



**भारतीय विमानपत्तन प्राधिकरण**  
**AIRPORTS AUTHORITY OF INDIA**  
**DIRECTORATE OF AIR TRAFFIC MANAGEMENT**  
**RAJIV GANDHI BHAWAN, NEW DELHI-110003**  
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# ATMC

## AIR TRAFFIC MANAGEMENT CIRCULAR NO. 03 of 2021

### NOTAM ISSUANCE BY THE REGIONAL AIS UNITS/NOTAM OFFICES

#### 1. Introduction:

- 1.1 **AIRAC** is an acronym (**A**eronautical **I**nformation **R**egulation **A**nd **C**ontrol) signifying a system aimed at advance notification, based on common effective dates, of circumstances that necessitate significant changes in operating practices.
- 1.2 The publication of Aeronautical Information in advance regarding new facilities/changes/withdrawal in existing facilities, etc., helps the aircraft operators in planning their movements in regard to type of aircraft, payload, schedule, passengers manifest, cargo, etc. Such changes are incorporated by the data providers for dispatching avionics packs to the airlines/pilots.
- 1.3 Para 6.2 of DGCA Civil Aviation Requirements, Section 9, Series I, Part I specifies circumstances the information of which shall be distributed under the regulated system (AIRAC), i.e. basing establishment, withdrawal or significant changes upon a series of common effective dates at intervals of 28 days, including 08 November 2018. The AIS Section, CHQ publishes every year a schedule of AIRAC effective dates, the last date of publication and the date by which information must be received by AIS Section for the given AIRAC effective date. The schedule is also displayed on the AIM website (<https://aim-India.aai.aero>).



- 1.4 Instructions regarding procedure to be followed for publication of new or changed aerodrome data have been circulated vide Operational Circular 04 of 2020.
- 1.5 NOTAM is a notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations. NOTAM is originated and issued promptly whenever the information to be distributed is of a temporary nature and of short duration or when operationally significant permanent changes or temporary changes of long duration are made at short notice, except for extensive text and/or graphics. The guidelines regarding circumstances which make it necessary to issue NOTAM are given in AIS Manual (ICAO DOC 8126).
- 1.6 The AIS Section of AAI at CHQ is responsible for publishing the permanent changes to the AIP through AIP Amendments/AIP Supplements and originating 'G' Series NOTAM.
- 2. Purpose:**
- 2.1 The purpose of this ATMC is to issue instructions and guidelines for the regional AIS Units/NOFs which need to be followed when originating NOTAM.
- 3. Scope:**
- 3.1 This ATMC is applicable to officials working in AIS Units and International NOTAM Offices at Chennai, Delhi, Kolkata and Mumbai Airports.
- 4. Procedures:**
- 4.1 Following guidelines are issued which shall be followed by the AIS Units/NOF Staff:
- 4.1.1 The commissioning/decommissioning of CNS facilities like VOR, DME, NDB, ILS, VHF, HF frequencies controlled by AAI shall only be notified by the CNS Directorate, CHQ through AIS Section, CHQ.



- 4.1.2 NOTAM pertaining to unserviceability/unavailability of AAI's Navigational and Surveillance aids shall be taken by the NOTAM Offices on intimation from CNS In-charge of the station. Predictable unavailability of CNS Services/ facilities due to pre-planned maintenance shall be taken under approval of GM (CNS)/GM (CNS-Region) as applicable, with prior consensus of appropriate ATS units for necessary actions in respect of ATM Procedures.
- 4.1.3 The notification in respect of OPS infrastructure, e.g. apron, RWY, TWY, etc., at AAI airports, which are of permanent or longer duration in nature shall be originated by the Airport Directors of concerned airports in accordance with the OPS Circular 04 of 2020.
- 4.1.4 The AIS Section, CHQ has executed Service Level Agreements (SLAs) with some of the non-AAI airport operators. The origination of aeronautical data/information in respect of such airports will be in accordance with respective SLAs.
- 4.1.5 For other private airports, airports of State Governments and airports falling under regional connectivity scheme the temporary NOTAM shall be taken with the approval of GM (ATM-Region) of respective region. For publication of information of longer duration/permanent in nature such airport operator should be advised to contact AIS Section, CHQ.
- 4.1.6 The other NOTAM which are of temporary nature and of short duration or when operationally significant permanent changes or temporary changes of long duration are made at short notice, except for extensive text and/or graphics, in respect of AAI airports, shall be taken under approval from GM (ATM)/GM (ATM - Region) as applicable.
- 4.1.6.1 When RCR (Runway Condition Report) is required to be disseminated through SNOWTAM it shall not be delayed. Taking prior approval from GM (ATM)/GM (ATM-Region) before issuing SNOWTAM may lead to delay in issuing SNOWTAM. To avoid such delay, SNOWTAM may be issued by the senior most ATM officer on duty. Thereafter GM (ATM)/GM (ATM-Region) may be coordinated for post facto approval.



- 4.1.7 The procedures related to approval of Temporary Airspace Activities are covered by ATMC 02 of 2019.
- 4.1.8.1 The Indian Air Force, being the controlling authority for IAF airfields, originates the NOTAM in respect of such airfields through 'A', 'C' and 'D' Series NOTAM. The NOTAM issued in 'D' series have restricted distribution and are intended to serve the IAF requirements. The information in respect of IAF controlled Joint Users airfields the NOTAM are issued by IAF through A/C series (as applicable).
- 4.1.8.2 The GMs (ATM-Region) are the Nodal Points for facilitating NOTAM origination process for IAF controlled airfields.
- 4.1.9 A NOTAM containing permanent information or temporary information of long duration shall carry appropriate AIP or AIP Supplement references.
- 4.1.10 Each NOTAM shall deal with only one subject and one condition of the subject.

**5. Queries:**

- 5.1 Any queries or further guidance required on the contents of this ATMC should be addressed to:

Executive Director [ATM]  
Airports Authority of India  
Rajiv Gandhi Bhawan  
Safdarjung Airport, New Delhi-110003  
E-mail: [edatm@aai.aero](mailto:edatm@aai.aero)

**6. Cancellation:**

- 6.1 This ATM Circular cancels ATM Circular 04 of 2020

**7. Validity:**

This ATMC shall remain in force until further notice.

**(KALYAN CHOUDHURY)**  
**EXECUTIVE DIRECTOR [ATM]**  
**AIRPORTS AUTHORITY OF INDIA**