

Procedures for General Aviation (GA) Aircraft Movements

- a. Non-scheduled flights except for Military Aircraft are required to obtain Delhi Arrival Clearance Number (DACN) for arrivals or Delhi Departure Clearance Number (DDCN) for departures from IGI Airport, New Delhi.
- b. GA Aircraft Operators, are required to apply for DACN/DDCN clearance as per annexure I to DIAL-AOCC at email - flight.data@gmrgroup.in along with a copy to dial.aocc@gmrgroup.in (Phone – 011 –61239111)
- c. DIAL AOCC will issue clearance in the form of DACN/ DDCN based on the availability for arrival / departure slot and parking space for itinerary as per the Airside Capacity Plan after receiving complete details mentioned in Annexure 'I'.
- d. DACN or DDCN can be applied maximum of three days prior to the actual date of arrival / departure for domestic flights and five days prior to arrival / departure for International flights but not later than three hours before the scheduled arrival/ departure by providing complete flight details as per the Annexure 'I'.
- e. The restriction and processing of requests three/ five days before can be relaxed in some of the specific cases.
- f. DACN or DDCN shall be quoted on the flight plan information in column number 18 (Other information).
- g. The request for DACN or DDCN by GA Flights are entertained only through the designated Authorized Service Providers.
- h. Airlines operating scheduled flights from IGI Airport can apply directly to AOCC for non-scheduled flights operated by them or through Slot planning department, which in turn will coordinate for DACN or DDCN number with AOCC, post NOC from DIAL revenue management department.
- i. Any revision to the filed itinerary shall require a fresh DACN/ DDCN clearance, in case delay is more than 30 minutes of time specified to DIAL AOCC while obtaining DACN/ DDCN. Any change in approved schedule will require to be notified immediately to DIAL AOCC by respective Authorized Service Providers engaged by GA Aircraft Operators as per Annexure I along with intimation for cancellation of earlier DACN/DDCN with reasons. All such requests for revision in schedule will be treated as a fresh request and DIAL reserves the right to refuse approval for such change in schedule depending on availability of slots.
- j. GA Operators cancelling the allocated DDCN/DACN without assigning any justified reason (like weather at destination/ origin) will be restricted to apply for DDCN/DACN up to 12 hrs. in advance for next 30 days.
- k. DIAL or AAI reserves the right to suggest alternate schedule for arrival/departure based on the runway traffic conditions or other restrictions / constraints at the time of movement. However in such cases there will be no requirement to file for fresh DACN / DDCN.

- l. Medical flights with category priority 1 and 2 i.e. Urgent and Priority as per DGCA CAR Section 8 – Aircraft Operations Series S Part VII, are subjected to priority clearance. However flight with routine patients are expected to adhere to normal process.
- m. DIAL reserves the right to refuse any parking request on account of unavailability of parking slots at IGIA or any other conditions laid down in policy.
- n. GA operators are advised to reduce parking of Aircraft at notified parking bays at IGI Airport.
- o. In some cases permission may be given only for landing subject to no parking slot at IGI Airport in case of shortage of bays at the time of movement. In such cases temporary parking of 2 hrs will be permitted.
- p. Aircraft Operator or its authorized service provider shall be responsible for ensuring mooring of aircraft at the earliest but definitely before leaving the aircraft parked at bay or disposal area at any point of time irrespective of weather conditions.
- q. Any complaints/ grievance can be referred to :
 - Airport-DutyManager@gmrgroup.in.
 - PGO-IGIA@gmrgroup.in
 - gmr@ethicshelpline.in

Annexure I

Delhi International Airport Ltd.

Requisition for Slot for movement of General Aviation Aircraft from IGI Airport, New Delhi

(To be furnished by Authorized Service Provider)

Flight Details	
1.	Operator
2.	Aircraft Registration number
3.	Type Of Aircraft
4.	MTOW
5.	Dimensions – Length / Wingspan (in meters only)
Arrival Flights	
6.	Point of Departure / Date / ETD in UTC only
7.	Arrival in Delhi / Date / ETA in UTC only
8.	No. of Crew with contact details
9.	No. of Passengers
10.	Purpose (Commercial or maintenance)
Departure Flights	
11.	Departure from Delhi / Date / ETD in UTC only
12.	Point of Destination / Date / ETA in UTC only
13.	Authorized Service Provider with telephone Number
Revised Schedule	
14.	Previous DDCN/ ADCN no.
15.	Reason for rescheduling
Other Details	
15.	Payment Cash / Credit
16.	Billing Address