

GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPPOSITE SAFDARJUNG AIRPORT
AURBINDO MARG, NEW DELHI - 110003

APPLICATION FOR RENEWAL OF FLIGHT CREW LICENCES AND RATINGS

(SEE [INSTRUCTIONS](#) TO APPLICANTS BEFORE FILLING APPLICATION FORM)

1. NAME

2. MAILING ADDRESS

3. DATE OF BIRTH AGE AT THE TIME OF APPLICATION

4. CATEGORY OF LICENCE(S) CLASS OF LICENCE(S)

5. DETAILS OF LICENCE(S) TO BE RENEWED

LICENCE NAME	LICENCE NUMBER	PLACE OF ISSUE	LICENCE VALIDITY

6. LAST OFFICE OF LICENCE RENEWAL

7. DETAILS OF FRTOL & RTR (REPEAT DETAILS OF FRTOL IN ITEM 5, IF TO BE RENEWED)

NAME	NUMBER	PLACE OF ISSUE	VALIDITY
FRTOL			
RTR			

8. DETAILS OF RATING TO BE RENEWED

RATING NAME	RATING NUMBER	PLACE OF ISSUE	VALIDITY

9. MEDICAL ASSESSMENT DETAILS

CLASS	MEDICAL AUTHORITY	DATE OF MEDICAL EXAM	VALIDITY

10. DETAILS OF FEES

INSTRUMENT NO	DATE	BRANCH	AMOUNT (RS)

11. NAME OF SPONSORING AUTHORITY (IF ANY)

12. AUTHORISATION FOR DEBITING THE OPERATORS REVOLVING DEPOSIT BY FEE AMOUNT, IF APPLICABLE, UNDER STAMP AND SIGNATURE OF AUTHORISED SIGNATORY

13. STATE WHETHER RENEWAL SOUGHT ON BASIS OF RECENT FLIGHT EXPERIENCE OR GENERAL FLYING TEST.

14. FOR INSTRUCTORS RATING ONLY:

(a). IF RENEWAL SOUGHT ON RECENT FLIGHT EXPERIENCE BASIS INDICATE WHETHER A CERTIFICATE OF COMPETENCY OBTAINED.

(b). IF RENEWAL SOUGHT ON BASIS OF SKILL TEST, INDICATE WHETHER WRITTEN OR ORAL EXAMINATION RESULTS OBTAINED.

(c). IN CASE OF FIR(AEROPLANES/HELICOPTERS), STATE WHETHER REFRESHERS COURSE UNDERGONE, AND A CERTIFICATE OBTAINED.

15.(a).DETAILS OF INSTRUMENT RATING HELD

NUMBER	CATEGORY	TYPE OF AIRCRAFT	VALIDITY

(b). DETAILS OF INSTRUMENT RATING TEST FOR RENEWAL

NUMBER	CATEGORY	TYPE OF AIRCRAFT	VALIDITY

16.DELIVERY / MAILING INSTRUCTIONS.

DECLARATION

CERTIFIED THAT ALL ENTRIES MADE HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT NO MATERIAL INFORMATION HAS BEEN SURPRES-
SED OR WITHELD BY ME. IN THE EVENT OF ANY INFORMATION BEING FOUND FALSE OR
INCORRECT, I HOLD MYSELF LIABLE TO BE PROCEEDED AGAINST, AS APPLICABLE.

PLACE:

DATE :

SIGNATURE OF APPLICANT

LIST OF ENCLOSURES

(B). LICENCE (S) TO BE RENEWED

(C). FRTOL & RTR.

(D). LOG BOOK(S) DULY SIGNED AND COMPLETE IN ALL RESPECTS AS ENVISAGED UNDER THE AIRCRAFT RULES 1937.

(E).FORM CA 39, SUMMARIZING FLIGHT EXPERIENCE IN THE LAST SIX / TWELVE MONTHS, AS APPLICABLE, IF RENEWAL IS SOUGHT THROUGH RECENT EXPERIENCE, DULY SIGNED BY THE APPLICANT, AND ENTRIES VERIFIED AND COUNTERSIGNED BY THE AUTHORISED SIGNATORY OF THE FLYING CLUB/INSTITUTE, THE OPERATOR OR THE EMPLOYER AS THE CASE MAY BE. ALSO, INSTRUCTIONAL HOURS FOR RENEWAL OF AFIR/FIR MAY BE CLEARLY BROUGHT OUT.

(F). SKILL TEST REPORTS, IF RENEWAL IS SOUGHT ON THE BASIS OF A SKILL TEST, DULY SIGNED BY THE EXAMINER, TOGETHER WITH HIS RECENCY ENDORSEMENT, AS APPLICABLE. THE TIMINIGS SHOULD BE VERIFIED BY THE ATC. CORRESPONDING ENTRIES OF SKILL TESTS ARE TO BE CLEARLY REFLECTED IN THE LOG BOOK SUBMITTED, AGAIN CERTIFIED AND SIGNED BY THE EXAMINER TOGETHER WITH RECENCY ENDORSEMENT IN THE LOG BOOK.

(G).INSTRUMENT RATING TEST REPORT, IF RENEWAL OF IR RATING DESIRED. IR TEST REPORT IS ALSO TO BE CERTIFIED AND SIGNED, ALONG WITH RECENCY CERTIFICATE, BY THE EXAMINER BOTH IN THE IR REPORT AND LOG BOOK. TIMINGS ARE TO BE VERIFIED BY ATC IN THE REPORT.

(H). INSTRUCTORS RATING: FOR FIR & AFIR THE CERTIFICATE OF COMPETENCY MAY BE SUBMITTED DULY SIGNED BY THE EXAMINER, IF RENEWAL IS SOUGHT THROUGH RECENT EXPERIENCE. IF RENEWAL IS SOUGHT ON THE BASIS OF A SKILL TEST, THEN RESULTS OF THE WRITTEN / ORAL EXAMINATION MAY BE SUBMITTED, BOTH FOR AFIR / FIR. IN ADDITION, FOR FIR, A REFRESHERS COURSE CERTIFICATE MAY BE ENCLOSED.

(I). THE MANDATORY BI- ANNUAL PROFICIENCY REPORTS I.E. IR/LR REPORTS MAY BE SUBMITTED BY PROFESSIONAL LICENCE HOLDERS.

(J). A NO FLYING CERTIFICATE INDICATING THAT THE APPLICANT HAS NOT FLOWN BEYOND THE VALIDITY OF THE LICENCE NOR BEYOND THE VALIDITY OF THE MEDICAL EXAMINATION MAY BE SUBMITTED, DULY SIGNED BY THE APPLICANT AS WELL AS THE AUTHORISED SIGNATORY OF THE FLYING CLUB / INSTITUTE, OPERATOR OR THE EMPLOYER,AS THE CASE MAY BE.

21. SUBMISSION OF APPLICATION: THE APPLICATION FOR RENEWAL OF FLIGHT CREW LICENCES / RATINGS MAY BE SUBMITTED TO THE REGIONAL OR SUB - REGIONAL OFFICES OF DGCA PROVIDED THERE ARE NO DISCIPLINARY PROCEEDINGS CONTEMPLATED AGAINST THE APPLICANT, THE LICENCE / RATING IS CURRENT AND ITS REMAINING VALIDITY IS NOT MORE THAN FIFTEEN DAYS. THESE OFFICES ALSO RENEW LICENCES

WHICH HAVE NOT REMAINED CURRENT FOR ONE MONTH OR LESS, IF THE APPLICANT IS IN THE SERVICE OF A SCHEDULED OPERATOR. IN ALL OTHER CASES, THE RENEWAL OF LICENCES ARE UNDERTAKEN AT DGCA HEADQUARTERS. THE APPLICATION AT HEADQUARTERS IS TO BE ADDRESSED TO

**DIRECTOR OF TRAINING & LICENSING
DIRECTORATE GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPPOSITE SAFDARJUNG
AIRPORT, NEW DELHI - 1 1 0 0 3.**

THE ADDRESSES OF THE REGIONAL OFFICES ARE

- (A). **DIRECTOR OF AIRWORTHINESS
CIVIL AVIATION DEPARTMENT
DELHI REGION, SAFDARJUNG AIRPORT
NEW DELHI - 1 1 0 0 3.**
- (B). **DIRECTOR OF AIRWORTHINESS
CIVIL AVIATION DEPARTMENT
CALCUTTA AIRPORT
CALCUTTA - 7 0 0 052.**
- (C). **DIRECTOR OF AIRWORTHINESS
CIVIL AVIATION DEPARTMENT
CHENNAI AIRPORT
CHENNAI - 6 0 0 0 2 7.**
- (D). **DIRECTOR OF AIRWORTHINESS
CIVIL AVIATION DEPARTMENT
MUMBAI AIRPORT, SATABHAI AIRPORT
MUMBAI - 4 0 0 0 2 9.**
- (E). **CONTROLLER OF AIRWORTHINESS
CIVIL AVIATION DEPARTMENT
BANGALORE AIRPORT
BANGALORE - 5 6 0 0 1 7.**
- (F). **CONTROLLER OF AIRWORTHINESS
CIVIL AVIATION DEPARTMENT
BHOPLAIRPORT
BHOPLAIRPORT - 4 0 2 0 3 5.**
- (G). **CONTROLLER OF AIRWORTHINESS
CIVIL AVIATION DEPARTMENT
BHEL, RANIPUR
HARIDWAR**
- (H). **CONTROLLER OF AIRWORTHINESS
CIVIL AVIATION DEPARTMENT
HYDERABAD AIRPORT
HYDERABAD - 5 0 0 0 1 6.**
- (I). **CONTROLLER OF AIRWORTHINESS
CIVIL AVIATION DEPARTMENT
PATNA AIRPORT
PATNA - 8 0 0 0 1 4.**
- (J). **CONTROLLER OF AIRWORTHINESS
CIVIL AVIATION DEPARTMENT
THIRUVANANTHAPURAM AIRPORT
THIRUVANANTHAPURAM - 6 9 5 0 0 8.**
- (K). **OFFICE OF THE SAO
CIVIL AVIATION DEPARTMENT
CIVIL AERODROME
BHUBANESHWAR - 9.**
- (L). **OFFICE OF THE SAO
CIVIL AVIATION DEPARTMENT
GUWAHATI AIRPORT
GUWAHATI - 7 8 1 0 1 5.**
- (M). **OFFICE OF THE SAO
CIVIL AVIATION DEPARTMENT
KANPUR AIRPORT
KANPUR - 2 0 8 0 0 8.**
- (N). **OFFICE OF THE SAO
CIVIL AVIATION DEPARTMENT
CIVIL AERODROME
PATIALA - 1 4 7 0 0 4**