

**Ministry of Civil Aviation
Domestic Transport (DT) Section**

STANDARD PROCEDURE FOR ISSUING SECURITY CLEARANCE

- a. Operators apply in e-sahaj portal for security clearance for issuance of NOC/AOP for scheduled/Non-scheduled operations. Operators also upload all the requisite documents while applying on e-sahaj portal.
- b. Domestic Transport (DT) section, MoCA downloads the application through e-sahaj portal. Documents furnished by operators are examined by DT Section. After being satisfied, file is put up (normally upto Dir/US level) for forwarding the proposal to MHA for security clearance. *[To be completed within 7 days from application of the Operator(s) on e-sahaj portal]*
- c. After approval, the signed letter, addressed to MHA, is uploaded on e-sahaj portal. *(To be completed within 1 day from approval from Dir/US)*
- d. MHA processes the case at its level and furnish the inputs on security clearance to this Ministry (through physical letter).
- e. After receiving security clearance from MHA, the file is again being put up for approval of competent authority (i.e Director/Joint Secretary/Secretary as per the inputs received from MHA) before forwarding the same to the operator (through physical mode) with copies to DGCA/BCAS. *[To be completed within 7 days from the receipt of inputs from MHA].*