsaai@aai.aero (For international flights)

(b) Slot Management Team analyzes the requested slot with respect to airport capacities and allocate the slots in accordance with MoCA Slot allocation guidelines considering other constraints being faced by the respective airports.

(c) AAI will provide slot consent/ offers to Airlines in the SSIM format within three working days.

(d) Airline will require to take final approval from the DGCA before commencing operation.

(C) Watch Hour Extension

The watch hour extension request from Scheduled Airline if any will be sent to Dte of ANS, Dte. of Technical, Dte of Security and concerned RED for examining the following:

(i) Is the available ATC, Fire and Security manpower and other arrangements like MESS, CNS etc. in place are sufficient to meet the requested watch hour extension demand? If Yes, the proposed extension will be implemented under coordination with all concerned.

(ii) If the present resources are not adequate to meet the requirement of requested watch hour extension, the cost for provisioning of the same for requested extension of watch hour will be evaluated and submitted to Competent Authority. The final decision will be communicated to Airline after approval of Competent Authority

2) Allotment of Aircraft night parking stand to Scheduled Airlines:

Existing system

- a. The applicant applies to Airport for allotment of night parking permission on prescribed format along with necessary application fee.
- b. The Airport forwards the application along with its recommendation to CHQ.
- c. Dte. of Operations, CHQ process the application in accordance with night parking policy subject to clearance from Dte. Of Finance.

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Revised System

- a. The night parking availability will be reviewed after finalization of Summer/ Winter Schedule and published on AAI website.
- b. The application for allotment of aircraft night parking stand may be submitted by the Airline thereafter. The application shall be on format (Annexure-I) The application will be addressed to ED (Ops) and submitted through email nightparkingchq@aai.aero.
- c. The request for night parking permissions shall be processed from the date of start of summer/ winter schedule to the end of September/ February.
- d. The requests shall be processed from the date of start of summer/ winter schedule to the end of September/ February.
- e. Processing of all received applications will be completed in 7 working days.
- f. There will not be any requirement for checking due status for processing the request of scheduled domestic airlines.
- g. However, the cases of the airlines, for which Dte. of Finance has specifically intimated, will only be approved after obtaining the clearance of finance directorate.

3) For ALLOTMENT OF SPACE:

Existing System

- a. Concerned airlines request APD, for allocation of space in terminal with the following details.
 - i. Area required
 - ii. Purpose such as ticketing counter, back up office etc.
 - iii. Period of allocation
 - iv. Required documentation
- b. Airport In-Charge to check
 - i. Whether the said airline has requisite permission to operate a flight from that particular airport.
 - ii. Availability of the required space at the airport.
- c. Confirm No commercial dues of that particular airport with finance before allocation of the space.
- d. LOIA is issued to airlines with proposed rates for the area mentioned/alternate area mentioned.

Revised System

Commercial Dte shall publish the airport wise space availability for various purpose on AAI Website and shall update it whenever there are changes.

The airlines/agency will submit their request in prescribed format (Annexure-II) on email **spaceallotment@aai.aero** to Commercial Dte along with following details-

- (a) Airport where space required
- (b) Area required in sqm
- (c) Purpose of Allocation (Office/Counter)
- (d) Period for which space required
- (e) Location of the Space Sought

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(f) Copies of DGCA approval to operate from the Airport or Slot Allotment.

Commercial Dte, CHQ will process the space allocation, subject to availability and with the approval of Competent Authority at CHQ as per DOP provisions. LOIA shall be issued to Airline/Agency by CHQ for the Airport to act further w.r.t. contract management & signing of agreement.

Processing of all received applications will be completed in 7 working days.

There will not be any requirement for checking due status for processing the request of scheduled domestic airlines.

However, the cases of the airlines, for which Dte. of Finance has specifically intimated, will only be approved after obtaining the clearance of Finance Directorate.

4) For ALLOTMENT OF LAND:

Existing System

- a. Concerned airlines request APD, for allocation of land with the following details.
 - i. Area required
 - ii. Purpose
 - iii. Period of allocation
 - iv. Required documentation
- b. Airport In-Charge to check
 - i. Whether the said airline has requisite permission to operate a flight from that particular airport.
 - ii. Availability of the required land at the airport.
- c. Confirm No land license fees dues on PAN India basis with finance before allocation of the space
- d. LOA is issued to airlines with proposed land license fee rates for the area mentioned/alternate area mentioned

Revised System

The airlines/agency will submit their request to Land Dte. in prescribed format (Annexure-III) on email **landallotment@aai.aero** along with following details—

- (a) Airport where space required
- (b) Area required in sqm
- (c) Purpose of Allocation
- (d) Period for which space required
- (e) Location of the Space Sought
- (f) Copies of DGCA approval to operate from the Airport or slot allotment.

Land Dte, CHQ will process the land allocation, subject to availability and after approval of Competent Authority at CHQ as per DOP provisions. LOIA shall be issued to Airlines/Agency by CHQ for the airport to act further w.r.t. contract management & signing of agreement.


Processing of all received applications will be completed in 7 working days.

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There will not be any requirement for checking due status for processing the request of scheduled domestic airlines.

However, the cases of the airlines, for which Dte. of Finance has specifically intimated, will only be approved after obtaining the clearance of finance directorate.

The above instructions may be brought to the notice of all concerned for strict compliance.


05.02.2024.
(Dr. Sharad Kumar)
Member (Operations)

Distribution:

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Copy to:

1. Chairman Secretariat
2. Member (HR)
3. Member (Finance)
4. Member (ANS)

ANNEXURE-I**APPLICATION PROFORMA FOR ALLOTMENT OF OVERNIGHT PARKING STAND**

1	Name, Address, Tel No. and Fax No. of the operator	
2	Name of the Airport where overnight parking stands is required	
3	a. Number of overnight parking stand required b. Type of aircraft for which overnight parking stand is required c. Wing span of the aircraft d. Length of the aircraft e. Seating capacity of the aircraft f. Maximum take-off weight of the aircraft	
4	Proposed month of induction of aircraft	
5	Details of Online payment details	
6	Whether Bank Guarantee / Security Deposit of Rs. _____ is alive with AAI in accordance with type of aircraft and airport for which parking is required. If yes, Name of the Bank _____ and amount _____ (in words)	
7	Whether all the allotted parking stands are being utilized: a) If yes, mention the date of last utilization of all the allotted parking stands	Yes/No
8	Any other information	

(Name and Signature of applicant)

(Name and Seal of the Organization)

Date:Place:

ANNEXURE-II

APPLICATION PROFORMA FOR ALLOTMENT OF SPACE AT AIRPORTS

1	Name, Address, Tel No. and Fax No. of the applicant/Operator	
2	Name of the Airport where space is required	
3	Area required in sqm	
4	Purpose of Allocation	
5	Period for which space required	
6	Location of the Space Sought	
7	Copies of slot approval or DGCA approval to operate from the Airport attached	Yes/No
8	Any other information	

(Name and Signature of applicant)

(Name and Seal of the Organization)

Date:

Place:

ANNEXURE-III

APPLICATION PROFORMA FOR ALLOTMENT OF LAND AT AIRPORTS

1	Name, Address, Tel No. and Fax No. of the operator	
2	Name of the Airport where land area required	
3	Area required in sqm	
4	Purpose of Allocation	
5	Period for which land required	
6	Location of the land Sought	
7	Copies of slot approval or DGCA approval to operate from the Airport attached	Yes/No
8	Any other information	

(Name and Signature of applicant)

(Name and Seal of the Organization)

Date:

Place:

