

TIME LIMIT FOR DISPOSAL OF VARIOUS CASES IN THE OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

Research & Development Directorate

(A) Laboratories:

S.N.	Lab	Subject	Number of working days for disposal of application
1.	Flight Recorder Lab	CVR Routine Monitoring	26 days
		FDR Routine Monitoring	26 days
		CVR accident/incident analysis	Depending on complexity of case
		FDR accident/incident analysis	Depending on complexity of case
		Downloading of L-3 SSCVR	03 hours
		Downloading of L-3 SSFDR	02 hours
		Downloading of Tape version CVR	01 days
2.	Material testing Lab	Welding samples evaluation	15 days
		Flammability of Aircraft furnishing material evaluation	02 days
		Calibration of tensiometer and torque meter	05 days
		Hardness of failed aircraft parts	05 days
		Evaluation of glue aerolite	05 days
3.	Failure Analysis Lab	Analysis of failed aircraft component	Depending on complexity of case
4.	Physical and Chemical Lab	Quality Control Monitoring of Aviation Turbine Fuel samples	04 days
		Analysis of VVIP Flight fuel samples	6-8 Hours
		Analysis of Aviation Gasoline samples	7 days
		Complete analysis of fuel samples for the purpose of approval commissioning of tanks, pipelines, refineries for new batch formation fuel samples and approval of labs.	2 days
		Testing of Engine Oil/ lubricating oil	2 days
		Testing of Hydraulic Fluid	1 days
		Analysis of Micro Water detecting capsules	7 days
		Assistance for Investigation of incident/accident	5 days

(B) Design/ Type Certification:

Sl. No	Subject	Max. no. of working days for disposal / finalization of application
1	Issue/ Validation of Type Certificate (TC) of Aeronautical product (Aircraft, engine and propeller)	In 3 to 5 years depending on the type of the product, provided the required design reports, test reports and compliance documents have been submitted and the applicable design standard has been complied with, up to the satisfaction of DGCA.
2	Issue of Type Approval of Aircraft parts and appliances	In 1 year depending on the type of the parts/ appliances, provided required test reports, compliance documents and manuals have been submitted and the applicable standard has been complied with, up to the satisfaction of DGCA.
3	Acceptance of Type Certificate issued by Foreign CAA for operation in India	In 2 to 3 months depending on the type of the aircraft, provided required reports as mentioned above have been submitted and the applicable standard has been complied with, up to the satisfaction of DGCA.
4	Approval of Design Organisation	In 6 months depending on the type of design organization and scope of work, provided required manuals and documents have been submitted and the applicable requirements have been complied with, up to the satisfaction of DGCA.
5	Approval of aircraft/ aircraft part modifications	In 6 to 8 months depending on the type of modification to be carried out, provided required test reports and updated manuals have been submitted and the applicable requirements have been complied with, up to the satisfaction of DGCA.

Aerodrome Standards

S.NO.	SUBJECT	Maximum number of working days for disposal/finalization
1.	Site inspection of Aerodrome for License issue	30 days (Subject to the clearance from MoCA)
2.	Issue of Aerodrome License	3*months
3.	Renewal of Aerodrome License	2*months
4.	Permission under Rule 91	1*month
5.	Joint Inspection of Aerodromes for commencing Schedule flight	45 days

*from the date of receipt of application complete in all respect.

AT-II
(S.D)

S.NO.	SUBJECT	Maximum number of working days for disposal/finalisation
1.	Disposal/finalization of application related with the demand of data/information of current published publication named "India Air Transport Statistics".	05 days

C&G

S.NO	SUBJECT	No. of working days for disposal of various cases.
1.	Grant of House Building Advance	Twenty
2.	Reimbursement of Medical Expenses	Fifteen
3.	Grant of Cycle/Fan/Festival Advance	Five
4.	Grant of Scooter/Car/Computer Advance	Seven
5.	Procurement of Uniform for canteen staff and other eligible employees	Fifteen
6.	Issue of CGHS/ Identity Cards	Two
7.	Disposal of complaints regarding cleanliness, repair of furniture etc	Three
8.	T.A./LTC Advance and GPF Withdrawal / Advance	Five
9.	Reimbursement of Newspaper expenses, Conveyance and other petty contingency payments	Ten
10.	Payment of Pay & Allowances	On due date

E-II

S.NO	SUBJECT	No. of working days for disposal of various cases.
1.	Fixation of pay on promotion	Five

2.	NOC for issue of Passport	Seven
3.	Permission to join Educational Institute	Ten
4.	Appointment on compassionate grounds	Fifteen
5.	Forwarding of applications for higher posts / ex-cadre posts	Seven
6.	Leave application	Seven
7.	Release of Notional Increments	Three

AT-I

S. No.	Subject	Maximum number of working days for disposal/finalization of application
1.	Issue of Scheduled Operators Permit in passenger/cargo categories	60 days after the issue of import permission by DGCA depending upon the preparedness of the intended operator
2.	Renewal of Scheduled Operators Permit in passenger/cargo categories	28 days
3.	Issue of Non-Scheduled Operators Permit in passenger/cargo/charter categories	60 days after the issue of import permission by DGCA depending upon the preparedness of the intended operator
4.	Renewal of Non-Scheduled Operators Permit in passenger/cargo/charter categories	28 days
5.	Issue of NOC for import of aircraft by Scheduled/Non-Scheduled Operator based on the clearance from Ministry of Civil Aviation	10 days
6.	Endorsement of the aircraft on the Operator's Permit	07 days
7.	Deletion of the aircraft from the Operator's Permit	07 days
8.	Issues relating to the security clearance of the agencies seeking flight clearances – for forwarding to the Ministry of Home Affairs	15 days
9.	Issuance of flight clearances to foreign registered aircrafts operating private/non-revenue/business flights, ITP tourist charter flights/cargo charter flights	Minimum 07 working days notice period is required.
10.	Issuance of flight clearances to foreign registered aircrafts for overflying Indian air space or making a technical landing in India;	Minimum 03 working days notice period is required.

11.	Issuance of flight clearances to VIP flights/flights recommended by the Ministries/Department of Government of India and Ambulance flights by foreign registered aircraft as well as by Indian registered aircraft.	One Day or before the commencement of the operation
12.	Issuance of flight clearances to Indian Registered aircraft operating revenue charter flights	Minimum 03 working days notice period is required
13.	Processing the cases of foreign registered aircraft staying in India for more than 14 days upto 2 months	10 days
14.	Processing the cases of foreign registered aircraft staying in India for more than 2 months – for forwarding the application MCA	10 days
15.	Flight clearances in respect of cloud seeding operation and aerial survey etc	15 days on receipt of the permit for carrying out such operations from DRI
16.	Issue of NOC for import of aircraft by Scheduled/Non-Scheduled Operator based on the clearance from Ministry of Civil Aviation	10 days

Note :- For operation of foreign registered aircraft operating to the Defence air-fields, the time required for submission of application is more than 60 days.

DAW (Hqrs)

Sl. No	Item	Maximum number of working days for disposal / finalization of application
1.	Forwarding of recommendation to MCA for import of aircraft for private use	05
2.	Permission for employment of foreign AME Engineers/ Flight Engineers/ cabin crew	With in 05 days after the receipt of security clearance from concerned security agencies.
3.	Issue of AME Licence / Flight Engineer's Licence	10
4.	Renewal of AME/FE Licences of Engineers working abroad	05
5.	Issue of Certificate of Registration	03
6.	De-Registration/cancellation of Registration	03
7.	Issue of Certificate of Airworthiness (Partially filled)	02
8.	Approval of MEL	07
9.	Allotment of Registration Markings/ Mode ' S' code	03
10.	Approval of Special Operations (ETOPS/RVSM/All weather Operations/MNPS/RNAV	07
11.	Approval of foreign Aircraft Maintenance Organisations	30

12.	Approval of AME Training Schools after demonstration to DGCA Hqrs. Of satisfactory compliance with applicable regulations related to approval of Training Institutes.	30
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Finance

S.NO.	SUBJECT	Maximum number of working days for disposal/finalisation of application
1.	Preparation of Budget	The time limit for
2.	Execution of Budget	disposal of these
3.	Diversion of Funds	cases is as per
4.	Re-appropriation of Funds	guidelines issued
5.	Annual Plan	by Ministry of
6.	Monitoring of Expenditure & Revenue	Finance.
7.	Examination of Financial proposals	
8.	Audit (External & Internal)	

E-I

SL. No.	Subject	No. of working days for disposal of various cases
1	Joint Consultative Machinery (Submission of Material)	Five Days
2.	Training / Deputation (a) Processing of FTA Bills Circulation of Training notices	Seven Days Seven Days
3.	Administrative Matters relating to Regional Offices	Seven Days
4.	Posting/transfers	Five Days
5.	Grant of Honorarium	Five Days
6.	Grant of Leave	Seven Days
7.	Joining Report	Three Days
8.	Forwarding of applications (for higher posts/ex-cadre posts)	Five Days
9.	Permission for acquiring higher Education	Seven Days
10.	Permission for issue of passport	Two Days
11.	Conduct Rules	Seven Days
12.	VVIP/VIP reference	Seven Days
13.	Pay Fixation	Seven Days

FID

S.NO.	SUBJECT	*APPROXIMATE NO. OF WORKING DAYS FOR DISPOSAL/ FINALISATION OF APPLICATION
1.	Parliament Questions – Starred	7
2.	Parliament Questions – Unstarred	7
3.	Consultative Committee meetings – Brief on items	10
4.	Matters relating to approval of Examiners on one time basis	25
5.	Matters relating to approval of Regular Check Pilot/ Instructor/ Examiner – Scheduled/ Non-Scheduled / General Aviation Operators	30
6.	Approval of Flight Dispatcher after compliance of Civil Aviation Requirements	30
7.	Request for Oral Examination of Flight Dispatchers	30
8.	Oral Examination for Pilots under AIC 17/ 1994.	15
9.	Examination of Operations Manual/ Training Manual – Scheduled/ Non-Scheduled/ General Aviation Operators	60
10.	Approval of Training Program of Flight Crew (Individuals) – General Aviation Operators	20
11.	Approval of Training Program of Flight Crew (Individuals) – Non-Scheduled Operators	20
12.	Approval of Training Program of Flight Crew (Individuals) – Scheduled Operators	20
13.	Initial Approval of Simulators	30
14.	Renewal of Simulators	20
15.	Approval of Standard Operating Procedures for operations to New Stations and Critical Airports surrounded by Hilly Terrain	15
16.	Authorisation of Pilots for Cat II/ Cat III Operations.	15
17.	Examination of Operating Checklist	15
18.	Operators Authorisation to Cat II/ Cat III Operations	30

*Note: Final disposal of cases/requests is subject to compliance of all relevant stipulated requirements and proper submission of documents.

I & R

<u>Sl. No.</u>	<u>Subject</u>	<u>Disposal of period</u>
1.	Issuance of Operating Permit.	After submission of all

		documents as mentioned in AIC 3/2000 – 15 working days
2.	Clearance of schedules of foreign airlines to/from India.	After receiving the NOC from AI/IA and slot clearance from AAI – 15 working days
3.	Clearance of extra section flights to/from India including change of aircraft/route.	After receiving of the NOC from AI/IA – 3 working days
4.	Clearance of schedules of foreign airline for overflights.	15 working days
5.	Clearance of extra section overflights including change of aircraft/route.	3 working days
6.	Issuance of permits for :-	
	(a) Ground Photography at Govt. Aerodromes;	15 working days*
	(b) Aerial Photography;	After receiving the NOC from MOD and IB – 15 working days*
	(c) Carriage of arms and ammunition by air to/from/across India.	15 working days*
	(d) Carriage of radioactive material by air to/from/across India;	15 working days*
	(e) Carriage of other dangerous goods by air to/from/across India; and	15 working days*
	(f) Issuance of blanket permission.	30 working days*
7.	Parliament Questions	5 working days

*** If the papers/documents are in order**