Air Suvidha - Digital platform for Self-declaration and Exemption

Guidelines for the Major Stakeholders

From 8thAugust onwards, self-declaration and application for exemption from institutional quarantine will be taken up digitally. This platform will be available for all international arrival passengers at www.newdelhiairport.in . From 8th to 11th Aug is transition period where both the process will run in parallel to give all stake holder & passengers' time to adopt new digitized system. From 11th Aug onwards, we urge all stakeholder to move to digital platform to reduce passenger-processing time on arrivals. Below are the guidelines for various stakeholders for making this transition quick and successful.

APHO

- Online application form for self-reporting/declaration will be available on www.newdelhiairport.in for all passengers. Passengers should fill in self-declaration form with correct information. Passengers will receive acknowledgement mail with unique reference number along with the copy of the submitted form.
- The passengers will show this copy of acknowledgement (digitally or hard copy as desired by paxs) at APHO counter. APHO official will stamp the Boarding Pass as a way of informing immigration official about completed digital application. Passengers will proceed for immigration.
- All the application will be available to APHO officials on real time basis. This can be accessed thought the official login and password provided. If passenger ticks yes to 1 or more of Covid symptoms the application will reflect in red. If there is no symptom, then the application will be green. This will help with quick movement of passengers. If required APHOs may randomly check through their dash board.
- Further to above, APHO along with Airport operators are urged to create a green channel for passengers who are coming with pre filled digital self-declarations forms.
- In the transition period, both digital and physical forms should be accepted. Post transition APHO and airport operators are required to create SOP to ensure digitization of all self-declaration.
- Please share the **Air Suvidha** website link on your website and social handles to create awareness among passengers.

BOI

- Bureau of Immigration to discontinue the collection of self-declaration form in the paper format post transition period.

- During transition period, BOI should enable data entry for physical forms. This is not required for digital application as the data is already available with APHO. The Data will be available for BOI as well as per agreed formats.
- BoI can also access the self-declaration data through their log-in id and password.
- Please share the **Air Suvidha** website link on your website and social handles to create awareness among passengers.

State Authorities:

- All exemption request will be forwarded to respective state authorities for review and action.
- Passengers will apply for exemption on www.newdelhiairport.in and receive a unique application number. Passengers are urged to apply minimum 72 hours before departure.
- The applications will be processed by the state where the airport is located. Ex: applications for passengers arriving in Mumbai will be processed by Maharashtra irrespective of final destination in India.
- With the state login and password multiple officials of the same state can log in to simultaneously process applications. We urge all states to keep a cycle of 24 hours for clearing applications.
- Once cleared passengers will receive approved or rejected application file in their respective mailboxes.
- On arrival, passengers with approved exemption will show their approval to state officials get their hand stamped for home quarantine and move out of the terminal.
- Please share the **Air Suvidha** website/portal link on your website and social handles to create awareness among passengers.

Airport Operators

- Continuously work with various stakeholders to create smooth flow and quick movement of passengers on arrivals both during transition period and thereafter.
- With APHO create green channels for pre-filled applications and help create a process for passengers who have not filled the application before arrival.
- With the State authorities work out the movement of passengers within various categories like exemption with RTPCR –ve certificate, Exemption with other reasons, pre booked hotel quarantine etc.
- Provide kiosks / facilities to upload the self-declaration form at the arriving airports to facilitate the passengers in case they have not completed the submission online.
- Regular announcement at airports for Do's/Don'ts/ prescribed procedure for the benefit of the passengers.

- Please share the **Air Suvidha** website link on your website and social handles to create awareness among passengers.

Airlines

- Airlines should focus on 100 % compliance of digital self-declaration forms before boarding via
  - Sharing push notification at set intervals before departure to the passengers
  - Checking the application during check-in/boarding and helping passengers to fill the same where paxs have not filled the forms before boarding.
- Please share the **Air Suvidha** website link on your website and social handles to create awareness among passengers.

MEA

- Link – www.newdelhiairport.in with reflect both the application from 00:01 hours on 8th Aug.
- Help on spreading awareness about the digitization of self-declaration and exemption to facilitate quick adoption in their respective locations.
- Please share the **Air Suvidha** website link on your website and social handles to create awareness among passengers.

CISF

- In collaboration with Airport operators and other stakeholders, streamline the movement of the arriving passengers from disembarkation till exit as per the guidelines of MoHFW.
- Over all security aspects would be supervised.

Customs

- In collaboration with the airports and other stakeholders, facilitate the flow of arriving passengers as per the guidelines of MoHFW.

For any queries please write to Quarantine.support@gmrgroup.in