

**U.T. ADMINISTRATION OF
DADRA & NAGAR HAVELI AND DAMAN & DIU,
CIVIL AVIATION DEPARTMENT,
6th FLOOR, MULTI OFFICE COMPLEX,
MOTI DAMAN - 396 220.
E-mail id: ds-cad-dd@daman.nic.in**

No. DSA/CA/DD/2018-19/20

Dated: -10/02/2022

C I R C U L A R

Whereas, in reference to applications being received from various entities to the Civil Aviation Department, UT Administration of Dadra & Nagar Haveli and Daman & Diu, seeking permission for landing, take-off, etc. of Helicopters at Daman Helipad, located inside Police Headquarters premises, **it is hereby informed that request for Helicopter landing, take-off etc. is to be submitted to the Department of Civil Aviation on or before 07 days from the date of scheduled landing/take-off flying permission.** The charges for landing, take-off etc. has to be paid to the department in advance, i.e., before or on the date of the flying.

It is further to bring to the notice that no urgent request will be processed by the department in normal circumstances unless and until the request is sought within 7 days from date of landing, take-off etc. However, in very emergent situation, where request is received in less than 7 days' time period, the applicant shall also submit the reasons of the urgency and accordingly the request will be processed by the department. However, the department reserves the right of granting or non-granting of the permission, and upon the merit of the case.

The following general information may also be kindly noted:

- 1) The regular flying operation of Pawan Hans Limited helicopter is at around 14:10-14:40 HRS from Daman to Diu and back at around 16:10 to 16:30 HRS, and therefore, the applicants shall accordingly plan and apply for the permission for landing, take-off etc. to avoid clashing of same timings.
- 2) All necessary arrangements for landing, take-off, re-fuelling, ATC permission, co-ordination with ATC etc. is the sole responsibility of the concerned applicant/operator. The Civil Aviation Department, DNH & DD will not be responsible for any arrangements.

- 3) The helicopter operator shall adhere to timings, requested for landing, take-off etc.
- 4) It may also be noted that, in case of any cancellation, after permission is granted, the applicant/operator has to immediately inform the Department of the same.
- 5) In case of confirmed flying, the applicant/operator shall **submit a copy of the flight manifest to the department on each flying**, failing which permission in future is liable to be rejected.


10/2/2022

(Pranjal J. Hazarika)
Joint Secretary (Civil Aviation),
Dadra & Nagar Haveli
and Daman & Diu.

To,

- 1) The SIO, NIC, DNH & DD with a request to upload the circular in the official website of the UT Administration.
- 2) Notice Board.