

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

INSTRUCTIONS TO APPLICANTS FOR RENEWAL OF FLIGHT CREW LICENCES / RATINGS

1.AIRCRAFT RULES 1937: APPLICANTS MAY KINDLY GO THROUGH SCHEDULE II OF THE AIRCRAFT RULES 1937,AS AMENDED FROM TIME TO TIME,TO GET FULLY ACCQUAINTED WITH THE REQUIREMENTS FOR RENEWAL OF FLIGHT CREW LICENCES.

2 APPLICATION FORM: APPLICATION FORM MAY BE FILLED UP BY THE APPLICANT IN HIS/HER OWN HANDWRITING OR TYPED, IN BOLD LETTERS, DULY DATED AND SIGNED. INCOMPLETE AND UNSIGNED APPLICATION FORMS ARE LIABLE TO BE REJECTED.

3.NAME: THE NAME SHOULD BE WRITTEN AS ENTERED IN THE LICENCE, IN ITEM 1.

4.MAILING ADDRESS: THE COMPLETE ADDRESS FOR CORRESPONDENCE AND FOR DESPATCH OF DOCUMENTS I.E LOG BOOK(S) & LICENCE (S) BY POST,AFTER RENEWAL, MAY BE INDICATED IN ITEM 2, INVARIABLY QUOTING PIN CODE NUMBER.

5.DATE OF BIRTH : IN ITEM 3,THE DATE OF BIRTH MAY BE GIVEN AS INDICATED IN THE RELEVANT LICENCE. ALSO, AGE IN COMPLETED YEARS AND MONTHS MAY BE INDICATED IN THE APPROPRIATE BOXES.

6.CATEGORY AND CLASS OF LICENCE: INDICATE CATEGORY & CLASS, AS APPROPRIATE IN ITEM 4, AS DETAILED BELOW:

CATEGORY:AEROPLANES/HELICOPTERS/GLIDERS/BALLOONS/MICROLIGHT.

CLASS: SINGLE ENGINE LAND (SEL) / MULTI ENGINE LAND (M E L) / SINGLE ENGINE SEA (SES) / MULTI ENGINE (LAND) .

7.DETAILS OF LICENCE: IN ITEM 5, INDICATE LICENCE NAME, NUMBER, PLACE OF ISSUE&VALIDITY. LICENCE NAME MAY BE INDICATED AS PL / PPL / CPL / SCPL / ALTP ,AS APPROPRIATE.

8.LAST OFFICE OF RENEWAL: IN ITEM 6 , WRITE NAME OF THE OFFICE, WHETHER DGCA HEAD QUARTERS OR ANY OF THE REGIONAL / SUB - REGIONAL OFFICES OF DGCA , WHERE LICENCE WAS LAST RENEWED.

9.DETAILS OF FRTO L & RTR: A CURRENT FRTO L IS ONE OF THE CONDITIONS FOR RENEWAL OF A PROFESSIONAL LICENCE . THEREFORE IN ITEM 7, INDICATE ALL THE DETAILS , AS ASKED. IN CASE, FRTO L ITSELF IS TO BE RENEWED, THEN REPEAT DETAILS OF FRTO L IN ITEM 5 – DETAILS OF LICENCE(S) TO BE RENEWED.

10.DETAILS OF RATINGS: IN ITEM 8 DETAILS OF RATING TO BE RENEWED MAYBE SHOWN viz AFIR, FIR, IR.

11.MEDICAL ASSESSMENT DETAILS:IN ITEM 9 THE CLASS, THE NAME OF MEDICAL AUTHORITY,THE DATE OF MEDICAL EXAMINATION & VALIDITY MAY BE GIVEN. MEDICAL VALIDITY IS AS DEFINED IN RULE 48 OF THE AIRCRAFT RULES 1937, UNLESS CURTAILED AS A RESULT OF THE MEDICAL EXAMINATION ITSELF; HENCE, VALIDITY MAY BE ACCORDINGLY INDICATED.

12. DETAILS OF FEE:THE FEE SCHEDULE MAY BE REFERRED FROM RULE 48 OF THE AIRCRAFT RULES 1937.THE FEE MAY BE REMITTED EITHER BY A CROSSED DEMAND DRAFT ON ANY OF THE NATIONALISED BANKS FAVOURING 'PAY AND ACCOUNTS OFFICE, DGCA, MCA, NEW DELHI' WHERE RENEWAL APPLICATION IS SUBMITTED TO DGCA HDRS. IN CASE OF SUBMISSION TO REGIONAL OFFICES,THE INSTRUMENTS MAY BE DRAWN IN FAVOUR OF ""ACCOUNTS OFFICER , RPAO (AS APPLICABLE) ,CIVIL AVIATION DEPARTMENT PAYABLE AT THE PLACE WHERE THE REGIONAL OFFICE IS LOCATED. THE DETAILS OF THE FEE INSTRUMENTS MAY BE MENTIONED IN ITEM 10.

13 . NAME OF SPONSORING AUTHORITY : IN ITEM 11. INDICATE THE NAME OF THE SPONSORING AUTHORITY i.e. A FLYING CLUB OR AN INSTITUTE WHERE THE APPLICANT IS UNDERGOING TRAINING, OR THE NAME OF THE OPERATOR WHERE THE APPLICANT IS EMPLOYED. IN OTHER CASES WRITE SELF SPONSORED.

14 . REVOLVING DEPOSIT FACILITY FOR FEE: IN CASE, THE APPLICANT WISHES TO UTILISE THE REVOLVING DEPOSIT FEE FACILITY ACCORDED TO SOME OPERATORS , THEN THE AUTHORISATION FOR DOING SO MAYBE INDICATED BY THE SAID OPERATOR BY STATING , IN ITEM 12 , THE FOLLOWING "PLEASE DEBIT OUR REVOLVING DEPOSIT WITH YOU BY RS. ----- / - " , UNDER THE STAMP AND SIGNATURES OF THE AUTHORISED SIGNATORY OF THE OPERATOR; PROVIDED ADEQUATE FUNDS ARE AVAILABLE IN THE ACCOUNT.

15.BASIS OF RENEWAL: IN ITEM 13, IT MAY BE CLEARLY INDICATED, WHETHER RENEWAL SOUGHT IS ON THE BASIS OF RECENT FLYING EXPERIENCE OR SKILL TESTS.

16.INFORMATION ON INSTRUCTORS RATING: BOTH AFIR & FIR REQUIRE A COMPETENCY CERTIFICATE, IF THE RENEWAL IS ON THE BASIS OF RECENT FLYING EXPERIENCE. ALSO, BOTH RATINGS REQUIRE RESULTS OF ORAL/ WRITTEN EXAMINATION, IF RENEWAL IS THROUGH A SKILL TEST. ADDITIONALLY, RENEWAL OF FIR REQUIRES A REFRESHERS COURSE CERTIFICATE, IF EFFECTED THROUGH A SKILL TEST. ACCODINGLY, CONFIRMATION MAY BE GIVEN FOR EACH OF THE THREE PARTS IN ITEM 14.

18. DETAILS OF INSTRUMENT RATING: ITEMS 15 (a) & (b) ARE SELF EXPLANATORY. DETAILS MAY BE FILLED UP , ACCORDINGLY.

19. DELIVERY/ MAILING INSTRUCTIONS: IN ITEM 16 , SPECIFY WHETHER: (a). LICENCES/ LOG BOOKS AFTER RENEWAL MAY BE POSTED BY REGISTERED POST TO THE MAILING ADDRESS GIVEN IN ITEM 2. OR (b). TO BE COLLECTED PERSONALLY OR THROUGH A REPRESENTATIVE.

20. LIST OF ENCLOSURES: THE FOLLOWING DOCUMENTS MAY BE SUBMITTED,WITH THE APPLICATION FOR RENEWAL.

(A). DEMAND DRAFT (S) / IPO (S) FOR FEES.

(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
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
BHOPAL AIRPORT
BHOPAL - 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**