



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
DIRECTORATE OF AIR TRAFFIC MANAGEMENT
RAJIV GANDHI BHAWAN, NEW DELHI-110003
[File No. AAI/ATM/SQMS/31-16/2012]

Doc. Id: ED/ATM/2012/311601/ATMC/PROC

ATMC

AIR TRAFFIC MANAGEMENT CIRCULAR NO. 1 of 2012

Check List of ATMCs & DARA CIRCULARS

1. Introduction

- 1.1 Document Management Manual of ATM Directorate requires issuance of a checklist of all controlled documents. ATMC and DARA Circulars being controlled documents, a checklist of these documents are being issued.

2. Purpose

- 2.1 Purpose of this ATMC is to issue a year wise checklist of all current Air Traffic Management Circulars (ATMC) and DARA Circulars.

3. Scope

- 3.1 This ATMC is addressed to all users of ATMC and DARA Circulars posted at AAI CHQ and other AAI airports, ATC centres, ATC units and civil enclaves.

4. Check List of Current ATMCs / DARA Circulars

- 4.1 A year wise list of current ATMCs and DARA Circulars are as appended below for information, guidance and necessary action.

List of 18 Current ATMCs

List	Subject	Document Identification
ATMC 1 of 2009	Introduction of ATMC in place of ATMIC	ED/ATM/2010/311601/ATMC/CLST
ATMC 2 of 2009	SSR identification procedure & Mode C Accuracy Verification	ED/ATM/2010/311602/PROC/RADR
ATMC 3 of 2009	Reporting & investigation of Air Traffic incidents	ED/ATM/2010/311603/PROC/INCD
ATMC 4 of 2009	ATC communication procedures for blocked & simultaneous transmissions	ED/ATM/2010/311604/PROC/COMM



Check List of ATMCs & DARA CIRCULARS

ATMC 3 of 2010	Supply of ICAO documents & documents to be kept in ATS units	ED/ATM/2010/090601/PROC/AIMC
ATMC 4 of 2010	Procedure for issue of NOC (No Objection Certificate)	ED/ATM/2010/200121/PROC/ATMC
ATMC 5 of 2010	Performance & Proficiency Assessment of Air Traffic Controller	ED/ATM/2010/313202/ATMC/PROF
ATMC 2 of 2011	ASMGCS/ SMR Training and Rating	ED/ATM/2011/301221/ATMC/RATG
ATMC 3 of 2011	Selection, Duties and Responsibilities of Jt. GM/DGM (SQMS) & (Training)	ED/ATM/2011/291701/PROC/ATMC
ATMC 4 of 2011	Handling of Traffic on Reciprocal Track	ED/ATM/2011/311601/ATMC/PROC
ATMC 5 of 2011	Procedure for opening, closing and extension of ATC watch	ED/ATM/2011/230101/ATMC/PROC
ATMC 6 of 2011	Reporting of Runway Surface Conditions including Aquaplaning/Hydroplaning	ED/ATM/2011/213301/ATMC/PROC
ATMC 7 of 2011	Stress / Fatigue Mitigation of ATCOs - Rest & Relief	ED/ATM/2011/2916601/ATMC/PROC
ATMC 8 of 2011	Guidance on A380, B747-8 & B787 Wake Turbulence Separation Minima	ED/ATM/2011/311602/ATMC/PROC
ATMC 9 of 2011	Transmissions to aircraft during landing roll	ED/ATM/2011/311603/ATMC/PROC
ATMC 10 of 2011	Call Sign Confusion	ED/ATM/2011/311604/ATMC/PROC
ATMC 11 of 2011	Phraseology for Instrument Approaches Procedure originating from same Radio Nav Aid in case of duplicate procedures for the same runway	ED/ATM/2011/311605/ATMC/PROC
ATMC 12 of 2011	ATS Inter-facility Data link Communication	ED/ATM/2011/311606/ATMC/PROC

List of 11 Current DARA Circulars

DARA Cir. No. & Year of issue	Subject	Document Identification
01/1977	Duties of ATC Supervisors	ED/ATM/2010/311606/HRDM/ASUP
09/1978	Procedure to be followed when dealing with emergencies arising out of Hijacking and other terrorists threats to civil Aviation	ED/ATM/2010/311610/PROC/HIJK
16/1978	Issue / Update of procedure of Fire / Aircraft Accident	ED/ATM/2010/311612/PROC/FIRE



Check List of ATMCs & DARA CIRCULARS

01/1979	Prompt conveyance of information regarding any Mishap/ Accident involving high dignitaries during their journeys within the country & abroad	ED/ATM/2010/311613/VVIP/INFO
02/1984	Tethered and free balloon flights	ED/ATM/2010/311620/AOPS/BALN
06/1993	Action by Air Traffic Control in r/o Aerodrome Operating Minima	ED/ATM/2010/311630/PROC/AOPM
03/1994	Periodic Radar duties	ED/ATM/2010/311632/TRRC/RADR
10/1999	Procedural ratings-OJT and examination	ED/ATM/2010/311651/TRRC/RATG
04/2005	Radar training and rating	ED/ATM/2010/311668/TRRC/RATG
03/2006	ADS/CPDLC training and rating	ED/ATM/2010/311669/TRRC/ADSC
03/2008	Selection, Duties, & Responsibilities of On The-Job Training- Instructors (OJTI)	ED/ATM/2010/311674/TRRC/OJTI

4.2 Following 57 DARA Circulars are hereby cancelled as they have been included in MATS Part 1 or issued as ATM Circular, OPS Circular or became obsolete.

List of 57 Cancelled DARA Circulars

DARA Cir. No. & Year of issue	Subject	Remarks
09/1969	Varey Pistol Cartridges	Cancelled through a letter by ED(ATM)
15/1977	Bird Nuisances at Aerodromes	OPS Circular 3/1998 issued
05/1978	Procedures relating to Arrival and Departure of aircraft	Obsolete
11/ 1978	Entry to Air Traffic Control Units	Included in MATS1 Para 3.14
04/1980	Procedure for information of aircraft accident by Duty FIC officer	Obsolete
07/1980	Courtesies, to be shown to the dignitaries visiting states and Union territories	Covered by OPS Circular.
09/1980	Maintenance of cleanliness at Airports	Covered by OPS Circular.
04/1981	Constitution of Airfield environment management committee to check bird strike hazard near airfields	OPS Circular 3/2011 issued
05/1981	Birds hazards at Aerodromes	OPS Circular 3/2011 issued
08/1983	Extension of watch beyond normal watch hours	ATMC 5/2011 issued
08/1983	Extension of watch beyond normal watch hours	Obsolete - Procedure changed
02/1986	Marking of guidelines and parking bays	OPS Circular 4/2011 issued
05/1986	Alertness and initiative by ATCOs	It was temporary in nature



Check List of ATMCs & DARA CIRCULARS

02/1987	Flag code- India	GOI instructions are there.
03/1987	Obstacle, restriction & removals, Lighting and Marking	Covered in DGCA CAR and Annex 11.
01/1991	Procedure for inspecting Runways, Taxiways, Aprons and fencing & sweeping of operational area	OPS Circular 5/2011 issued
03/1992	List of dignitaries / VIPs who are entitled to use the reserved lounges at the Aerodromes of the AAI (NAD)	OPS Circular 3/2008 issued
01/1993	Duties and responsibilities of Deputy Director of (Std & procedure), Deputy Director (Search & Rescue) and Deputy Director (Trg.)	ATMC 3 of 2011 issued regarding duties and responsibilities of Jt. GM /DGM SQMS and Training.
03/1993	Installation and Commissioning of VASI/PAPI	Responsibility of Engineering Deptt.
04/1993	Airfield Environment Management Committee	OPS Circular 3/2011 issued
01/1994	Responsibility for ensuring compliance with procedure relating to obstacle assessment etc. at AAI (NAD) Aerodrome	covered in SO 84 (E).
05/1994	Exercise of due care in processing Flight Plans	Included in MATS1 Para 4.16
01/1996	Operating procedure for Non- Schedule International Aircrafts / Suspicious Aircrafts forced to land	Included in MATS1 Para 16.7
03/1996	Reporting of Air Traffic Incidents-Preliminary Investigation	Cancelled vide ATMC 3 of 2009
04/1996	Withdrawal of ATCO involved in aircraft accident	Cancelled vide ATMC 3 of 2009
05/1996	Applications of Reduced Longitudinal Separation Minima	Obsolete.
06/1996	Use of Reciprocal Runway	Included in MATS1 Para 8.20.6
02/1997	ATC Watch taking over procedure	Included in MATS1 Para 3.15
03/1997	Airborne Collision Avoidance System (ACAS)	Covered in MATS1 and DGCA CAR.
06/1997	Establishment of permanent Markers at thresholds and at physical extremities of runway	OPS Circular 6/2011 issued
04/1997	Objectives of SSR code allotment plan	Contents exist in MATS 1
02/1998	Crossing of Runways and Taxiways	Included in MATS1 7.6.3.1.4
02/1999	Operating procedure for Aerodrome Surface Detection Equipment	Included in MATS1 Para 8.21.2
04/1999	Approach Monitor Aid in Control Tower	Included in MATS 1 Para 8.21.1



Check List of ATMCs & DARA CIRCULARS

05/1999	Radio Telephony (R/T) Congestion	Repetition of contents
06/1999	Start-up Procedures-Departure Sequence	Included in MATS 1 Para 7.9.1
07/1999	Station level refresher training for Air Traffic Controllers	Included in MATS1 Para 3.11
08/1999	Rating for Air Traffic Control officers	Included in MATS1 Para 3.10
11/1999	Radar Services	Included in MATS 1 Para 8.23
02/2000	Minimum Safe Altitude Warning (MSAW) System	Included in MATS1 Para 15.7.4
03/2001	Speed Control in the Provision of Radar services	Included in MATS1 Para 4.12
04/2002	The Flight Progress Strip Markings	Included in MATS 1 Appendix
02/2003	Operations of Runways Lights during VVIP movements	Included in SOPs for VVIP
04/2003	Maintenance of ATS Unit Log Book	Included in MATS1 Para 3.12
05/2003	Procedure for dealing with Temporary Hazard on Runway Strip	OPS Circular 7/2011 issued
06/2003	Use of Proper Phraseologies & Correct Radio Telephony Procedure by ATC officers	Included in MATS1 Chapter 12
07/2003	Maintenance and Up keep of Runway and Taxiway Strips and RWY End Safety Areas (RESA) and other parts/Operational Areas at Aerodromes	OPS Circular 8/2011 issued
02/2004	Retention of operational documents period thereof-Method of Destruction	MATS1 Para 3.13
03/2004	Control of traffic on Taxiway leading to Apron	OPS Circular 9/2011 issued
6/2004	Phraseologies associated with SSR identification procedures and mode "C" accuracy verification	ATMC 2/ 2009 was issued
07/2004	Operation of Non - Schedule flights	Included in MATS1 Para 16.6
08/2004	Display of ground Signals/Markings at Aerodromes	OPS Circular 10/2011 issued
09/2004	Establishment, Maintenance and upkeep of the Aerodrome Reference Point	OPS Circular 11/2011 issued
02/2005	Medical fitness of Air Traffic Controllers	Included in MATS1 Para 3.8
04/2006	Use of Phraseologies other than standard Phraseologies and correct monitoring of read back	Included in MATS1 Chapter 12
06/2006	Runway Surface friction characteristics of wet Paved Runways	OPS Circular 12/2011 issued



Check List of ATMCs & DARA CIRCULARS

02/2007	Visual Approach	Included in MATS 1 Para 6.4.2
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5. Validity

- 5.1 This ATMC will remain in force until 31-12-1013 and ATMC 1 of 2011 is hereby cancelled.

(VIJAYINDER K. DUTTA)

**EXECUTIVE DIRECTOR [ATM]
AIRPORTS AUTHORITY OF INDIA**