



**GOVERNMENT OF INDIA  
CIVIL AVIATION DEPARTMENT  
OFFICE OF DIRECTOR GENERAL OF CIVIL AVIATION**

**File No: 8/2/2008-LII(Pt)**  
Dated 13<sup>th</sup> January , 2010

**TRAINING & LICENCING DIRECTORATE**  
**FLIGHT CREW LICENSING CIRCULAR No. 1/2010**

**Subject:** Procedure for renewal of licences at regional offices in Delhi, Mumbai, Chennai and Kolkata.

It has been decided that the flight crew licences shall be renewed by competent authority in DGCA regional offices. The following procedure shall be adopted by operators/ individual applicants for renewal of the flight crew licences in the regional offices:

- i) The application form for renewal of flight crew licences/ ratings (annexure A) shall be submitted to the respective regional offices as per the pilots operational base. A copy of the application form is also available on DGCA website.
- ii) The application for renewal shall be submitted at least 30 days in advance of the expiry of the licence/ rating. The regional offices shall ensure that the same is renewed within two weeks from the date of submission of the application with relevant documents.
- iii) On receipt of documents for renewal, an acknowledgement for the same (licences, copy of the log book, etc.) shall be issued to the operator/ individual in the format prescribed in annexure B.
- iv) Every flight crew member shall carry a valid and current licence while performing duties in the aircraft. When the licence is under submission for renewal, the acknowledgement received from the DGCA regional offices shall be carried in person. This, however, shall not be applicable to pilots engaged in international operations, who shall always carry valid and current licences while operating on international sectors.

Contd...

- v) In case there is a change in the operational base of the crew member, a written request shall be made by the operator/ individual intimating such change to the regional office and requesting the transfer of his renewal records from the previous base to the new base. This request must be made within three months prior to the of the expiry of the licence/ rating. A copy of the request shall also be sent to the regional office of the new operational base.
- vi) The regional offices shall forward information regarding renewal of flight crew licences to the T&L directorate DGCA HQ as per the format given in annexure C.
- vii) Regional offices shall maintain a record of the fees received in respect of renewal of each licence/ rating and the same information shall also be included in the information to the HQ on quarterly basis.
- viii) Record of renewal of all licences shall also be maintained at DGCA Hqrs.

-Sd/-

**(Arvind Sardana)**  
Director (Training & Licensing)

To

1. All JDGs/ Directors at HQ
2. All DDGs (Region)
3. DAW HQ/ DAW Delhi/ Mumbai/ Chennai/ Kolkata
4. All Scheduled/ Non-scheduled/ General Aviation Operators
5. DGCA website

**GOVERNMENT OF INDIA  
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**APPLICATION FOR : Renewal of Flight Crew License and/ or Ratings**

1.	Name of the Pilot	Capt.
2.	Date of Birth	
3.	Age (on the date of application)	
4.	Operator's Name <i>(write the name and correspondence address with e-mail of the company if applied through company or of Individual if applied as Individual) Incase pilot is from armed forces, write address of the unit.</i>	
5.	Operator's Status	<b><u>Please tick the status</u></b> Scheduled Non-scheduled State Govt. Flying Training Institute Any other.....

**6. Fee Details:**

DD Number and Date	Place of issue & Bank Name	Amount	
<b>If fees is to be debited from the Advance Deposit of Operators. Give account of the operator, Name of Operator M/s..... Please put name, signature of the authorized signatory.</b>		<b>Signature Name Seal</b>	

*Ref rule 48 for fee amount.(Rs 2500 for renewal / endorsement of each instrument rating)*

**7. Please give details of the licenses** (submit the licenses also)

Name of the license	Number	Valid upto	Last office of renewal
ATPL/CPL/IR/PPL etc.	ATPL- CPL- IR- PPL- ..... ..... .....		
Any other....			
FRTOL			
RTR(A)			

**8. Details of Indian Medical including the medicals during the preceding validity of license.** (submit the original and a copy of CA-35 or Medical assessment):

SL. #	Centre	Date of medical	Valid upto	Class-I /class-II	Fitness (Fit/Unfit)	Limitations

*Class-I medical is valid for one year if age is below 40 yrs and valid for 6 months if age is 40 and above.*

**a) Was your medical not valid for any period during validity of your license? Yes / No**

**b) If yes, please specify periods** (attach separate sheet, if space is less)

Sl. No.	From	To	reasons	Did you exercise the privileges of License during this period

**c) Attach no flying certificate from Operator stating that Capt.....  
Has not exercised the privileges of his License No..... during the period from  
..... to..... As his medical was not valid during this period.**

**9. Compliance of renewal requirement:-**

Sl. No.	Flying experience in preceding 6 months. (experience shall be on the type of aircraft endorsed on your Flight crew license) Ref. relevant section of schedule-II	Kindly attach CA-39 of last 6 months	
(i)	As PIC	Hrs	
(ii)	As Co-pilot	Hrs	
	<b>Total</b> Note: -{(i)+50% of (ii)} shall not be less than 10 hrs for aeroplanes and 5 hrs for helicopter in preceding 6 months	Hrs	

**Or**

**In case applicant does not possess any experience in last six months he shall submit skill test reports of following tests:-**

*(Note: The duration of the test shall not be less than 45 min and minimum landings required are 3/6 as applicable as per AUW of aircraft)*

(i)	Skill test	Aircraft type	Date of test	Duration	Ldgs.	DGCA Approved examiner's Name who conducted test	Assessment
a)	Day						
b)	Night						
c)	IR test (for ATPL only)						

**10. Details of previous one year IR/LR/ proficiency checks:**

Name of the test	Dates of the previous tests (kindly attach copies)
IR	
LR	
Proficiency	

LR & Proficiency checks are required to be carried out biannually and IR test required to be carried out annually as per the requirement of the respective section of the schedule-II for the operation of aircraft having AUW exceeding 5700 Kgs. Any two consecutive checks LR & Proficiency checks shall not be conducted by the same examiner or on mutual basis, unless permitted by DGCA.

If any, violation is observed in this regard then request may be sent to DGCA Hqrs, for n.a.

**11. IR requirement (for renewal of IR and renewal of ATPL): Kindly provide following details:-**

i)	Aircraft/ Simulator type		Remarks
ii)	Date of IR test		
iii)	Place of IR test		
iv)	Name of the DGCA approved examiner who conducted IR		
v)	Duration of IR test		
vi)	Specify the approaches carried out during IR test. (atleast two)		

Please enclose the IR test reports duly filled and signed by the examiner in DGCA India approved performa (performa available on dgca website [www.dgca.nic.in](http://www.dgca.nic.in) under tab forms)

**Please provide following additional information, if IR test is carried out abroad:-**

vii)	Submit the approval of DGCA		Remarks
viii)	Submit copy of the approval of the flying training organization issued from the contracting state		
ix)	Copy of the passport with visa		

**12. for renewal of AFIR(A/H)/ FIR(A/H)**

Requirement	Kindly attach	
within a period of twelve months immediately preceding the date of application for renewal;  (a) having satisfactorily completed not less than twenty hours of flight time as an Assistant Flight Instructor/ Flight Instructor; and  (b) also satisfactorily completed the competency checks within a period of twelve months immediately preceding the date of application for renewal;  or  (a) having satisfactorily completed oral or written examination in relevant aviation subjects as required for issue of AFIR/FIR; and  (b) the flying tests as required for issue of AFIR/ FIR within a period of six months immediately preceding the date of application for renewal; and  (c) successful completion of Flight Instructor's refresher course approved by DGCA in preceding 12 months.{For FIR(A/H) only}	CA-39 of last 12 months showing instructional flying of 20 hrs  Competency check report duly signed by CFI.  Valid result of AFIR  Valid skill test report of AFIR skill test.  Certificate showing successful completion of FI refresher course.	

13. Any other information:-

**Declaration by the Applicant**

I declare that in terms of provisions of Rule 39A of the Aircraft Rules,1937, I have not suppressed or given any wrong information herein above for the purpose of renewal of licence applied for herewith. I understand that I am liable for appropriate action, if any information given by me is found to be wrong even at a later date.

Place:

Date:

Signature of the applicant

**Annexure-B**

**Receipt/ acknowledgement of documents submitted for renewal of flight crew licences/ rating.**

Name of Operator: M/s. \_\_\_\_\_

Name of Pilot Capt. \_\_\_\_\_

Reference letter of Operator: \_\_\_\_\_ dated \_\_\_\_\_

Following documents for renewal of his Flight Crew Licence / Rating have been received in this office on \_\_\_\_\_.

Sl. No.	Licenses/ Ratings (with number)	Valid upto

Sl. No.	Date and centre of medical	Valid upto

Sl. No.	License	Aircraft Ratings on License	
		As PIC	As Co-pilot

The individual pilot may continue to exercise the privileges of his license /rating on the basis of this acknowledgement/ receipt.

Signature of the Pilot/ Operator	For office use only
	<b>Signature of the Issuing Authority</b> (Controller of Airworthiness / Dy. Director Airworthiness)
	Seal:  Date:

Note: duly filled in annexure-A shall be submitted alongwith the renewal application form.