2020

User Guide for NOCAS.

Airports Authority of India

Contents

1   User Login

Fig 1(Main window with Login Section)
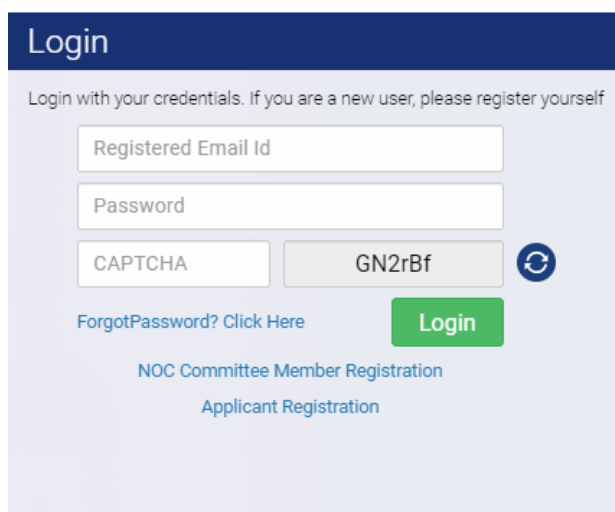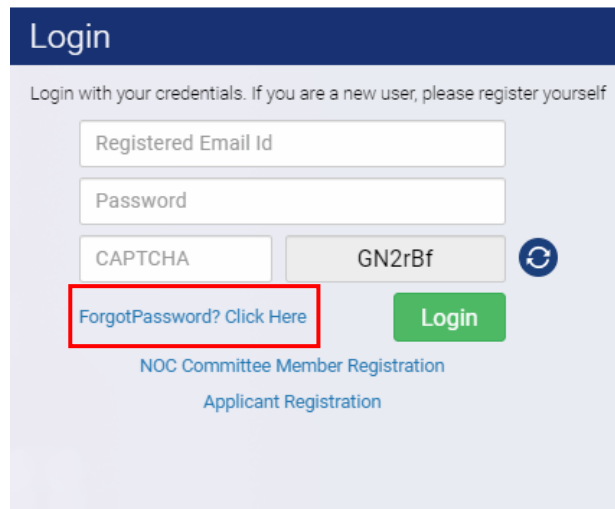
Fig 2(Log IN Section)
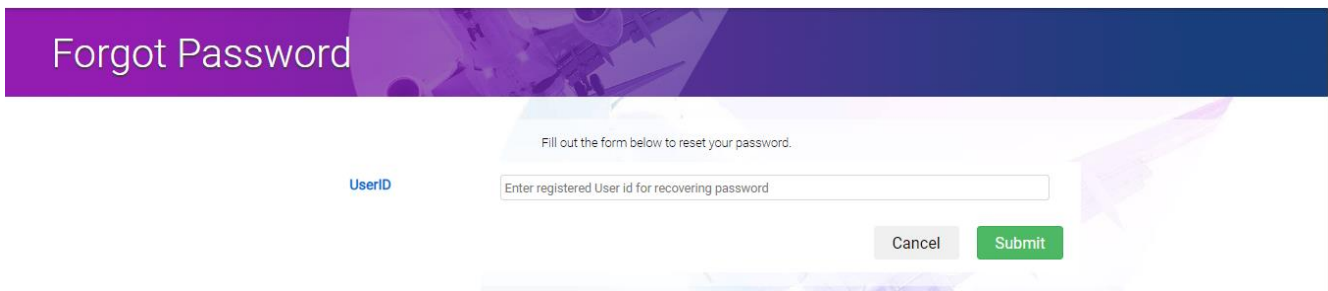
1. User moves to Login section on the Home page of NOCAS II application.
2. User Enters 'User Name'
3. User Enters the 'Password'
4. User enters the 'Captcha'
5. User can change the 'Captcha' using 'Captcha'() Button
6. User Clicks the Submit Button and reaches to the corresponding page as per entered user credential or gets the error message if any entry is not correct.

2 Forget Password

Fig 3(Log in Section with 'Forget Password' link)
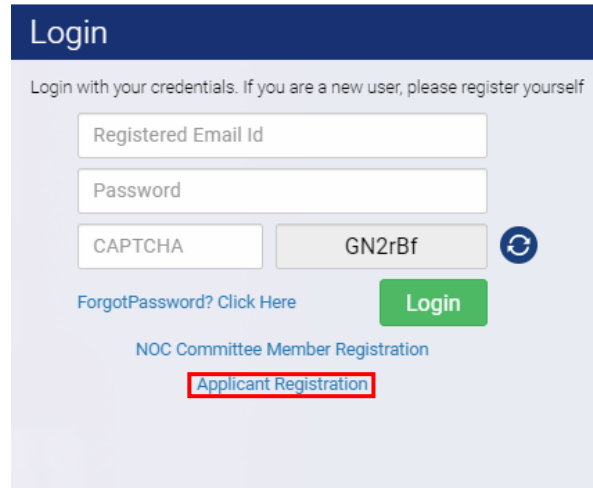
Fig 4('Forget Password' window after clicking the link)

1. User moves to Login section on the Home page of NOCAS application.
2. User clicks the 'Forget Password' link present in the Login section.
3. User enters the User ID/Email ID and clicks the 'Submit' button.
4. User clicks the 'Submit' button and password will be sent to corresponding Email ID.

3 User Registration

Fig 5(Log in Section with 'Applicant Registration' link)

Fig 6(Registration Page)

Communication Address* ⓘ   Enter your address

Street* ⓘ   Enter street name

State *   [Select state] ▾

City *   [Select city] ▾

Pincode* ⓘ   Enter pincode

Mobile No.* ⓘ   Enter mobile no

Unique Identity *   PAN CARD ▾

ID Number* ⓘ   Enter unique number

Email ID* ⓘ   Enter email id
Verification link will be send to this email id

Upload IdentityProof File*
Maximum size allowed is 200 KB

Choose File No file chosen
Image preview

Upload

1. I, hereby, confirm that I am the bonafide user of the NOCAS online NOC Application System. I am aware that only owners/lessee of the land area/ plot /site or their authorized representative can file the online NOC application for height clearance.
2. The data provided above is correct to my best knowledge and belief.
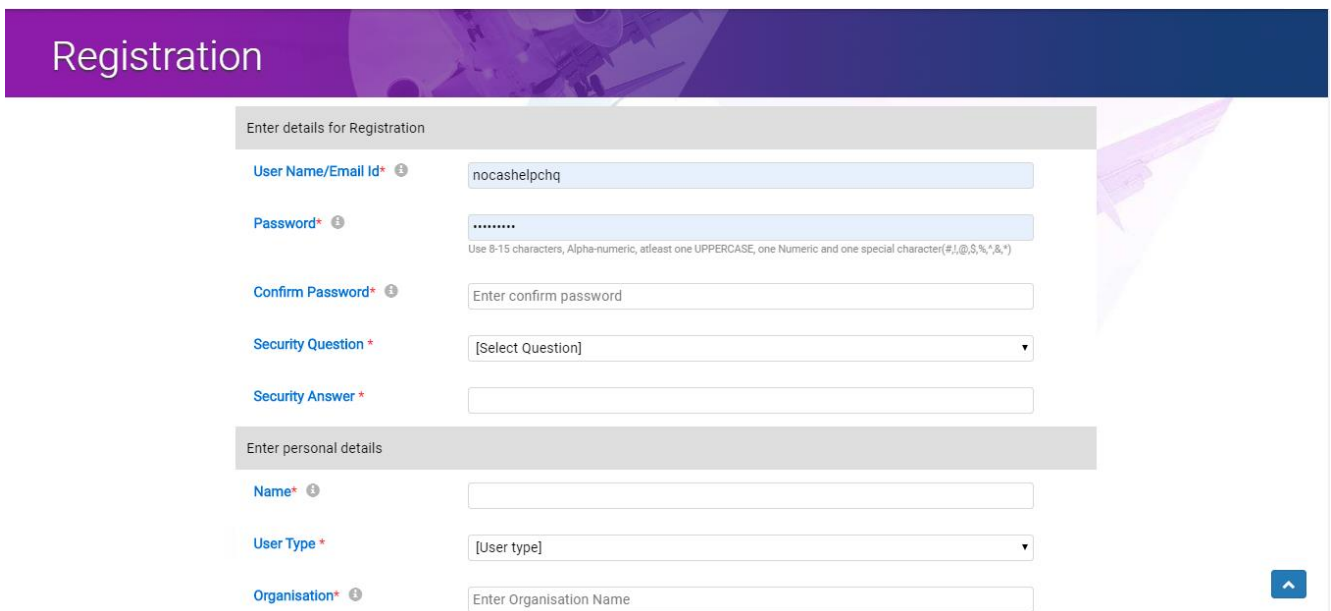3. AAI does not seek any confidential data. The data/ information provided by you may be used by AAI and also may be made public as per the requirements.
4. I am fully aware of the purpose of the website and promise to use the online application forms and other contents for the specific purpose only.
5. The AAI makes no claims, promises, or guarantees about the accuracy, verification of the set-up of user accounts, completeness, or adequacy of the contents of this website and expressly disclaims liability for errors and omissions in the contents of this website.
6. I agree to receive SMS on my Registered Mobile Number related to my Registration and NOC Application.

☐ I agree to the above Terms and conditions

Reset   Register

Fig 7('User Registration' Window)

1. User moves to Login section on the Home page of NOCAS application.
2. User clicks the 'Applicant Registration' link present in the Login section
3. After clicking the Link, it opens the User/Applicant Registration page.
4. User/Applicant Registration page will have two sections, 'Registration Details' and 'Personal Details'. User first enters the details in 'Registration Details' section and then in 'Personal Details' section.

5. User should note that red star (*) symbol with the all fields means it is mandatory to fill.
6. User enters the User ID/Email ID.
7. User enters the 'Password' as per message given below.
8. User repeats the password in 'Confirm Password'.
9. User selects the question from 'Security Questions' dropdown box.
10. User enters the answer in 'Security Answer' text box.
11. User Enters the its name in the 'Name' text box
12. User selects the type of user from 'User Type' dropdown box.
13. User enters the name of organization in the 'Organization' text box.
14. User enters the mailing address in the 'Communication Address' text box
15. User enters the text in the 'Street' text box.
16. User selects the name of state from the 'State' dropdown box.
17. User selects the name of city from the 'City' dropdown box.
18. User enters the numeric data in the 'Pin code' text box.
19. User enters the numeric data in the 'Mobile No' text box.
20. User selects the name of Identity card from the 'Unique Identity' dropdown box.
21. User enters the corresponding Identity no in the 'ID Number' text box.
22. 'Email ID' text box will be read only and it will have the same data as entered by the user in 'User ID/Email ID' text box in registration detail section.
23. User clicks the check box related to the acceptance of Terms and conditions.
24. User can see the terms and condition on clicking the corresponding link in red color.
25. User clicks the 'Register' button and user gets a confirmation message about getting registered and also an activation mail on the user given Mail ID.

4 Apply NOC

1. User should Login.
2. User clicks the 'Apply NOC' link present in the side menu bar in the left and it opens the NOC Application page having four sections (Structure Type, NOC Applicant Details, Site Details and Structure Details).
3. User should note that red star (*) symbol with the all fields means it is mandatory to fill.
4. User selects the type of Structure from the 'Type of Structure i.e House, Factory, Chimney etc.' dropdown box.
5. User selects the Structure category from the 'Nature of Construction' dropdown box.
6. User enters the owner's name in the 'Name of Owner' text box.
7. User enters the owner's address in the 'Address of Owner' text box.
8. User enters the applicant's name in the 'Name of Applicant' text box.
9. User enters the mailing Address in the 'Address of Communication' text box.
10. User enters the numeric value in the 'Mobile no' text box.
11. User enters email ID in the 'E Mail ID' text box.
12. User enters site details in the 'Site Description- Site Name & No, Plot No.' text box
13. User enters the area in the 'Size of Plots(sq. meters)' text box
14. User selects state from 'State' dropdown box.
15. User selects city from 'City' dropdown box.
16. User enters area name in the 'Area Name – Taluk/Village/Town Name' text box
17. User enters structure details in 'Latitude (N)', 'Longitude (E)', 'Site Elevation (AMSL) (mtr)' and 'Building Height (AGL) (mtr)' box correspondingly.
18. User can add more points for structure details clicking the 'Add More' button.
19. Once User finishes entering the Structure details, user can complete this task by clicking 'Finish' button.
20. User can click the 'Confirm on Map' button to see the points of Structure details on the map for its confirmation. Clicking 'Confirm on Map' button opens the map window with all mentioned points and Navigation tool.
21. After confirmation, User will select the YES/NO radio button as per the given query.
22. User clicks the 'Upload Documents' button to upload the document. It opens a new window from where user will be able to upload the document.
23. User Clicks the 'Save' button and confirmation message will be displayed.
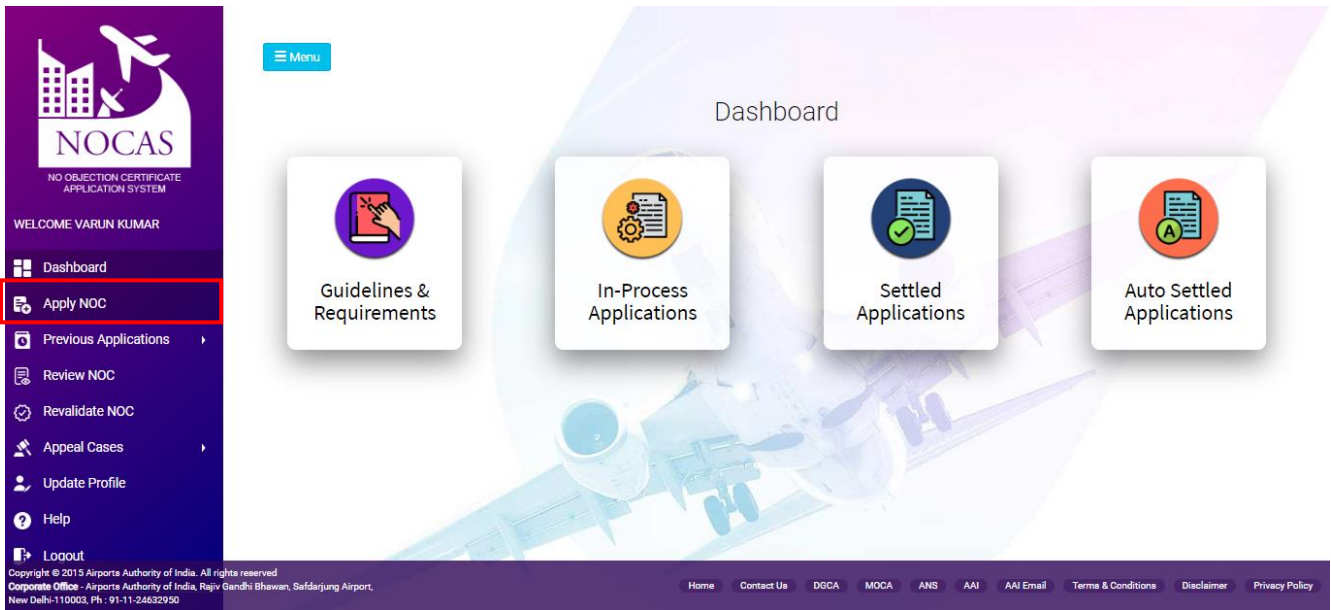
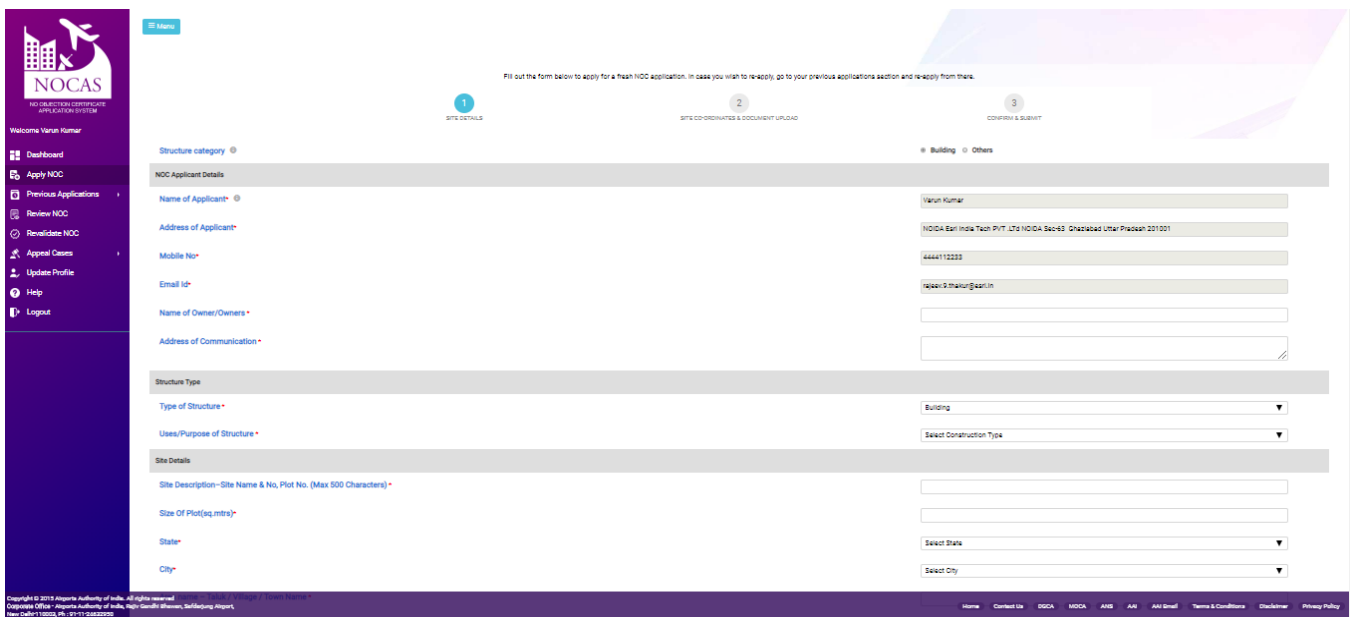Fig 8(Logged in page of Applicant with 'Apply NOC' link)

Fig 9(NOC Application page)

Fig 10(Coordinates Page)

File size should be less than and equal to 500 KB and pdf only

Site Coordinates Certificate (WGS84 datum)/Site Elevation Certificate*   Choose File | No file chosen   Upload

Undertaking on Form 1A/Authorization Letter (In case application is not file by Owner/Lessee)*   Choose File | No file chosen   Upload

Fig 11(Document Upload Page)

5 Statistic Information

Statistics Information
(Since 1st April 2019)

Following information can be accessed by anyone without logging-in to the system. Its for use by the general public, authorities & local bodies.

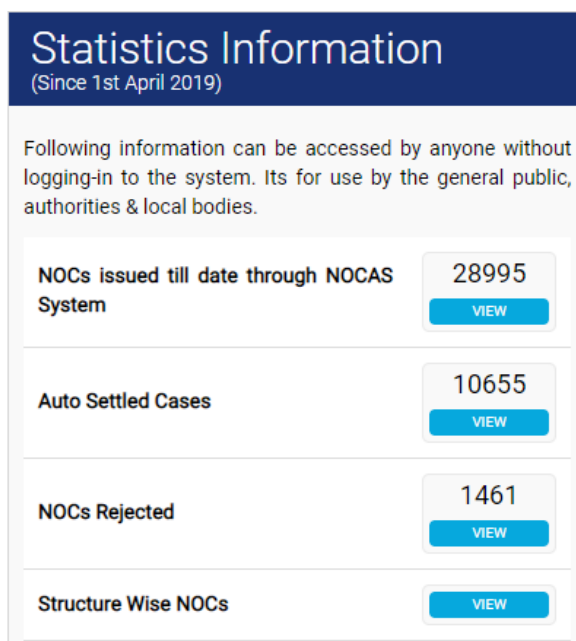|	
NOCs issued till date through NOCAS System	28995 VIEW
Auto Settled Cases	10655 VIEW
NOCs Rejected	1461 VIEW
Structure Wise NOCs	VIEW

Fig 12(Statistics Information)

This area show relevant details of NOCAS Applications.
1. View Issued Cases
2. View Autosettled Cases
3. View Rejected Applications.
4. Structure Wise NOCs.

6 View Auto Settled Cases
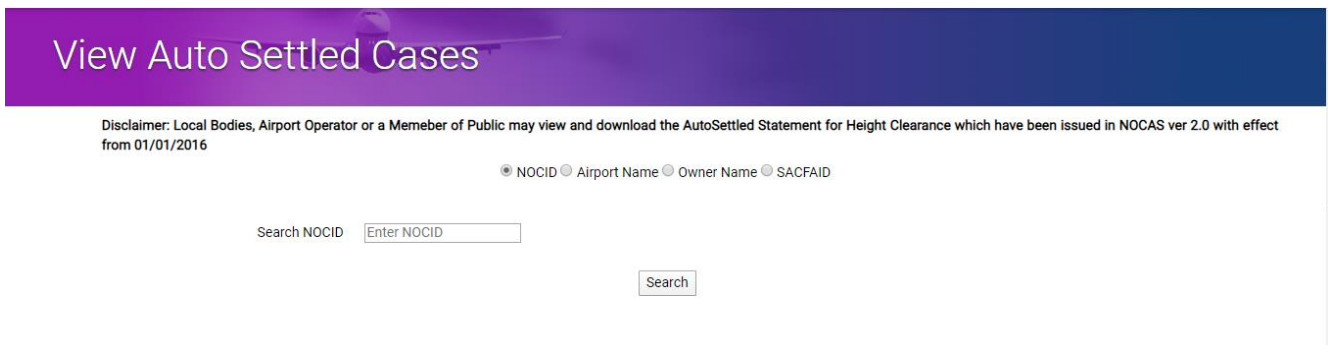
Fig 13(View Auto Settled link window)

1. User moves to 'Auto Settled' Section and clicks the 'View Auto Settled' link. It opens the corresponding 'NOCAS REPORT' page.
2. User selects the date for 'From Date' using date Picker.
3. User Selects the date for 'To Date' using date Picker..
4. User selects the option from 'Select Option' dropdown box.
5. User selects the NOC Type from 'NOC Type' dropdown box.
6. User selects the status from 'NOC Status' dropdown box.
7. User clicks the 'Search' button and it displays the result in result grid as per query with option of 'Export to Excel' and in case of more data to go to next page of result.
8. User can export the whole result in the excel sheet by clicking the 'Export to Excel' button and can save the result at its desired physical Location.

Fig 14(View Auto Settled Result with 'Export to Excel' button)

7 View Issued NOC

View Issued Cases

Disclaimer: Local Bodies, Airport Operator or a Member of Public may view and download the NOCs Statement for Height Clearance which have been issued in NOCAS ver 2.0 with effect from 01/01/2016

○ NOCID ○ Airport Name ○ Owner Name ○ SACFAID

Search NOCID [Enter NOCID]

[Search]

Fig 15(View Issued NOC link window)

1. User moves to 'View Issued NOC' Section and clicks the 'View Issued NOCs' link. It opens the corresponding 'NOCAS REPORT' page.
2. User selects the date for 'From Date' using date Picker.
3. User Selects the date for 'To Date' using date Picker..
4. User selects the option from 'Select Option' dropdown box.
5. User selects the NOC Type from 'NOC Type' dropdown box.
6. User selects the status from 'NOC Status' dropdown box.
7. User clicks the 'Search' button and it displays the result in result grid as per query with option of 'Export to Excel' and in case of more data to go to next page of result.
8. User can export the whole result in the excel sheet by clicking the 'Export to Excel' button and can save the result at its desired physical Location.
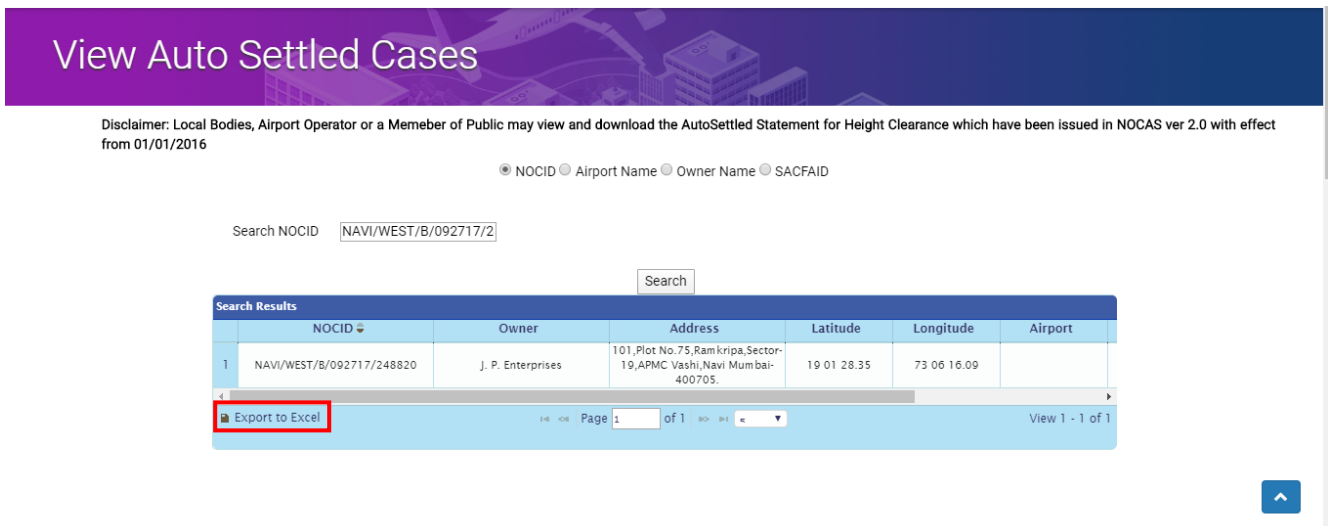
View Issued Cases

Disclaimer: Local Bodies, Airport Operator or a Member of Public may view and download the NOCs Statement for Height Clearance which have been issued in NOCAS ver 2.0 with effect from 01/01/2016

○ NOCID ○ Airport Name ○ Owner Name ○ SACFAID

Search NOCID [PALM/NORTH/B/092717]

Total Search Result: 1

[Search]

Search Results

	NOCID ⬍	Owner	Addres	Latitude	Longitude
1	PALM/NORTH/B/092717/248812	SH. VINOD NANDA	PLOT NO.-178, BLOCK-B, SECTOR-8, DWARKA, NEW DELHI-110077	28 34 18.84	77 04 41.79

Export to Excel | ⏮ ◀ Page 1 of 1 ▶ ⏭ « ▼ | View 1 - 1 of 1

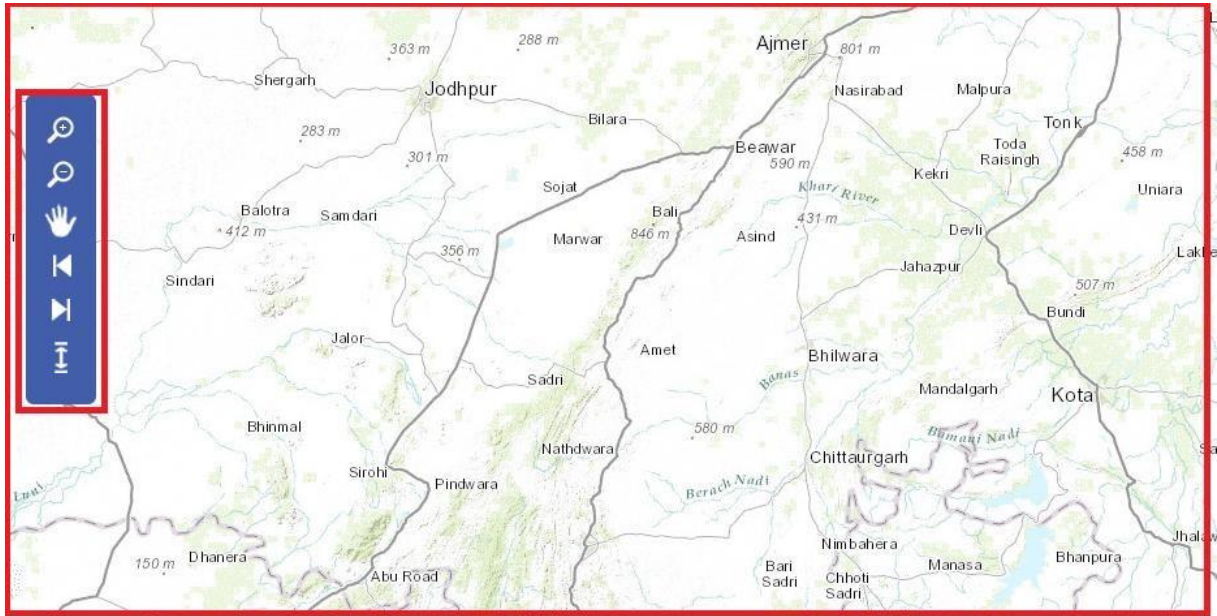Fig 16(View Issued NOC Result with 'Export to Excel' button)

8 MAP

Fig 17(Map Window with Navigation Tool bar for Applicant)

8.1 Zoom IN

Fig 18(Zoom IN tool present in Tool bar)

User clicks "Zoom In" tool and clicks once on the map on a desired location OR draws a rubber band rectangle in the map viewer.

8.2 Zoom OUT

Fig 19(Zoom Out tool present in Tool bar)

User clicks "Zoom Out" tool and clicks once on the map on a desired location or draws a rubber band rectangle in the map area.

8.3 Pan

Fig 20(Pan Tool present in Tool bar)

User clicks the "Pan" tool and drags the map area to any desired direction.

8.4 Previous Extent

Fig 21(Previous Extent Tool present in Tool bar)

User clicks on the "Previous Extent" button to go back to previous extent.

8.5 Next Extent

Fig 22(Next Extent Tool present in Tool bar)

User clicks on the "Next Extent" button to go back to Next extent.

9 Check Approximate Top Elevation

Fig 23(Check Approximate Top Elevation present in Tool bar)

Fig 24(Check Approximate Top elevation window)

1. User clicks the 'Check Approximate Top Elevation' tool present in Tool Bar, it opens a small window to give the probable height for the specific point selected on the map by user.
2. User enters Latitude/Longitude using Key board or User can select the desired point on the map using 'Plot on Map' button.
3. User clicks the 'Get Approx. Top Elevation' button to get the probable height for the selected specific point on the map.
4. User clicks the 'Reset' button to reset the 'Get Approx. Top Elevation' window in default state.