

DEPARTURE GUIDELINES



Check-In Process

The check-in is located at the departure area of the Airport. You can locate the check-in counters of the respective airlines by referring to the information screens that are located near the Terminal entry gates.

The check-in commencement time is usually 4 hours prior to departure and the counters close at least one hour prior to departure. However, the check - in counter allocation is a dynamic process; hence you are recommended that you check the allocation of respective airline.



Baggage Rules

There are guidelines on items that can be brought into the aircraft. Carry-on and check-in baggage are subject to being hand-searched by the security personnel, especially when the x-ray scan cannot determine its contents.

Electronic items such as laptop computers and cell phones may be subjected to additional screening. Be prepared to remove your laptop from its travel case so it can be x-rayed separately along with wallet, Cell phone, Keys etc. Sometimes you may be even requested to remove the shoes. You need to cooperate with the Security personnel.

Hand Baggage

Hand baggage allowance may vary for different airlines. Hence, we recommend that you should consult the concerned airline for more details.

Check-In Baggage Allowance

The check-in baggage allowance may vary for different airlines. Hence, we recommend that you should consult the concerned airline for more details.



Guidelines for LAGs

To protect you from the threat of liquid explosives, there are rules for taking liquids, aerosols and gels (LAG) on flights:

- Liquid, aerosol or gel products must be in containers of 100 ml or less.
- The containers must be carried in one transparent, re-sealable plastic bag. Only one bag is allowed for each passenger.
- Containers larger than 100 ml, even if only partially-filled, will not be allowed through the security screening point.





Safety & Security

Once you have checked in and collected your boarding pass, you ought to go through a security check along with your hand luggage.



Immigration

On clearance from Security Check, passengers are requested to move towards Immigration. Immigration checks is mandatory for all passengers, Indians or foreigners, both at the time of arrival and departure. The passports are duly stamped at time of arrival as well as departure. Passengers should be careful to see that their passports are duly stamped before leaving the immigration counter. Only Indians departing from India are to fill E (Embarkation) Cards on departures. You are required to present valid travel documents i.e. passport and visa (if applicable) before proceeding for immigration clearance.

N.B.If inadvertently, an immigration stamp is not affixed by the counter officer at the immigration check-post, you may immediately contact the concerned AFRRRO/FRO/SSP and get the same affixed on your passport to avoid inconvenience at the time of next travel abroad.



Customs (Departure)

After immigration, passengers go through the Custom Declaration Counter as the final step before moving towards their boarding gates. No stamping or baggage check is normally done by Customs, however, in case of suspicion or as a random routine check, sometimes your baggage may be examined by Custom Officials. Your walking through the Customs is deemed to be a declaration by you that you do not possess any illegal goods or contraband. There are Customs Facilitation counters just after the Immigration area. If in doubt regarding the permissibility of any goods that you intend to take with you or for answers to any query, about any Customs procedure please contact the officer at the Customs Facilitation counter.

N.B. Here are some points that may be considered when departing from India:

- If you are exporting any high valued item such as jewellery which you would want to import back in to India, you should consider getting the export certificate from the Customs authority so you are not charged custom duty on these items later when you return.
- Indian residence can take along with them Indian currency notes as per regulations.
- Indian residence going abroad, can carry foreign exchange including foreign currency as per regulations and issued by RBI/ authorised foreign exchange dealer.

Please check for Prohibited and Controlled Goods, Duty-Free Concession and other provisions of the destination country.

N.B. :

- Keep Passport handy.
- Boarding Pass.
- Offer Letter / Visa / School Letter / Admission letter etc.
- Carry Cash / Currency / Travellers Cheque / Forex Cards safely.
- Always follow the signs and listen to the announcement made.
- Don't take any parcel / packet / hold someone else's luggage.