



# System Requirements Specifications (Abridged) Directorate of Aerodrome Standards

AS6 - Procedure for approval of Greenfield Aerodrome

<b>PROJECT NAME:</b>	EGCA
<b>CUSTOMER NAME:</b>	DIRECTORATE GENERAL OF CIVIL AVIATION
<b>LOCATION:</b>	NEW DELHI



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SRS REVISION HISTORY					
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V1.0	GAURAV SAXENA	21- JAN-2016	NARAYAN EASWARAN	04.02.2016	AS 6

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\*\* HP & DGCA are the Functional SRS stakeholders who have agreed to the functionality of Service. PMU has IT domain expertise and has clean up the document, made sure that the comments given by DGCA are incorporated. This document adheres to the template.

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1. We reserve our right to make additions or suitable modifications including elaboration to the requirements as captured by HP under this document, as may be emerge during the subsequent testing phase of the application. This document may therefore be open to changes and additional requirements till the system clears the UAT successfully.
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4. This document does not capture MIS reports .MIS reports can be added as per recommendations from directorate till UAT
5. This does not cover High Level Design and Low Level Design including database design, modelling, GUI design and Interface elements.

### **Other Observations on SRS**

- 1.



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AS6	PROCEDURE FOR APPROVAL OF GREENFIELD AERODROME
ADMINISTRATOR	DIRECTOR - AERODROME STANDARDS
APPLICANT	AERODROME OPERATORS

## 1. SYNOPSIS

### PROCEDURE FOR APPROVAL OF GREENFIELD AERODROME

**INPUT (APPLICATION)** CONTAINING DETAILS OF,

1. DETAILS OF APPLICANT, 2. DETAILS OF AERODROME SITE, 3. CONTROL OF THE AERODROME, 4. PERMISSIONS AND APPROVALS REQUIRED, 5. TOTAL LAND AREA AVAILABLE, 6. METEOROLOGICAL INFORMATION, 7. ARRANGEMENTS DETAILS, 8. DETAILS OF AGENCY LIKELY TO EXECUTE THE WORK / CONSULTANT, 9. DATA FIELDS FOR EXEMPTION

### PROCESS

VERIFIED FOR CORRECTNESS OF PARTICULARS ALONG WITH ALL THE RELEVANT DOCUMENTS AND PERMIT GRANTED IF FOUND TO MEET THE REQUIREMENTS.

### EXEMPTION

EXEMPTIONS (AS PER CAR SECTION 4 SERIES 'B' PART IV) FOR NON-COMPLIANCE SHALL BE:

- I. TEMPORARY EXEMPTIONS: WHERE THE NON-COMPLIANCE IS EXPECTED TO BE REMOVED AND INTER OPERABILITY IS THE PREDOMINANT ASPECT OF THE REQUIREMENT, SUCH AS MANDATORY SIGNS, AVAILABILITY OF RUNWAY STRIP ETC.
- II. PERMANENT EXEMPTIONS: WHERE NON-COMPLIANCE IS NOT REASONABLY, BE REMOVED AND INTEROPERABILITY IS NOT THE PREDOMINANT ASPECT OF THE REQUIREMENT, SUCH AS THE INFRINGEMENT OF HIGH GROUND INTO AN OBSTACLE LIMITATION SURFACE ETC.

### OUTPUT

GRANT OF GREENFIELD AERODROME LICENSE – PRIVATE USE

## 2. REFERENCE

RULE	RULE 79 - QUALIFICATION FOR AERODROME LICENSE RULE 81 - AERODROME MANUAL & SAFETY MANAGEMENT MANUAL(SMS) AIRCRAFT RULES 1937 RULE 80 RULE 84 - AERODROME LICENSE VALIDITY RULE 87 - FEE FOR AERODROME LICENSE
CAR	CAR SECTION 4 SERIES 'B' PART I CAR SECTION 4 SERIES 'F' PART I CAR SECTION 4 SERIES 'B' PART IV
AIC	N/A



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ADVISORY CIRCULAR	AERODROME ADVISORY CIRCULAR 1 OF 2006 AD AC 2 OF 2009 AD AC 3 OF 2009
PROCEDURE MANUAL	MANUAL OF AERODROME LICENSING PROCEDURES MANUAL SECTION 8.1 AND 8.2

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## BUSINESS RULES

ID NO.	REFERENCE CAR / AIC / PR. MANUAL	III. BUSINESS RULES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	REMARKS
AS6 / BR1	PROCEDURE MANUAL SECTION 2.1.3	THE ENTIRE PROCESS OF ASSESSMENT OF APPLICATION AND ISSUE OF LICENSE SHOULD BE COMPLETED WITHIN 90 DAYS FROM THE RECEIPT OF THE FORMAL APPLICATION COMPLETED IN ALL RESPECT.	
AS6 / BR2	CAR SECTION 4 SERIES 'F' PART I	THE AERODROMES SHALL BE LICENSED IN ONE OF THE FOLLOWING CATEGORIES, NAMELY: - I. FOR PUBLIC USE; THE AERODROME, WHICH, WHEN AVAILABLE FOR OPERATION OF AIRCRAFT, SHALL BE SO AVAILABLE TO ALL PERSONS ON EQUAL TERMS AND CONDITIONS. II. FOR PRIVATE USE; THAT IS TO SAY, FOR USE BY THE LICENSEE AND BY INDIVIDUALS SPECIFICALLY AUTHORISED BY THE LICENSEE.	1
AS6 / BR3	CAR SECTION 4 SERIES 'F' PART I	THE APPLICANT SHALL SUBMIT COMPLIANCE CHECK LIST IN RESPECT OF THE REQUIREMENTS CONTAINED IN CAR ISSUED ON THE SUBJECT OF AERODROME DESIGN AND OPERATIONS.	4.5
AS6 / BR4	CAR SECTION 4 SERIES 'F' PART I	AN AERODROME LICENCE SHALL BE VALID FOR A PERIOD OF 2 YEAR AS PRESCRIBED IN THE AIRCRAFT RULES, 1937 UNLESS IT IS SURRENDERED BY THE LICENCE HOLDER OR IS SUSPENDED OR CANCELLED BY THE DIRECTOR GENERAL FOR NON-ADHERENCE TO THE RELEVANT RULES AND REQUIREMENTS OR FOR ANY OTHER REASON. THE LICENCE SHALL REMAIN VALID SUBJECT TO ADHERENCE OF ALL APPLICABLE RULES OR REGULATIONS AND CONDITIONS/LIMITATIONS, IF ANY, ATTACHED TO THE LICENCE.	4.9
AS6 / BR5	CAR SECTION 4 SERIES 'B' PART IV	AN APPLICATION FOR A STANDARD EXEMPTION INCLUDES: I. THE APPLICANT'S NAME AND ADDRESS. NAME OF AERODROME WHERE EXEMPTION IS BEING SOUGHT. (AERODROME LICENSE NUMBER TO BE QUOTED IF ALREADY ISSUED) II. THE RELEVANT PROVISIONS OF CIVIL AVIATION REQUIREMENTS FOR WHICH THE EXEMPTION IS SOUGHT. III. THE CATEGORY UNDER WHICH EXEMPTION SOUGHT (TEMPORARY/ PERMANENT) AND JUSTIFIABLE REASONS WHY THE APPLICANT NEEDS THE EXEMPTION. THE REASONS PROVIDED SHOULD BE DETAILED AND SELF-EXPLANATORY.	4



		<p>IV. THE PERIOD FOR WHICH THE EXEMPTION IS REQUIRED.</p> <p>V. WHETHER THE EXEMPTION WILL AFFECT A PARTICULAR KIND OF OPERATION, THE DETAILS THEREOF;</p> <p>VI. THE ACTION PLAN FOR RECTIFICATION AND REVIEW OF NON-COMPLIANCE FOR TEMPORARY EXEMPTION, INCLUDING THE MITIGATION MEASURES ADOPTED FOR ENSURING THE SAFETY DURING THE EXEMPTION PERIOD.</p> <p>VII. IN CASE OF PERMANENT EXEMPTION IS SOUGHT, THE APPLICANT HAS TO INDICATE THE MITIGATION MEASURES ADOPTED TO REDUCE THE RISK ARISING DUE TO NON-COMPLIANCE AFTER CARRYING OUT A SAFETY ASSESSMENT.</p> <p>VIII. UNDERTAKING BY THE LICENSEE THAT HE SHALL ANNUALLY REVIEW THE CONDITIONS OR MITIGATION MEASURES AND ANY OTHER RESULTANT NON-COMPLIANCE IN PARTICULAR WHEN ANY SIGNIFICANT CHANGES IN THE ACTIVITY OR AERODROME DEVELOPMENT IS PROPOSED</p>	
AS6 / BR6	RULE 79	<p>A LICENCE FOR AN AERODROME SHALL NOT BE GRANTED TO ANY PERSON OTHER THAN –</p> <p>(A) A CITIZEN OF INDIA; OR</p> <p>(B) A COMPANY OR A BODY CORPORATE:</p> <p>PROVIDED THAT-</p> <p>(I) IT IS REGISTERED AND HAVING ITS PRINCIPAL PLACE OF BUSINESS IN INDIA;</p> <p>(I) IT MEETS THE EQUITY HOLDING CRITERIA SPECIFIED BY THE CENTRAL GOVERNMENT FROM TIME TO TIME; OR</p> <p>(C) THE CENTRAL GOVERNMENT OR A STATE GOVERNMENT OR ANY COMPANY OR ANY CORPORATION OWNED OR CONTROLLED BY EITHER OF THE SAID GOVERNMENTS; OR</p> <p>(D) A SOCIETY REGISTERED UNDER THE SOCIETIES REGISTRATION ACT, 1860. (21 OF 1860).</p>	
AS6 / BR7	RULE 84	<p>PERIOD OF VALIDITY OF LICENCE. – AN AERODROME LICENCE MAY BE GRANTED FOR ANY PERIOD NOT EXCEEDING TWENTY-FOUR MONTHS, AND ON EACH OCCASION OF RENEWAL, MAY BE RENEWED FOR ANY PERIOD NOT EXCEEDING TWENTY FOUR MONTHS.</p>	
AS6 / BR8	RULE 83	<p>CONDITIONS GOVERNING THE GRANT OF LICENSE. – (1) AN AERODROME LICENSE SHALL BE GRANTED OR RENEWED SUBJECT TO SUCH CONDITIONS AS THE DIRECTOR-GENERAL CONSIDERS NECESSARY TO ENSURE COMPLIANCE WITH THE CONVENTION AND THE SAFETY OF AIRCRAFT OPERATIONS.</p> <p>(2) WHILE A LICENSE IS IN FORCE, NO ALTERATIONS TO THE LANDING AREA OR TO THE BUILDINGS OR OTHER STRUCTURES ON THE AERODROME WHICH MAY AFFECT THE SAFETY OF AIRCRAFT SHALL BE UNDERTAKEN SAVE WITH THE PREVIOUS APPROVAL OF THE DIRECTOR-GENERAL AND APPLICATION FOR SUCH APPROVAL SHALL BE ADDRESSED TO THE DIRECTOR-GENERAL AND SHALL BE ACCOMPANIED BY FULL PARTICULARS WITH PLANS OF ANY SUCH ALTERATIONS INCLUDING ALTERATIONS TO SURROUNDING OBSTRUCTIONS WHICH MAY AFFECT THE SAFETY OF</p>	





		<p>AIRCRAFT. (3) THE NECESSARY APPROVAL MAY BE GRANTED OR WITHHELD AND IF GRANTED MAY BE GRANTED SUBJECT TO SUCH CONDITIONS (INCLUDING CONDITIONS INVOLVING A REVISION OF THE ORIGINAL CONDITIONS OF LICENSE) AS THE DIRECTOR-GENERAL MAY THINK FIT. (4) IF ANY ALTERATION OF THE NATURE REFERRED TO IN SUB-RULE (2) IS UNDERTAKEN WITHOUT THE PREVIOUS APPROVAL OF THE DIRECTOR-GENERAL, THE LICENSE MAY BE CANCELLED. (5) THE LICENSEE SHALL MAINTAIN THE AERODROME IN A FIT STATE FOR USE BY AIRCRAFT AND ADEQUATELY MARKED TO THE SATISFACTION OF THE DIRECTOR GENERAL DURING THE WHOLE PERIOD OF THE CURRENCY OF THE LICENSE AND SHALL, IF THE AERODROME BECOMES UNSERVICEABLE, IMMEDIATELY NOTIFY THE DIRECTOR-GENERAL.</p>	
AS6 / BR9	RULE 87	<p>FEE. – (1) THE FEE CHARGEABLE FOR THE GRANT OF A LICENSE FOR AN AERODROME SHALL BE – (A) WHEN THE LICENSE IS GRANTED RS.1,00,000/- FOR PRIVATE USE (B) WHEN THE LICENSE IS GRANTED RS.5,00,000/- FOR PUBLIC USE UP TO RUNWAY LENGTH OF 5,000 FEET PLUS RS 2,00,000/- FOR EVERY 1,000 FEET OR PART THEREOF. (2) THE FEE CHARGEABLE FOR RENEWAL OF LICENSE OF AN AERODROME SHALL BE FIFTY PER CENT OF THE FEE FOR LICENSE REFERRED TO IN SUB-RULE (1). (3) THE FEE SHALL BE PAYABLE BY BANK DRAFT DRAWN IN FAVOUR OF PAY AND ACCOUNTS OFFICE, DIRECTOR GENERAL OF CIVIL AVIATION, MINISTRY OF CIVIL AVIATION, NEW DELHI.</p>	
AS6 / BR10	RULE 88	<p>PASSENGER SERVICE FEE – THE AIRPORT LICENSEE MAY COLLECT FEES TO BE CALLED THE PASSENGER SERVICE FEE FROM THE EMBARKING PASSENGERS AT SUCH RATE AS THE CENTRAL GOVERNMENT MAY SPECIFY. THE AIRPORT LICENCEE SHALL UTILISE THE FEES SO COLLECTED FOR THE INFRASTRUCTURE AND FACILITATION OF THE PASSENGERS: PROVIDED THAT THE RATE OF FEES IN RESPECT OF MAJOR AIRPORTS SHALL BE AS DETERMINED UNDER CLAUSE (1) OF SUB-SECTION (1) OF SECTION 13 OF THE AIRPORTS ECONOMIC REGULATORY AUTHORITY OF INDIA ACT, 2008 (27 OF 2008)".</p>	



**3. APPLICATION / DATA ELEMENTS**

ID	REFEREN CE  CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
AS6 – DE 1		APPLICATION FOR SITE SELECTION	<p>TYPE APPLIED FOR,STATE CATEGORY OF AERODROME PROPOSED AS DEFINED IN AIRCRAFT RULES 1937,IF EXISTING AERODROME, IS IT OWNED BY THE GOVT.?,DATE OF CONSTRUCTION, DOCUMENTARY EVIDENCE FOR DATE OF CONSTRUCTION, STATE AERODROME REFERENCE CODE (CODE NUMBER,CODE LETTER),PURPOSE FOR WHICH AERODROME WILL BE USED,</p> <p><u>DETAILS OF APPLICANT</u> - FULL NAME OF APPLICANT (IN CAPITAL LETTERS),ADDRESS OF APPLICANT (IN CAPITAL LETTERS),TELEPHONE NUMBER(S),FAX NUMBER,EMAIL (PRIMARY),EMAIL (SECONDARY),NATIONALITY OF THE APPLICANT,</p> <p><u>DETAILS OF AERODROME SITE</u> - PLACE NAME BY WHICH THE AERODROME IS TO BE KNOWN IN ALL FUTURE REFERENCES, NAME OF OWNER OF AERODROME,ADDRESS OF THE OWNER OF AERODROME,TELEPHONE NUMBER(S),FAX NUMBER,EMAIL,LOCATION OF THE AERODROME SITE WITH REFERENCE TO THE NEAREST AERODROME,RAILWAY STATION AND TOWN/VILLAGE,STATE / DISTRICT IN WHICH SITUATED,LATITUDE / LONGITUDE OF THE AERODROME REFERENCE POINT, <u>GRID REFERENCE IN WGS 84</u> - UPLOAD GRID REFERENCE MAP, ELEVATION OF THE AERODROME REFERENCE POINT (AMSL),</p> <p><u>CONTROL OF THE AERODROME</u> - ARE YOU THE OWNER OF THE AERODROME LAND, DETAILS OF THE RIGHTS YOU HOLD OVER THE LAND (ADD DETAILS,ADD UPLOAD, THE PERIOD FOR WHICH YOU HOLD THESE RIGHTS, INCLUDING TERMINATING DATE,FROM DATE, TO DATE)</p>	



ID	REFEREN CE  CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p><u>PERMISSIONS AND APPROVALS REQUIRED</u> - MINISTRY OF DEFENCE (UPLOAD, ADD DETAILS IF NOT SUBMITTED),MINISTRY OF ENVIRONMENT AND FORESTS, GOVERNMENT OF INDIA (UPLOAD,ADD DETAILS),OWNER OF THE LAND (UPLOAD, ADD DETAILS IF NOT SUBMITTED),LOCAL AUTHORITY SUCH AS MUNICIPAL CORPORATION / COMMITTEE OR URBAN LAND DEVELOPMENT BOARD/ AUTHORITY OF THE STATE OR ITS COUNTRY AND TOWN PLANNING DEPARTMENT.(UPLOAD, ADD DETAILS),CLEARANCE FROM MINISTRY FROM CIVIL AVIATION (UPLOAD, ADD DETAILS),CLEARANCE FROM MINISTRY OF HOME AFFAIRS (ONLY IF APPLIED FOR HELIPORT) - ( UPLOAD, ADD DETAILS)</p> <p><u>TOTAL LAND AREA AVAILABLE</u> - DIMENSIONS (IN METERS),LAYOUT PLAN OF THE AERODROME SITE, INCLUDING BOUNDARY, BUILDINGS AND FACILITIES PROPOSED TO BE PROVIDED, PREFERABLE SCALE 1:2500 / 5000, ENCLOSE A TOPOGRAPHICAL MAP IN THE SCALE OF 1:25,000 OR 1:50,000 OF THE PROPOSED AREA SHOWING DISTANCES AND HEIGHTS OF ALL OBJECTS LIKELY TO INTERFERE WITH THE SAFE USE OF THE AERODROME WITHIN A RADIUS OF KMS OF THE PROPOSED SITE.(*5KM FOR VFR/ 15 KMS FOR IFR OPERATIONS),FOR VFR OPERATIONS,FOR IFR OPERATIONS,</p> <p><u>METEOROLOGICAL INFORMATION</u> - WIND SPEED/ DIRECTION DATA AND WIND ROSE DIAGRAM. (RAINFALL DATA,UPLOAD SUPPORTING DOCUMENT FOR RAINFALL DATA),AERODROME REFERENCE TEMPERATURE</p> <p><u>EXPLAIN ARRANGEMENTS FOR</u> - ACCESSIBILITY TO SITE,WATER SUPPLY,ELECTRIC POWER,MEDICAL FACILITIES</p>	



ID	REFEREN CE  CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p><u>DETAILS OF AGENCY LIKELY TO EXECUTE THE WORK / CONSULTANT</u> - NAME OF THE AGENCY (UPLOAD PROFILE OF THE AGENCY, QUALITY ASSURANCE SYSTEM OF THE AGENCY),DO YOU PROPOSE TO ENGAGE CONSULTANT FOR THE PROJECT (NAME OF THE CONSULTANT, UPLOAD DETAILS OF THE CONSULTANT),UPLOAD PROJECT REPORT, ATTACH ANY OTHER DOCUMENTS (ATTACHMENT REFERENCE NUMBER,ATTACHMENT NAME,ATTACHMENT DESCRIPTION),NEED EXEMPTION, DECLARATION - I HEREBY CERTIFY THAT THE FORGOING INFORMATION IS CORRECT IN EVERY RESPECT AND NO RELEVANT INFORMATION HAS BEEN WITHHELD.,</p> <p><u>APPLICANT DETAILS</u> - NAME, DESIGNATION (FROM TOP MANAGEMENT E.G. CEO, MD ETC.), SIGNATURE</p>	
AS6 – DE 2		ANNEXURE I: APPLICATION FOR OBTAINING EXEMPTIONS	<p><u>DETAILS OF APPLICANT</u> - NAME OF APPLICANT/ ORGANIZATION,ADDRESS OF APPLICANT/ ORGANIZATION , LICENSE/ APPROVAL NUMBER,</p> <p><u>DETAILS OF EXEMPTION SOUGHT</u> - RELEVANT PROVISIONS OF RULE/ CAR/ PROCEDURES FOR WHICH EXEMPTION IS SOUGHT.,REASONS WHY THE EXEMPTION IS NEEDED,NATURE OF EXEMPTION,PERIOD FOR WHICH EXEMPTION IS REQUIRED.,IF THE EXEMPTION WILL AFFECT A PARTICULAR KIND OF OPERATION, THE DETAILS THEREOF,FOR TEMPORARY EXEMPTION (UPLOAD SCAR REPORT,UPLOAD SOP ),FOR PERMANENT EXEMPTION (UPLOAD SCAR REPORT, UPLOAD SOP, UPLOAD SAFETY ASSESSMENT REPORT), <u>DECLARATION</u> - I HEREBY CERTIFY THAT THE FORGOING</p>	



ID	REFEREN CE  CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			INFORMATION IS CORRECT IN EVERY RESPECT AND NO RELEVANT INFORMATION HAS BEEN WITHHELD. I ALSO UNDERTAKE THE RESPONSIBILITY FOR ANNUALLY REVIEWING THE CONDITIONS OR MITIGATION MEASURES AND ANY OTHER RESULTANT NON-COMPLIANCE IN PARTICULAR WHEN ANY SIGNIFICANT CHANGES IN THE NATURE OF OPERATION ARE PROPOSED,  NAME, POSITION HELD	
AS6 – DE 3		FILING OF ATR BY THE APPLICANT	ENTER OBSERVATION LETTER NUMBER, ENTER FILE NUMBER, UPLOAD ATR, UPLOAD ATTACHMENTS (ATTACHMENT REFERENCE NUMBER, ATTACHMENT NAME, ATTACHMENT DESCRIPTION), ADD COVER NOTE	
AS6 – DE 4		VERIFIER	ADD COMMENTS FOR INTERNAL WORKFLOW  ACTION TAKEN	
AS6 – DE 5		APPROVER	ADD COMMENTS FOR INTERNAL WORKFLOW  ACTION TAKEN  INSPECTION OFFICER ASSIGNED	
AS6 – DE 6		VERIFIER (INSPECTION OFFICER)	DATE OF INSPECTION  ATTACH INSPECTION REPORT  ACTION TAKEN	
AS6 – DE 7		EXEMPTION (IF REQUIRED)	ADD COMMENTS FOR INTERNAL WORKFLOW  ACTION TAKEN	
AS6 – DE 8		CLARIFICATION	ADD COMMENTS FOR INTERNAL WORKFLOW  ACTION TAKEN	
AS6 – DE 9		APPROVER	ADD COMMENTS FOR INTERNAL WORKFLOW  ACTION TAKEN  ATTACH DIGITAL SIGNATURE	



ID	REFERENCE CAR / AIC / PR. MANUAL	PARTICULARS	DETAIL	REMARKS
AS6 – DE 10		APPLICATION FOR CONSTRUCTION OF AERODROME	APPLICATION NUMBER, IN-PRINCIPAL APPROVAL NUMBER, UPLOAD PROJECT PLAN REPORT, UPLOAD OTHER ATTACHMENTS (ATTACHMENT REFERENCE NUMBER, ATTACHMENT NAME, ATTACHMENT DESCRIPTION), ADD COVER NOTE	
AS6 – DE 11		FILING OF ATR BY THE APPLICANT	ENTER OBSERVATION LETTER NUMBER, ENTER FILE NUMBER, UPLOAD ATR, UPLOAD ATTACHMENTS (ATTACHMENT REFERENCE NUMBER, ATTACHMENT NAME, ATTACHMENT DESCRIPTION), ADD COVER NOTE	
AS6 – DE 12		VERIFIER	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN	
AS6 – DE 13		APPROVER	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN INSPECTION OFFICER ASSIGNED	
AS6 – DE 14		VERIFIER (INSPECTION OFFICER)	DATE OF INSPECTION ATTACH INSPECTION REPORT ACTION TAKEN	
AS6 – DE 15		EXEMPTION (IF REQUIRED)	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN	
AS6 – DE 16		CLARIFICATION	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN	
AS6 – DE 17		APPROVER	ADD COMMENTS FOR INTERNAL WORKFLOW ACTION TAKEN ATTACH DIGITAL SIGNATURE	



## 4. PROCESS

PROCESS	<ol style="list-style-type: none"> <li>1. THE APPLICATION WHEN SUBMITTED WOULD ACKNOWLEDGE THE RECEIPT WITH A SYSTEM GENERATED ACKNOWLEDGEMENT NUMBER WHICH WOULD FORM THE BASIS OF REFERENCE OR TRACKING.</li> <li>2. THE APPLICATION WILL LAND IN GENERAL INBOX, VERIFIER INBOX AND APPROVER INBOX.</li> <li>3. SELECTION OF VERIFIER WOULD BE GUIDED BY THE WORKLOAD OF THE INDIVIDUALS WITHIN THE VERIFIER GROUP.</li> <li>4. PROVISION WOULD BE MADE FOR THE APPROVER TO REASSIGN THE WORK TO ANOTHER VERIFIER OR PROCESS THE APPLICATION HIMSELF.</li> <li>5. WHERE REQUIRED THE APPROVER WOULD REFER THE APPLICATION FOR EXEMPTION TO COMPETENT AUTHORITY.</li> <li>6. THE DISCREPANCIES NOTED IN THE APPLICATION OR THE ATTACHMENT WOULD BE REFLECTED AS A REMARK AGAINST EACH ITEM AND A SYSTEM GENERATED DISCREPANCY REPORT WOULD BE PROVIDED TO THE APPLICANT AT THE END OF THE SCRUTINY VIA E-MAIL WITH A SMS REGARDING APPLICATION STATUS.</li> <li>7. APPLICATION STATUS WOULD BE INDICATED AS REJECTED/ IN PROCESS/ PENDING/ DELIVERED</li> </ol>
VERIFIER	VERIFY CORRECTNESS OF THE FURNISHED INFORMATION OR SEND DISCREPANCY REPORT
APPROVER	PERFORM CHECKS AS REQUIRED, APPROVE AND ISSUE APPROVAL OR SEND DISCREPANCY REPORT TO APPLICANT AND VERIFIER OR FORWARD FOR EXEMPTION OR ISSUE PERMIT
EXEMPTION	APPROVER TO RECOMMEND THE APPLICATION TO EXEMPTING AUTHORITY FOR GRANT OF EXEMPTION
RETURN AFTER EXEMPTION	DESIGNATED AUTHORITY GRANT / RETURN THE REQUEST TO APPROVER
PERMIT ISSUE	GRANT OF GREENFIELD AERODROME LICENSE – PRIVATE USE



## 5. INTERDEPENDENCIES

SERVICE	INFORMATION RECEIVED FROM OTHER DIRECTORATE(S) / EXTERNAL STAKEHOLDER(S)		
	INFORMATION RECEIVED/SENT	EXTERNAL STAKEHOLDER(S)	INTERNAL STAKEHOLDER
AS6 - PROCEDURE FOR APPROVAL OF GREENFIELD AERODROME	Approval Info	MoCA	


SERVICE	INFORMATION SENT TO OTHER DIRECTORATE(S) / EXTERNAL STAKEHOLDER(S)		
	TITLE / NATURE OF OUTPUT	DISTRIBUTION 1	DISTRIBUTION 2
AS6 - PROCEDURE FOR APPROVAL OF GREENFIELD AERODROME	Approval Info	MoCA	





6. OUTPUT

GRANT OF  
GREENFIELD  
AERODROME  
LICENSE –  
PRIVATE USE



**GOVERNMENT OF INDIA**  
**OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION**  
 DGCA COMPLEX, OPP. SAFDARJUNG AIRPORT, NEW DELHI-110 003

File No.....  
 License No. AL/Private/ 000

**AERODROME LICENSE - PRIVATE USE**

The Director General of Civil Aviation, in exercise of the powers under Rule 78 of the Aircraft Rules, 1937 delegated vide S.O. No. 727 (E) dated the 4<sup>th</sup> October, 1994, hereby grants license to,

*XYZ*  
(Name of License holder)

for

*ABCDE*  
(Name & Place of Aerodrome)

Latitude 00° 00' 00.00" N, Longitude 00° 00' 00.00" E

the details of the aerodrome as contained in its Aerodrome Manual.

This license authorizes the aerodrome to be used as regular place of landing and departure to all persons on equal terms and conditions for operation by aircraft requiring specifications of runway and associated facilities equal to or less than those indicated in the aerodrome Manual, subject to the conditions as contained in schedule-I and for a period as shown in Schedule-II hereto.

The license is liable to be suspended/ modified/ withdrawn/ and/or any limitations or conditions may be imposed, if any violation of the provisions of the Aircraft Act 1934, Aircraft Rules 1937, or any orders/ directions/ requirements issued under the said Act, rules or of the limitations or conditions as in schedule-I are observed.

This Aerodrome License is not transferable.

(SEAL)

Date of issue:  
 Place: **DIRECTOR GENERAL OF CIVIL AVIATION**



## 7. SPECIFIC SOFTWARE FEATURES

FEATURE ID	VII. SPECIFIC SOFTWARE FEATURES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	CROSS REFERENCE SECTION (IF ANY)
AS6 / SF1	INAPPROPRIATELY FILLED FIELDS TO PROVIDE POP UP IMMEDIATELY, PROVIDING HYPERLINK TO USER GUIDE IF SELECTED NOT AFTER REACHING THE END OF THE PAGE.	
AS6/ SF2	WORKING DAY TO BE CALCULATED AS MONDAY – FRIDAY	
AS6 / SF3	DATA FIELD WILL VALIDATE OR AUTO POPULATED FORM MASTER DATABASE.	



## 8. GENERAL COMMENTS

COMMENT ID	GENERAL COMMENTS
GC 1	
GC 2	



## 9. APPENDIX

### 9.1. IMPORTANT CHECKLIST DOCUMENTS

1.	CAR COMPLIANCE CHECKLIST	UPLOAD	M	ATTACHMENTS	YES
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10. REVIEW HISTORY

DATE	REVIEWED BY	SECTION NUMBER	REVIEW FEEDBACK	ACTION TAKEN