REVISED SOPs FOR CHARTERED FLIGHTS

The following will be the revised SOP for organizing chartered flights:

1)   The companies/community organizations who wish to organize a chartered flight need to identify a suitable charter operator/Air Transport Operator (ATO) on their own.

2)   ATOs will send a flight proposal <u>along with the passenger manifest</u> to the Embassy in order to obtain NOC for operating the flight. The proposal submitted by the organization should include two Annexures viz. State Clearance proforma and Passenger details in the prescribed (MEA) format. All the passengers should be registered on the Embassy website and should have an EOID number.

3)   After the NOC is issued, the passenger manifest is uploaded by the Embassy on the MEA repatriation portal after verification.

4)   Thereafter the ATO or the community organization (or company) concerned will proceed to get the state clearance in writing for the flight. The Embassy will facilitate liaison with the concerned state-level officers for coordination purposes. The list of such officers will be shared in due course.

5)   Based on the state clearance and the Embassy's NOC, the ATO will approach DGCA directly for flight clearance.

Note:

(i) The concerns of the state government, in terms of payment towards arrangement for institutionalized quarantine, transportation, etc. needs to be adequately addressed, wherever applicable.

(ii) A local contact person of the company or organization in the destination state needs to be shared in the proposal, and that person will be responsible for local coordination of quarantine payment arrangements etc.

(iii) The responsibility of obtaining state/DGCA clearances rests with the ATO.

(iv) The Embassy will also assist in obtaining Ministry of Interior (MoI) clearance appropriately.

(v) The details of flight departure/delay/rescheduling need to be shared with the Embassy on a real-time basis for updating on the MEA system and information of the concerned authorities in the Government of India and the state authorities.

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June 22, 2020