



**GOVERNMENT OF INDIA  
CIVIL AVIATION DEPARTMENT  
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**AIR TRANSPORT CIRCULAR 10 OF 2009**

Subject: Procedure to be followed to mitigate flight delays

Civil Aviation Requirement Section 3, Series C, Part II and VIII stipulates that the operator shall get the flight schedules approved by DGCA at least 30 days in advance and operate services in accordance with the flight schedules so approved.

In order to ensure enforcement of the flight schedules, following procedure has been laid down for strict compliance of all concerned:

- a) Departure slots may be distributed evenly within an hour with not be more than five departure slots in 10 minutes and total of 30 per hour.
- b) Airlines shall file flight plan with scheduled time of departure as per approved schedule.
- c) Generally, the flight plan with scheduled time of departure other than approved slot shall not be accepted by ATC. For such cases, alternate slot will be allocated by ATC based on availability of vacant slots. At least four slots per hour may be kept to cater for non-scheduled/VIP/military operations.
- d) Aircraft shall contact Clearance Delivery Unit (CLD) for ATC clearance not more than 45 minutes prior to scheduled time of departure and not later than 15 minutes prior to scheduled time of departure.

- e) Aircraft shall contact Surface Movement Control (SMC) for pushback and start up at least 15 minutes prior to schedule time of departure.
- f) Approval for push back and start up shall be valid for five minutes only. Aircraft not adhering to pushback clearance will go back in the sequence. Subsequent clearance will be given based on available slot.
- g) Sequence of departures shall be decided by ATC based on the position and readiness of aircraft approaching the entry point of the runway.
- h) Aircraft shall complete all pre-departure checks and cabin procedures prior to entering the runway and start rolling as soon take-off clearance is issued by ATC.
- i) Airport operators shall prepare parking plan in such a way that no two aircraft having departure within 20 minutes are parked on the same block of parking bays.
- j) Airlines shall forward aircraft routing by 1800 hrs the previous day to Airport Operational Control Centre (AOCC) so that aircraft parkings are planned accordingly.
- k) In case of weather related or emergency related delays, Watch Supervisory Officer (WSO) shall be responsible for allocation of alternate slots.
- l) Airlines not adhering to the approved time slots shall be liable to lose the historicity in the next schedule.



(R.K. Maheshwari)  
Joint Director General of Civil Aviation

To:

All scheduled airlines/Airport Operators