

DIRECTORATE GENERAL OF CIVIL AVIATION

Procedure & Training Manual

Training and Licensing Directorate

Flight Crew Licensing

Procedure Manual Contains the procedure adopted for issue, renewal, conversion, validation of flight crew licenses and endorsement of aircraft type rating, open rating etc. on the flight crew licenses.

REVISIONS

The revisions are carried out as and when required to accommodate the amendments made in Aircraft Rules, Civil Aviation Requirements and to enhance the efficiency of the licensing procedure.

The space below is provided to keep a record of such revisions.

RECORD OF REVISIONS

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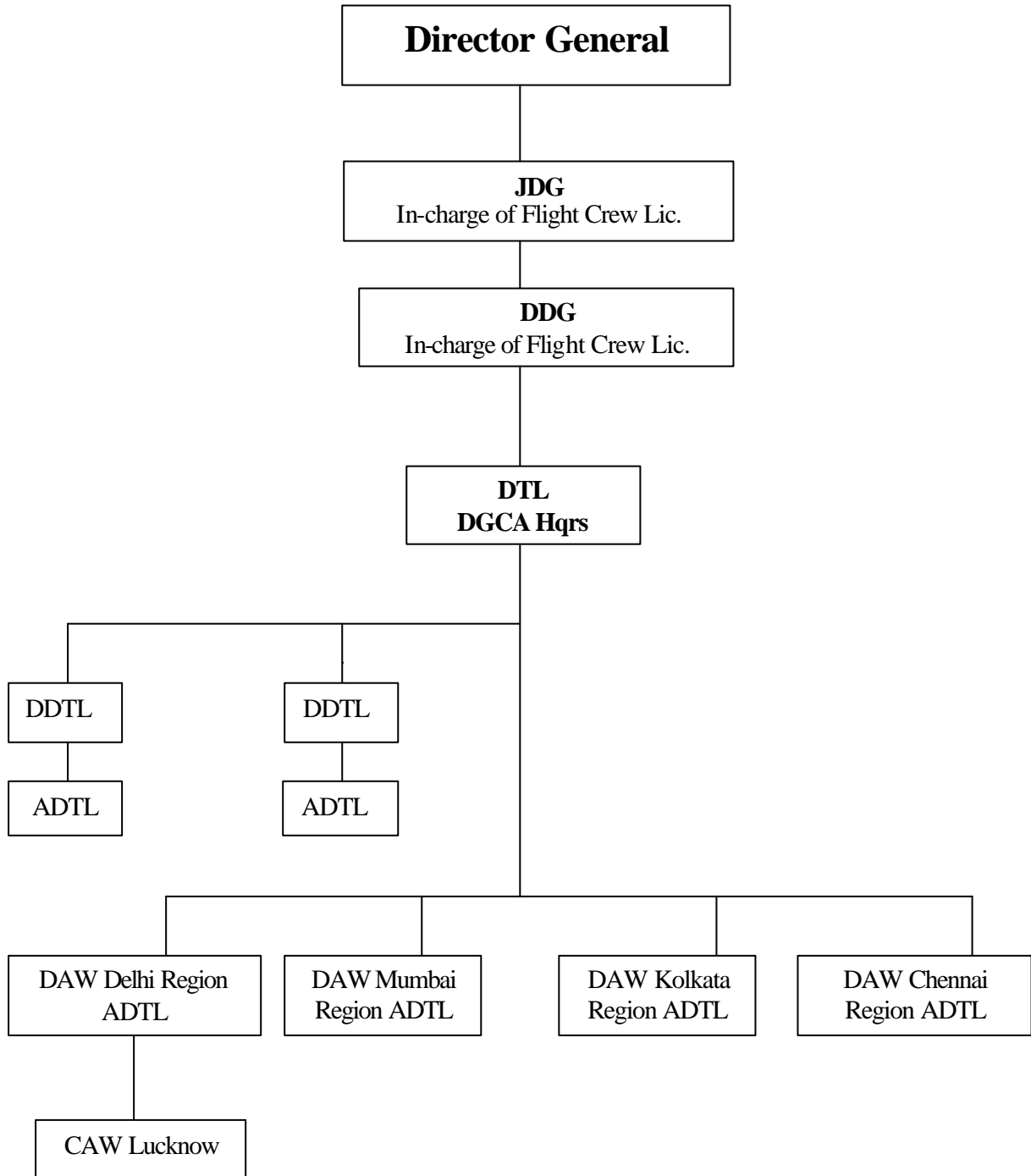
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1. INTRODUCTION:

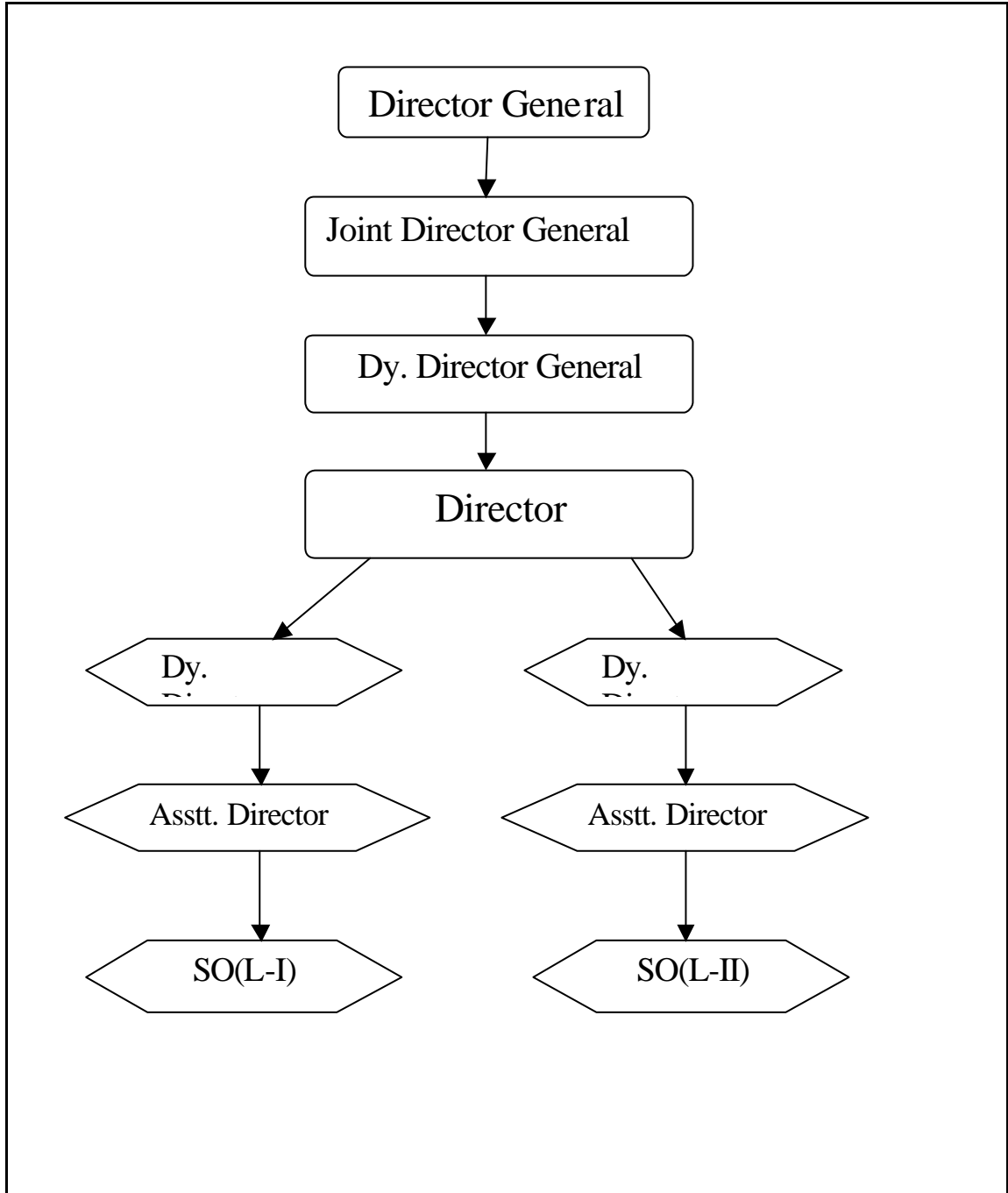
Licences to the flight crew are issued in accordance with the provisions contained in Rule 41 and Schedule II of the Aircraft Rules, 1937. The flight crew licenses issued or renewed are enlisted in rule 38 of the aircraft rules. The authority by which the licenses and ratings specified in rule 38 may be granted, renewed or varied is Central Government. The Central Government has delegated this responsibility to DGCA officers vide SO 726(E) & SO 727(E). **The officers of the Directorate of Training & Licensing shall perform their duties and responsibilities in accordance with the powers for issue, renewal, endorsement and validation of licenses as delegated by the Central Government to DGCA officers vide S.O. 726(E) and S.O. No. 727(E) dated 4th October, 1993 and as amended by S.O. 2901 of 27.11.97.** Broadly, the powers to issue, renew and validate the expired licenses and ratings are delegated to the officers at DGCA Headquarters and the powers to renew the current licenses and ratings are delegated to the officers of the Directorate of Operation/Airworthiness in the regional /sub-regional offices. This Advisory Circular is issued to provide guidance and assistance to all staff and officers of DGCA dealing with issue/renewal etc. of Flight Crew Licences so that the applications received on the subject are examined, processed and decided in a uniform, standardized and expeditious manner, with strict compliance of the provisions of Rules/CAR etc. An applicant has to meet all the relevant requirements contained in the Aircraft Rules, Schedule II and Civil Aviation Requirements on the subject for the purpose of issue or renewal of flight crew license and type endorsement, open rating etc. on the license.

1.1 Organisation Set-up

**1.1.1 Training and Licensing Directorate in DGCA
(including Regional offices)**



**1.1.2 Organization set-up of
Training and Licensing Directorate
DGCA HEADQUARTER**



1.2 FUNCTIONS OF TRAINING & LICENSING DIRECTORATE:

Training and licensing Directorate of DGCA has two main sections to carry out various functions related to pilot licensing. A list of functions of each section is as under: -

1.2.1 Licensing -I Section:

1. Policy pertaining to renewal of licenses of aircrew personnel.
2. Renewal of all aircrew licenses including disposal of general enquiries pertaining to renewals.
3. Grant of extension of aircraft rating to include additional types of aeroplanes, open rating, Night Rating etc. and Pilot-in-Command endorsement on various type of aircraft.
4. Cases relating to accidents and infringement of rules by licensed aircrew personnel and disciplinary action against them.
5. Parliamentary question and matters pertaining to unemployed aircrew personnel.
6. Budget and accounts including Advance Deposit account. Maintenance of Advance Deposit and Revenue registers.
7. Maintenance of cards of aircrew personnel and personnel returns received from different airlines operators.
8. Proficiency checks, their checking and posting.
9. Posting of type endorsements and renewal intimations of aircrew licenses received from the Regional Directors, Calcutta/ Bombay / New Delhi/ Madras.
10. Maintenance of Registers for various types of licenses giving records of renewals of aircrew licenses.
11. Maintenance of registers for type rating, PIC endorsements, and infringement of Rules / Accidents etc.
12. Endorsement of medical restrictions on licenses and R/cards.
13. Compliance of material for six monthly and yearly progress reports of Civil Aviation.
14. Compliance of History of Pilots consequent upon accident.
15. Checking of Log Books with a view to detecting infringement of Rule 42A of Indian Aircraft Rules, 1937.
16. Amendment to Indian Aircraft Rules, 1937.
17. VVIP flights – Proficiency checks of flight crew.
18. Delegation of Powers relating to renewal of licenses.

1.2.2 Licensing -II Section:

1. Issue of aircrew licenses/ratings of the categories shown below including disposal of general of particular enquiries pertaining to issue of license:
 - (a) Student Pilot's License (Aeroplanes, Helicopters, Gliders and Balloons);
 - (b) Private Pilot's License (Aeroplanes);
 - (c) Commercial Pilot's License;
 - (d) Airline Transport Pilot's License;
 - (e) Instrument Rating;
 - (f) Assistant flight Instructor's Rating (Aeroplanes);
 - (g) Flight Instructor's Rating (Aeroplanes);
 - (h) Flight Instructor's Rating (Gliders)
 - (i) Glider Pilot's License;
 - (j) Private Helicopter Pilot's License;
 - (k) Commercial Helicopter Pilot's License;
 - (l) Student Navigator's License;
 - (m) Flight Navigator's License;
 - (n) Flight Radio Telephone operator's License;
 - (o) Flight Radio Telephony Operator's License;
 - (p) Private Pilot's License (Balloons)
2. Revalidation of foreign license (FATA)
3. Conversion of foreign licenses into Indian Licenses in their corresponding categories.
4. Policy matters regarding the issue of Indian and Foreign aircrew licenses.
5. Amendments to Licensing Rules.
6. Delegating of powers in respect of Licensing rules.
7. Exemption from Aircraft Rules for the issue of Indian Licenses.
8. Policy matters pertaining to conducting medical examination and their assessment.
9. Disposal of medical reports pertaining to the issue and renewal of aircrew licenses and correspondence connected therewith.
10. Parliament Questions relating to issue of aircrew licenses.
11. Budget for expenditure to be incurred for items pertaining to L-2 Section.

2. Issue of Licenses and Ratings:

2.1 List of Licenses:

The requests for issue of the following licences and ratings are received by the Licensing II (L-II) Section at DGCA Headquarters.

- i) Private Pilot's Licence(Aeroplanes)
- ii) Private Pilot's Licence(Helicopter)
- iii) Pilot's License (Gliders)
- iv) Pilot's Licence (Balloons)
- v) Pilot's Licence (Microlight)
- vi) Commercial Pilot's Licence(Aeroplane)
- vii) Commercial Pilot's Licence(Helicopter)
- viii) Airlines Transport Pilot's Licence(Aeroplane)
- ix) Airlines Transport Pilot's Licence (Helicopter)
- x) Student Flight Navigator's Licence
- xi) Flight Navigator's Licence
- xii) Flight Radio Telephone Operator's Licence
- xiii) Flight Radio Telephone Operator's Licence(Restricted)
- xiv) Instrument Rating(Aeroplane)
- xv) Instrument Rating(Helicopter)
- xvi) Assistant Flight Instructor's Rating(Aeroplane)
- xvii) Assistant Flight Instructor's Rating(Aeroplane)
- xviii) Flight Instructor's Rating(Aeroplane)
- xix) Flight Instructor's Rating(Helicopter)
- xx) Student Pilot's Licence(Helicopter)
- xxi) Student Pilot's Licence(Microlight)
- xxii) Student Pilot's Licence(Balloons)

2.2 Procedure for processing the applications for issue/conversion of pilot license in DTL:

The applications received for issue of licences/ ratings shall be processed by the Section Officer in-charge through his sectional staff as per the procedure given below:-

2.2.1 Check whether the application received is in the format prescribed for the issue of that license/ rating.

2.2.2 Check whether all the documents required to be submitted with the application for issue are enclosed or not. Also check whether the documents mentioned as enclosed by the applicant in the application form are received in the appropriate format or not.

2.2.3 Check whether the application fees as prescribed in Rule 48 of the Aircraft Rules, 1937, have been enclosed or not either as crossed Demand Draft payable on any nationalised bank or Indian Postal Order in favour of Accounts Officer, Pay and Accounts Office, DGCA, Ministry of Civil Aviation, New Delhi. Remainder of validity of the Demand Draft and/or Indian Postal Order should not be less than one month at the time of submission so as to allow processing time by the administration section.

Note: The DD/ IPO's shall be removed from the application at the reception counter at the gate before the application is sent to L-II section indicating the amount deposited by the candidate.

2.2.4 The staff carrying out initial processing should then enter the details of the application in the section to draw out Check List for the license by entry in the data-base of DTL project by NIC. While doing so examine the following according to the instructions mentioned against each from 2.3 to 2.9.

2.3 Proof of Age:

The following documents, as evidence of date of birth or proof of age, are acceptable:

- (i) Class Ten Certificate of a recognized Board or its equivalent; or
- (ii) Birth Certificate issued by a Municipal Corporation/committee;

2.4 Proof of Educational Qualification:

The minimum educational qualifications for issue of a license are given in Section 'A' and applicable sections of Schedule II of the Aircraft Rules, 1937. These are pass in Class Ten or equivalent from a recognised board in respect of following licences:

- (i) Student Pilot's Licence
- (ii) Private Pilot's Licence
- (iii) Pilot's Licence
- (iv) Flight Radio Telephone Operator's Licence (Restricted)

For the remaining licences listed in 2.1 herein, the applicable educational qualifications are pass in Class Ten plus two, with Physics and Mathematics, from a recognised board/university or its equivalent.

Check whether appropriate proof of educational qualification has been enclosed, if so, whether there is any mutilation or tampering. **Check for physical appearance to ensure that it is genuine.** Also Check the verification of the educational qualifications are pass in Class Ten and pass in Class Ten plus two from the concerned Board/ University.

The status in respect of the equivalency of the Educational Qualification or recognition of an Education Board, if needed, shall be confirmed from the Association of Indian Universities at the following address:-

The Secretary General
Association of Indian Universities, AIU House,
16, Comrade Indrajit Gupta Marg, New Delhi-110002
Phone No.23230059
Fax No.23232131

2.5 Nationality:

Where an application shows nationality other than Indian, check the copy of the passport for validity and nationality shown on it.

2.6 Knowledge:

Check the results card for its validity issued by the Central Examination Organisation, New Delhi to find out:

- (i) Whether results of all the applicable written examination/oral examinations have been given;
- (ii) Whether the date(s) as given in the result card(s) showing **date of issue are not more than two and a half years back from the date of application**; the date of results shall be the date before the submission of documents in DGCA.
- (iii) Whether result card is duly **signed**;
- (iv) Whether the name shown on the result card is the same as that of the applicant.
- (v) **Whether there are any mutilations, tampering etc., in respect of words 'pass/fail' name etc in the result card.**
- (vi) Where master result sheet as supplied by the Central Examination Organisation is available, **the results should be checked from it and notation given on the result card(s). Where these are not available, the result card(s) be sent to Examiner of Personnel O/o Central Examination Organisation under sealed cover marked "Confidential" for verification.**
- (vii) Where applicable, check for certificate issued by CFI/FII of a Flying Training Institute for proficiency in signal reception, showing the speed at which the pilot can receive transmission i.e. six words per minute or eight words per minute.

2.7 Medical Fitness:

- (i) Check the medical assessment. The validity of medical fitness is given in rule 39C and the applicable class of medical for issue/renewal is given in CAR Section 7, Series C, Part 1, Issue 1.
- (ii) **Only original medical fitness assessments on standard format issued by DGCA showing date of medical examination, limitation if any and the Class of medical assessment are to be accepted.**
- (iii) **The remaining period of medical fitness assessment should be sufficiently long to cover for period of processing in the Directorate so that it is valid when the licence is issued.**
- (iv) The signature of the applicant pilot, as given on the medical assessment should tally with the signature as given in the application.

2.8 Experience:

- (i) The details as contained in Form CA 39 are required to be given separately for five years, previous six months etc., as applicable, for each license/rating according to provisions of appropriate Sections of Schedule II.
- (ii) **Following documents are to be Examined:**
 - (a) Pilot's personal flying log book should have been maintained in accordance with rule 67A of the Aircraft Rules, 1937;
 - (b) All entries shall have been made in ink. The applicant should have certified the correctness of the entries in the log book with respect to flight time, **at least at the end of each calendar month;**
 - (c) Personal flying log book(s) to cover the periods required for the licence/rating applied for;

- (d) Whether the Flying club has submitted any comment on the applicant or not;
- (e) The personal log book should have been certified for correctness of the entries therein by competent authorities such as Operations Manager, Deputy Operations Manager, Chief Pilot in the case of professional pilots, and the Chief Flying Instructor in the case of members of Flying Clubs/Training Institutions, every quarter in the year, i.e. at the end of March, June, September and December.
- (f) Flight time during which the applicant has performed under dual instructions should have been entered as “dual” and the pilot giving instructions should have shown the nature of training given;
- (g) Flight time spent in performing the duties and functions of a Pilot-in-command should have been logged as Pilot-in-command, provided the applicant is entitled and authorised to fly in command of that aircraft by virtue of the ratings entered in the pilot’s licence held. **In all other cases, such flight time should have been logged as co-pilot with appropriate indications in the remarks column;**
- (h) The holder of a student pilot’s licence shall have been logged as Pilot-in-command only that portion of the flight time during which he was the sole occupant of the aircraft, provided that in case of an aircraft which requires more than one pilot, in accordance with sub-rule 7 of rule 38 and rule 6B of the Aircraft Rules, 1937, he shall have logged as Pilot-in-command of the aircraft;
- (i) The holder of a private pilot licence shall have logged as Pilot-in-command only for the flight time during which he has acted as Pilot-in-command;
- (j) The holder of a Commercial Pilot Licence, Airline Transport Pilot Licence shall have logged as Pilot-in-command for the flight time during which he has acted as Pilot-in-command and he shall have logged as Co-Pilot for the flight time during which he has acted as Co-pilot.

Where an applicant has performed, **for the purposes of up gradation of his licence**, the duties of Pilot-in-command under the supervision of a pilot who can give such under supervision training experience, provided he meets the requirements as given in the Order of the Director General issued under the provisions of Section 5A of the Aircraft Act, 1934. Such flying should have been undertaken after a suitability check with an Examiner on type and only after the pilot has performed as Co-Pilot for a period not less than six months or logged more than 200 hours flight time as Co-Pilot, whichever is earlier. The details of such flying shall have been maintained in a separate log book. **In such log-books each entry shall have been signed by the Pilot-in-command of the flight as evidence of the functions performed.**

- (k) The Flight Instructor shall have logged as Pilot-in-command the flight time during which he has acted as Instructor, but the entries should indicate in the **remarks column that the flight time as shown has been flown as Instructor;**
- (l) Where the instrument flight time has been performed by the applicant pilot while manipulating the controls of the aircraft in flight solely by reference to instrument flight conditions, it shall be counted in full. **Any flying done as “over the top flying” should NOT have been logged as instrument flying time;**
- (m) Where instrument ground time has been performed by the applicant pilot while flying solely by reference to instruments in any **recognised synthetic device** which simulates instrument flight conditions, it shall be counted in full;
- (n) Where a pilot applicant has performed the required exercises before an approved Check Pilot/Instructor/Examiner, the log book should bear evidence in ink signature with seal and certificates to the effect that while exercising such privileges the Check Pilot /Instructor /Examiner had ten hours of Pilot-in-command experience within a period of 90 days

preceding the date of test and that while doing so he was current as Check Pilot /Instructor /Examiner, as appropriate, in accordance with CAR issued under Section 7, Series 1.

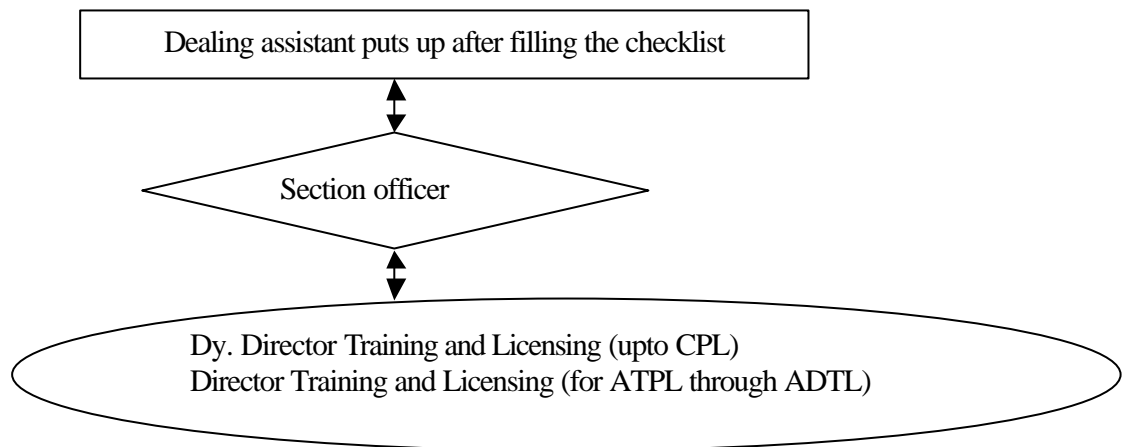
Where in **lieu of such requirements a separate one-time approval has been granted** by the DGCA, the conditions of such authorisation should have been complied with and the approval letter No. shall be quoted and signed in ink.

- (o) Where the application pertains to Flight Navigators, the flight time logged should have been **while engaged in actual navigation sorties where flight navigator has performed actual navigation duties** under supervision of a licenced navigator, the flight time shall have been logged as a flight navigator with indication “under supervision” in the remarks column;
- (p) While examining the log books, it shall be ensured that all flight experience which is required to be shown as flight experience on aeroplane(s) as being performed on aeroplane(s) only. Similarly, all flight experience to be considered towards, flight experience on rotary wing, has been performed on rotary wing(s) only and not on fixed wing(s). This is applicable for other categories too, like gliders, balloons, and microlight.

2.9 Other requirements:

Where for issue of licence some requirements under heading “other requirements: have been listed in the Schedule II and included in the L-II Section’s checklist, examine for availability of applicable documents and to make all entries in the computer based DTL project to maintain the DATA Base.

2.10 Submission channel for approval of licenses-issue :



The L-II Section’s dealing staff will make in legible writing appropriate notations in notesheet after examining the application as per the above guidelines and submit to the Section Officer for checking the examination carried. If satisfied, the Section Officer will make notation that **he too has examined** and thereafter submit the file to the Assistant Director/ Dy. Director for final assessment of documents, evaluation experience and checking results and other requirements.

If all the requirements are not complied with by the applicant, all the deficiencies shall be listed by the Section Officer on the note portion of the file and the papers/documents shall be returned, indicating the deficiencies, to the applicant after obtaining consent of the Dy. Director (T&L) on the file.

Where satisfied of the compliance of all requirements, the Dy. Director will accord his granting note if it is within his statutory powers. Where it is not within his statutory powers, the file shall be submitted to the Director for his final assessment of documents, evaluation of experience, checking of results etc., and granting of the licence as per the Statutory powers.

The L-II Section’s dealing staff, **after receiving the approval/granting note on file shall prepare the licence and record card (R-card) with due care applying the rubber stamp where required and along with the Register in which licence number is allotted and submit it to the Section Officer for ensuring**

correctness, which will, after verification, record his note and submit the document(s) for signature of the authorised signatory.

The Section Officer will then ensure the information relating to name, number etc., is also supplied to the Medical Cell for their action.

2.11 Procedure to fill-up the checklist for generation of ATPL(A) in the computer:

The check-list for generation of ATPL(A) shall be filled up as per following guidelines:-

The details given below shall be filled up from the application from after verification from the submitted documents.

1.	Name of the Applicant		
2.	Age/Date of Birth (Should not be less than 21 years on the date of application)		
3.	Educational Qualification: (passed class 10+2 with Phy & Math or equivalent exam)		

Please ensure that 10th & 12th shall be from recognized Board/ University. 12th shall have Physics and Maths. Check; verification certificate is submitted.

4.	Medical Examination: <i>Check for medical fitness.</i>		
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Verify the details of the knowledge papers submitted vide application form:-

5.	Knowledge:	Date of Result	Valid upto
	Paper		
a)	Air Regulation {not required for hold valid Indian CPL}		
b)	Air Navigation		
c)	Aviation Meteorology		
d)	Radio Aids and Instrument		
e)	ATPL Composite {in lieu of b) , c) &d) if applied for conversion}		
f)	Technical General {not required, if applied for conversion and foreign ATPL is on multi}		
g)	Technical Specific or valid Indian CPL on Multi {not required, if applied for conversion and foreign ATPL is on multi}		
	(i) A/c Name.....		
	(ii) A/c Name.....		
h)	Technical Performance or valid Indian CPL on Multi {not required, if applied for conversion and foreign ATPL is on multi}		
	(i) A/c Name.....		
	(ii) A/c Name.....		

i)	Signal reception test @ 6/8 w.p.m.	
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In case of conversion of foreign license, Technical Specific result in respect of the aircrafts shall be given from the contracting State. Holder of Valid Indian ATPL(H) Required to submit result of Technical General, Technical Specific and Performance only. Technical performance is for A/c above 5700 Kgs All technical exams are valid upto two and half years only.

6. Flying experience:

a) please see following details from the application form submitted for issue of ATPL(A):-

A/c flown ①	SINGLE ENGINE AIRCRAFT				MULTI ENGINE AIRCRAFT								INSTRUMENT TIME			
	DAY		NIGHT		DAY				NIGHT				On Aircraft		Synthetic Simulator hrs	
	Dual	Solo	Dual	Solo	U/T	Co-pilot	P1 (U/S)	PIC	U/T	Co-pilot	P1 (U/S)	PIC	Total	Simulated		Actual
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
TOTAL																

Note: write P1 U/s experience separately and do not include in Co-pilot column. (submit P1U/S) log book also)

Telly the total flying experience given in the application form by the applicant and calculated in the following manner from the above table:-

Requirement	Hrs Req	Actual
Total flying experience details		
(i) Total flying time (in this 50% of multi co-pilot hrs are counted) {col (13)} – {50% of col(6)+(10)}	1500	
(ii) Total as PIC (in this P1 U/S hrs are counted 50%) {Col (2) +(4)+(8)+(12)} + {50% of Col (7)+(11)}	500	
(iii) Total Night flying experience (in this 50% of multi co-pilot night hrs are counted) {Col (3) +(4)+(9)+(11)+(12)} + {50% of Col (10)}	100	
(iv) Total Instrument Time {col (14)+(15)+(16)} (not more than 50 hrs shall be counted from col 16) (attach sortie wise statement)	100	
X-country flying time		
(v) Total X-country by day and night (attach sortie wise statement)	1000	
(vi) Total PIC X-country by day and night (attach sortie wise statement)	200	
(vii) Total PIC X-country flying time by Night (attach sortie wise statement)	50	

If the flying experience data in application form is tellying then fill up in the computer checklist.

b) please see the following table in the application form for experience in last one year:

A/c flown ①	SINGLE ENGINE AIRCRAFT				MULTI ENGINE AIRCRAFT								INSTRUMENT TIME			
	DAY		NIGHT		DAY				NIGHT				On Aircraft		Synthetic Simulator hrs	
	Dual	Solo	Dual	Solo	U/T	Co-pilot	P1 (U/S)	PIC	U/T	Co-pilot	P1 (U/S)	PIC	Total	Simulated		Actual
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
TOTAL																

Telly the preceding 12 months flying experience given in the application form by the applicant and calculated in the following manner from the above table:-

Requirement	Hrs Req	Actual
Total flying time (in this 50% of multi co-pilot hrs are counted) {col (13)} – {50% of col(6)+(10)}	150	

If the preceding 12 month flying experience data in application form is tellying then fill up in the computer checklist.

c) please see the following table in the application form for experience in last 6 months:

A/c flown ①	SINGLE ENGINE AIRCRAFT				MULTI ENGINE AIRCRAFT								INSTRUMENT TIME			
	DAY		NIGHT		DAY				NIGHT				On Aircraft		Synthetic Simulator hrs	
	Dual	Solo	Dual	Solo	U/T	Co-pilot	P1 (U/S)	PIC	U/T	Co-pilot	P1 (U/S)	PIC	Total	Simulated		Actual
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
TOTAL																

Telly the preceding 12 months flying experience given in the application form by the applicant and calculated in the following manner from the above table:-

Requirement	Hrs Req	Actual
Total flying time (in this 50% of multi co-pilot hrs are counted) {col (13)} – {50% of col(6)+(10)}	10	

If the preceding 6 month flying experience data in application form is tellying then fill up in the computer checklist.

7. Skill: from the application form please verify the following:

a)	Requirement	A/c Name	duration	Date of test	Valid upto	Tick if CPL/ IR valid on multi
(i)	general flying test by day (GFT not required if CPL with multi is valid)					CPL is valid – Yes
(ii)	general flying test by night (GFT not required if CPL with multi is valid)					
(iii)	IR Test (IR not required if CPL & IR with multi is valid)					IR is valid - Yes

Please ensure that:

- All the skill tests & instrument rating test shall be submitted in DGCA approved performa.
- Each test reports shall be duly signed by the DGCA approved examiner & counter signed by the aerodrome authorities and shall be submitted in original.
- All the above tests i.e. 7. a) (i), (ii) &(iii) shall be on the same aircraft type.
- All the flying tests shall have been conducted only after the date of passing of DGCA exam on that aircraft type.
- If the tests are conducted on simulator, then ensure that they shall be on Level'D' Sim

For additional aircraft ratings:-

- Ensure technical result is submitted and
- Verify the following details from the application form:-

b)	Requirement	Duration	Date of Test	Valid upto
(i)	general flying test by day			
(ii)	general flying test by night			
(iii)	IR Test			

8. Verify the details of following licenses and ratings filled in application form;-

CPL Licence Number	Issue date	Valid upto	PIC endorsements	Co-pilot endorsements

IR Number	Issue date	last IR test date	Last IR on Aircraft/sim	Valid upto

Note: IR test is valid for one year from the date of test and it shall be endorsed on the Instrument rating issued on CPL. IR test shall be on aircraft/ Level 'D' Simulator

RTR and FRTOL details	Number	Date of issue	Valid upto
Details of RTR(A)/RTR(P)			
FRTOL License			

9.	Flying Records (Whether accident/incident free or not in preceding 5 years)		
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10. Fee; Please ensure:-

Whether deposited
Amount is as required for the issue of License and rating
In case it has to be deducted from the airlines advance account, then ensure deduction

11. Ensure whether Defense personal has submitted as per the following requirement:

	Condition	Complied
i)	Whether the applicant is/ was in the service of Defense Forces of India.	Yes/ No
ii)	If serving, No Objection Certificate obtained from the concerned Hqrs.	Yes/ No
iii)	If serving, indicate whether accident/incident free certificate for the preceding 5 years has been obtained from the concerned Hqrs.	Yes/ No
iv)	If not serving, indicate the Force..... and date of release..... (attach copy of release certificate)	

12. If application is for conversion of foreign ATPL, please verify the following details from the ATPL application:-

a)	Details of foreign license		
i)	Country of issue		
ii)	Name & Number of license	ALTP -	
iii)	Date of issue of license		
iv)	Validity of license		
v)	Aircraft ratings (PIC/Co-pilot)		
vi)	Instrument Rating		

b)	Details of foreign medical		
	i) Class & Date of foreign medical		
	ii) Validity of foreign medical		

c)	Have you enclosed the verification of foreign license and medical from the contracting state's regulatory authority	Yes/ No	
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d)	Name, address, website & e-mail ID of the contracting state's flying training institute from where you did training.		
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e)	Details of passport & travel for flying training (enclose copy of all the pages)		
	i) Full Name on Passport:		
	ii) Passport Number:		
	iii) place of Issue:		
	iv) valid upto:		

13. whether declaration has been signed by the applicant in the application form.

3. RENEWAL OF LICENSES & RATINGS:

3.1 **General:** The licences and ratings specified in Rule 38 can be RENEWED either at Headquarters of the DGCA or at the Regional/ Sub-Regional offices of the DGCA, as indicated in para-1.

While the Headquarters have the powers to deal with all cases of renewal, whereas the **Regional/ Sub-Regional offices are empowered to renew only current licences, as per the following details:**

- a) the licence/rating submitted by the applicant for renewal should be current and should have NOT more than fifteen days to go before its expiry.
- b) The expired licences/ratings of applicants, provided the lapsed period does not exceed one month and the applicant is under the employment of a scheduled airlines.

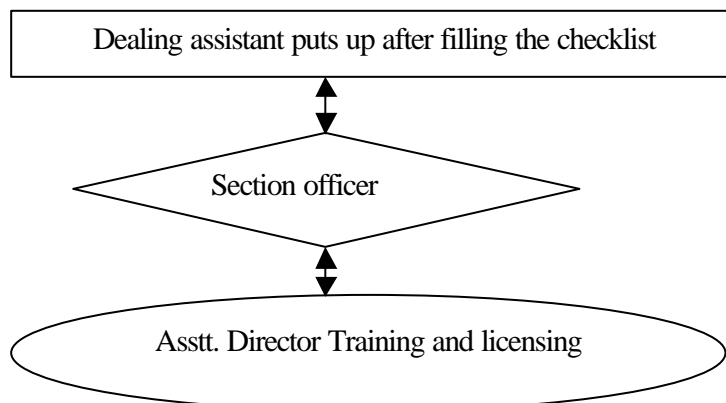
Note: In cases where the applicant has been subjected to disciplinary action the regional/sub-regional offices shall refer the case to Headquarters.

3.2 Application Form & Enclosures for Renewal:

The application should be received in the format prescribed for renewal, duly dated and signed by the applicant and complete in all respects. The following enclosures, in original, should accompany the application form in accordance with the ‘Instructions to Applicants’

- a) Demand Draft(s)/IPO(s) towards the fees
- b) Licences and Ratings; FRTOL & RTR(A) (if applicable)
- c) Relevant Log Book(s) and/or Form CA-39 in original.
- d) No flying certificate, if applicable
- e) Medical Assessment from DGCA in accordance with CAR Section 7 series C part I issue I dated 26th Aug. 1999 Rev. 13-02-2006.
- f) Copies of Skill Test Reports by day and night
- g) IR test report, if IR renewal is sought
- h) Competency check reports for AFIR/FIR renewal through experience.
- i) Result of oral/written examination, for AFIR/FIR renewal through a skill test’ and in addition, refresher’s course certificate for FIR renewal.

3.3 Submission channel for renewal of licenses



3.4 Fees:

3.4.1 Check whether the fee prescribed has been paid in accordance with Rule 48 of the Aircraft Rules, 1937 through a demand draft on any of the nationalised banks or crossed India Postal Orders, drawn in favour of;

- a) For Headquarters: PAO, DGCA, MCA, New Delhi.
- b) For Regional/Sub-regional offices: Accounts Officer, RPAO, Civil Aviation Department, payable at the place where the regional office is located.

3.4.2 Ensure that the **fee instruments are drawn out properly and should have more than a month's validity left at the time of submission** so as to allow for processing time for deposit of fees in government account. In case of revolving deposit utilization, an Account Register with respect to each operator shall be maintained in the section and the Section Officer shall cross check operator's authorisation on the application form and also check the operator's balance amount in the respective Account Register to ensure that the required amount can be deducted therefrom. In case a shortfall in account is found, the application and papers/documents shall be returned with the remark of 'shortfall in account'.

3.4.3 The fee maintenance register(s) shall be counter verified by SO(L-1) and SO(L2) every quarter.

3.5 Renewal of Licence(s), FRTOL & RTR:

Check out the submission, in original, of-

- a) Substantive Licences (PPL, CPL, ALTP etc): Submission is compulsory of licences in original to be renewed.
- b) FRTOL: To be submitted in original, if FRTOL itself, is to be renewed OR if any professional licence is to be renewed, **as a valid FRTOL is one of the conditions for renewal of a professional licence.**

- c) RTR: To be submitted in original if FRTOL or any professional licence is to be renewed **as FRTOL's renewal and legitimacy is linked to a valid RTR.**

3.6 Period of Lapsed Licence:

- (a) The time period since the licence/rating has lapsed should be checked out. This is of prime importance for Regional/ Sub-regional offices from the standpoint of exercise of their powers of renewal. If the licence/rating lapsed for more than two years/three years, then Rule 42 of the Aircraft Rules, 1937 need to be enforced with. This may be referred to from the Aircraft Rules, 1937.
- (b) Where any type rating privileges on aircraft having all up weight exceeding 5700 kgs has expired for more than six months, then the procedure for renewal of expired professional pilots licences should be followed as per CAR Section 7 Series 'H' Part I dated 9^h March 2006.

In all the above cases it should be ensured that, route checks are performed after all other requirements have been completed.

3.7 No Flying Certificate:

No flying certificate depicting absence of flying either during a lapsed medical/lapsed licence/lapsed rating is essential. The information given in the "no flying certificate" is to be cross-checked with the log book, in the background of medical/licence/ratings validities. It should be ensured that the "no flying certificate" has been signed by the applicant and/or the concerned flying club/operator/ employer as the case may be.

3.8 Medical Examination:

Ensure that the applicant has undergone medical examination of the class appropriate to the licence. Rule 39B of the Aircraft Rules, 1937, Provisions of CAR Section 7, Series C, Part 1, Issue 1 of 26.08.99 Rev. 2 dated have to be followed; hence may be referred to. Briefly, the medical fitness requirements that may be adhered to are as follows;

- (a) Where an applicant is employed in a scheduled airline, the certificate of medical fitness issued as indicated below should be considered;
 - (i) an approved Medical Board in the Form CA-35 provided the applicant's previous medical assessment was valid at the time of medical examination and the licence had not expired for a period exceeding one month, or
 - (ii) current medical assessment issued by the DGCA may be accepted towards requirement for renewal.

- (b) Where an applicant is not employed by a scheduled airline, the certificate of medical fitness issued as indicated below should be considered;
 - (i) an approved medical board in the form CA-35 provided that the applicant's previous medical assessment at the time of medical examination was current; or
 - (ii) current medical assessment issued by the DGCA may be accepted towards requirement for renewal.

- (c) In the event of a licence holder having been declared medically temporarily unfit at any stage, **the medical assessment issued by DGCA only shall be accepted.**

- (d) Only original Form CA 35/Medical Assessment should be accepted. Cross check to see that the signature of the applicant tallies with the signature of the applicant on the application form. Special emphasis may be paid to any limitations, and it may be seen that these are required to be entered on the body of the licence at the appropriate place.

3.9 **Flying experience for renewal:** The licences/ratings can either be renewed on the basis of recent flying experience or on the basis of a general flying test, as contemplated in the relevant Sections A to Z (except Section L, since not valid w. e. f. 31-03-2006) of Schedule II of the Aircraft Rules, 1937.

3.10 Recent flying experience for renewal:

The renewal of Licences/ratings on the basis of recent flying experience in the past six months/twelve months is laid out in the various sections in Schedule II of the Aircraft Rules, 1937 which may be referred to. The recent experience requirements for renewal of various licences/ratings are summarised in CA 39. To ensure the above, the following checks to done:-

3.10.1 The Log Book may be examined from the date of last renewal in the backdrop of Rule 67A of the Aircraft Rules, 1937, as per item 2.11, to gauge correctness of entries, especially from the context of quantum of experience in the past six/twelve months as applicable. Experience only on relevant category of aircraft vis-à-vis the licence submitted for renewal is to be counted.

3.10.2 In case of form CA39 ensure that the experience summarized is for the correct period in chronological order viz. six months or twelve months as the case may be. Also see that the experience is on relevant category of aircraft vis-à-vis the licence.

3.10.3 Instructional flying, if any, should be clearly brought out in CA 39 form, in case the request is for renewal of instructor's rating. The form CA-39 should be

counter signed by the authorised signatory of the flying club/Institute, the operator or employer as the case may be.

3.11 Instructor's Rating(Refresher Course Certificate):

In the case of renewal of instructor's rating in addition to the recency of experience, a Refresher course conducted at IGRUA should be ensured. In case of helicopters, the certificate is to be issued by a DGCA approved examiner.

3.12 Renewal through Skill Tests:

As the validity of Skill test is six months, it is therefore necessary to ensure that the Skill Tests for renewal of licences/ratings should be within a period of six months, as reckoned from the date of receipt of application. The first check is to ascertain whether the skill test is valid. The skill test reports, including IR check report should be checked for timings, duration and remarks of the examiners, and for any other remarks out of the 'Ordinary'. IR check report should also be checked for the two IAL procedures have been completed during the conduct of IR test.

The skill test entries should be cross checked with the log book entries. The skill test reports as well as log book entries are to be signed by the examiner with usual certification of the examiner also having recency of ten hours flying as PIC during last 30/90 days for scheduled and non-scheduled operators respectively and also that the check pilot/instructor/examiner privileges, as applicable, were exercised during the preceding six months. If, in lieu of such requirements a separate one time approval has been granted by DGCA, then it should be checked that conditions of such authorisation have been compiled with and authorisation No. of DGCA is indicated. It may also be ensured that skill test has been carried out on an aircraft endorsed/to be endorsed on the licence, unless the aircraft is covered under open rating. In the later case check for a familiarisation sortie/certificate by examiner in the log book.

In case of renewal of instructor's rating (AFIR & FIR) through a skill test, the oral/written examination result sheet may be given by a CFI. In case of a CFI not available at a particular location, then another CFI can do so provided the latter is actually available at the institute/location. In case of FIR, the mandatory refresher's course certificate from IGRUA is to be submitted.

3.13 **Proficiency checks:**

Schedule II of the Aircraft Rules, 1937 envisages **bi-annual proficiency checks for professional licence holders** current on transport aircraft exceeding all up weight 5700 kgs and above. One copy of the proficiency check reports viz. Local check and Route check shall be forwarded to DGCA (Hqrs.) immediately after the tests, for record. It also states that the original copy of the report shall be forwarded to the concerned DGCA office at the time of renewal of pilot's licence alongwith the application, failing which the licence/rating will not be renewed. CAR Section 2,

Series O, Part I, Issue IV dated 24.4.92, para 6.5 lays down that the interval between any two successive consecutive checks shall not be more than eight months or less than four months in any period of twelve months.

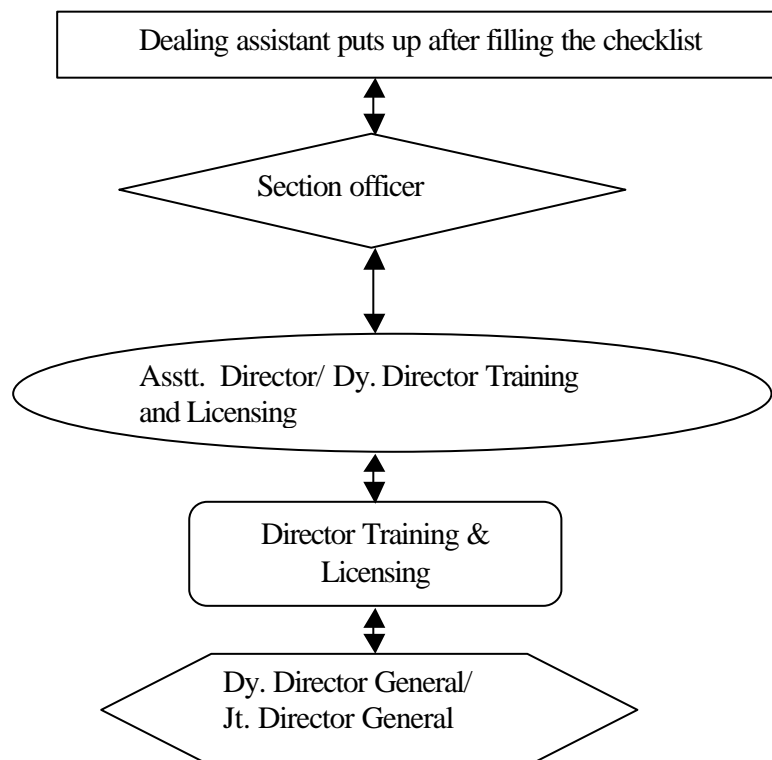
In view of the above the documentation on proficiency checks, in applicable cases needs to be thoroughly checked, especially whether the prescribed time frame has been adhered to or not. The reports may be checked for duration and timings and these should be checked with entries made in the log book. Both proficiency check reports/ log book are to be checked for signature by the DGCA approved Check pilot/ Instructor/ Examiner; and the recency certification on type of 10 hours in last 30/90 days, as applicable, alongwith exercise of privileges in last six months should also to be checked for as has been given by check pilot/instructor/examiner on both the reports and log books. Special attention

should be paid to the “remarks” of the Check Pilot/Instructor/Examiner and any adverse remark, highlighted therein.

3.14 The case need to be examined by dealing staff on file in the backdrop of the guidelines as at above. Check list for processing papers for renewal of licences/ratings are enclosed as Annexure. The file will then be submitted through the channel prescribed, to the competent authority for approval. The physical entries are to be made in the licences in accordance with the approval given and the licence(s) / file may be resubmitted to the competent Authority for signatures on licence.

4 VALIDATION OF FOREIGN LICENCES:

4.1 Submission channel for FATA



Foreign Licences are validated to operate Indian Registered aircraft in accordance with provisions of Rule 45 of the Aircraft Rules, 1937 and CAR Section 7, Series G, Part-II,

Issue I. The powers for such validation and revalidation of foreign licences have been delegated by the Central Government to DGCA officers at Headquarters only . The request for validation/ revalidation of such foreign licences are received by the DGCA Headquarters. The work pertaining to such validations or foreign licences involves security clearances and correspondence with the Ministry of Civil Aviation. This advisory circular will be helpful in expeditious processing of such cases.

4.2 Procedure for the processing of the applications received for validation of foreign licences should be processed as given below:

- i) Check whether the application received is in the prescribed format (Appendix-A and Appendix-B of CAR, Series-G Part-I) for Security Clearance, alongwith following :-
 - a) Copy of foreign licenses issued by the ICAO contracting State
 - b) Copy of valid type endorsement and Instrument rating on the foreign license in respect of the type of aircraft to be flown in India
 - c) Copy of valid foreign medical assessment.
 - d) for operation of Flight Radio Telephony, a copy of valid license from contracting states regulatory authority or any other document to the satisfaction of FATA Board.
 - e) Copy of current passport with employment visa
 - f) Verification of foreign licenses and type ratings from the contracting state.
 - g) Certified copy of the flying experience requirement as laid down in this CAR for validation of foreign license. (certified log book and or summary of flying)
 - h) Copy of valid instructor/ examiner rating from the contracting state, in case instructor/ examiner rating is required on FATA
 - i) Copy of LVP Cat-II/ Cat-III authorization from the contracting state, wherever applicable.
 - j) Two copies of Appendix-A of this CAR duly filled in.
 - k) Five copies of Appendix- B of this CAR duly filled in
 - l) Fees @ Rs 5,500/- (Rs 5000/- (for grant) and Rs 500/-
- ii) It should also be checked that the operator has given details like, schedule of operations, training and upgradation programme of Indian pilots, phasing out programme for foreign pilots, justification/necessity to employ foreign pilots by the operator for the period mentioned.
- iii) If the case is to be processed for initial validation then in the first step, the details of passport, alongwith the personal details of the individual pilot should be sent to the three security agencies, i.e. Ministry of Home Affairs (Foreign Division),

Narcotics Control Bureau and Directorate of Revenue Intelligence for obtaining necessary security clearances.

- iv) The licence of the foreign pilot shall be verified from the issuing authority of the Contracting State, if verification is not submitted.
- v) The Ministry of Civil Aviation has delegated power to the DGCA vide No. AV.13011/6/2003-DT dated 21.07.2006 for deciding the cases on merit upto a time limit of three years or upto 31.07.2010 whichever is earlier, on a case to case basis subject to adequate safety and security considerations.
- vi) Following points should be critically examined;
 - 1. Total fleet of aircraft with operator, his schedule/ pattern of operations,
 - 2. Number of Indian pilots trained and up-gradation programme,
 - 3. Number of foreign pilots to be employed and phasing out programme suggested by the operator, and
 - 4. Availability of appropriate certificate as submitted by the operator pertaining to validity of licence, medical assessment and its class and privileges of the pilot.
- vii) After obtaining the necessary security clearance and concurrence from Ministry of Civil Aviation, the operator is to be informed to present the pilot for Oral check under AIC 17 of 1994 with Chief Flight Operations Inspector (FID).
- viii) After the result sheet from FID is obtained, the case is processed for initial validation, in accordance with provisions of CAR Section 7, Series G, Part II, Issue I. During processing, care should be taken to highlight all the important points like security clearance viz. form NCB, DRI & MHA, result of Oral check, Flight experience, total and on type etc. He should then submit the case to the Section Officer, who in turn, after examining for completeness will put up next higher officer to examine and forward to the Director for necessary approval of the competent authority.
- ix) After approval, authorisation letter has to be prepared in the prescribed format, with all the necessary entries to be made in the validation register also in accordance with the approval granted. The authorisation letter shall then put for signature to the Director, or any other authorised signatory.

5. PROCEDURE FOR ENFORCEMENT ACTIONS

1. Introduction:

This procedure is laid down to record the enforcements action taken in respect of pilots by DGCA. Such actions are taken by DTL under following circumstances:-

- 1.1 When the recommendation are received after Accident investigation/ Incident investigation/ Breath-analyzer test / PIB investigation etc. form Airsafety Directorate of DGCA Hqrs for action against involved pilots.
- 1.2 When the violation of aircraft rules/ CAR is noticed by DTL.

2. Procedure for action on the recommendations received from Airsafety Directorate of DGCA Hqrs

- 2.1 Receipt of Accident investigation/ Incident investigation/ Breath-analyzer test / PIB investigation etc. report from Airsafety Directorate of DGCA Hqrs report .
- 2.2 Diarising with DTL
- 2.3 SO-LI to record the date of receipt in the enforcement action register in the following format:-

Sl. No.	Name of pilot	Operator	License & No.	Date of receipt of Breath-analyzer / PIB/Investigation report from DAS with subject/brief.	Date of compliance of Recommendation of DAS by DTL (follow procedure as in 3.8 below)	Date of entry in R-card and License, if required
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- 2.4 SO L-I to ensure that such reports are put –up to AD/DDTL
- 2.5 AD/DDTL to examine the reports and suggest the actions to DTL, required to be taken on the basis of the recommendations made in the report e.g.
- 2.6 No action , with justification
- 2.7 Issue of show cause notice, with justification and with relevant portion of the investigation report (further recording would be in the table given below para 3.8)
- 2.8 DTL to approve the no-action or approve for issue of show cause notice.

- 2.9 In case of no action is required SO-LI to file the records properly
- 2.10 In case action is required AD/DDTL to ensure preparation of draft show cause notice.
- 2.11 DTL to approve and sign the show cause notice.
- 2.12 SO-LI to ensure that show cause notices are dispatched immediately and monitor the reply. If the reply is not received in the stipulated period then put up the reminder.
- 2.13 SO-LI to put-up the reply received to AD/DDTL
- 2.14 DDTL to examine the reply and suggest the actions.
- 2.15 Based on the examination in the training and licensing directorate, actions would be suggested and would be taken in consultation with aviation safety board.
- 2.16 DTL to approve and issue appropriate order.
- 2.17 SO-LI to ensure the recording of the order in the enforcement recording register.
- 2.18 SOL-I to ensure that a copy of the order to be sent to enforcement monitoring division.

3. Procedure of actions taken by DTL against the pilots for violation of aircraft rules

- 3.1 Receipt of violation from :-
 - a. complaint/ information from individual /organizations/ operators etc.; or
 - b. Violation or rules/ CAR noticed during examination of documents/ records
- 3.2 SO L-I to ensure that such violations are put –up to AD/DDTL
- 3.3 AD/DDTL to examine the reports and suggest the actions to DTL, required to be taken on the basis of the recommendations made in the report e.g.
 - a. No action , with justification
 - b. Issue of show cause notice, with justification
- 3.4 DTL to approve the no-action or approve for issue of show cause notice.
- 3.5 In case of no action is required SO-LI to file the records properly
- 3.6 In case action is required AD/DDTL to ensure preparation of draft show cause notice.
- 3.7 DTL to approve and sign the show cause notice.
- 3.8 SO-LI to ensure that show cause notices are recorded in the register and dispatched immediately and monitor the reply. If the reply is not received in the stipulated period then put up the reminder.

Sl. No.	Name of pilot	Operator	License & No.	Date of Issue of show cause notice	Brief of show cause	Date of reply to show cause	Date of personal hearing, if any	Date of order	Brief of the order	Date of entry in R-card and License, if required

- 3.9 SO-L1 to put-up the reply received to AD/DDTL
- 3.10 DDTL to examine the reply and suggest the actions.
- 3.11 DTL to approve and issue appropriate order.
- 3.12 SO-LI to ensure the recording of the order in the register.
- 3.13 SOL-I to ensure that a copy of the order to be sent to enforcement monitoring division.

6. RECORDING OF ENFORCEMENT ACTIONS

1. Introduction:

This procedure is laid down to record the enforcements action taken in respect of pilots by DGCA. Such actions are taken by DTL under following circumstances:-

- 1.1 When the recommendation are received after Accident investigation/ Incident investigation/ Breath-analyzer test / PIB investigation etc. form Airsafety Directorate of DGCA Hqrs for action against involved pilots.
- 1.2 When the violation of aircraft rules/ CAR is noticed by DTL.

2. Following enforcements actions are required to be recorded:

- 2.1 Actions taken by DTL against the pilots for violation of aircraft rules.
- 2.2 Actions taken by Air Safety Directorate in respect of pilots involved in various accidents and incidents.

3. Format for recording of enforcements action taken:

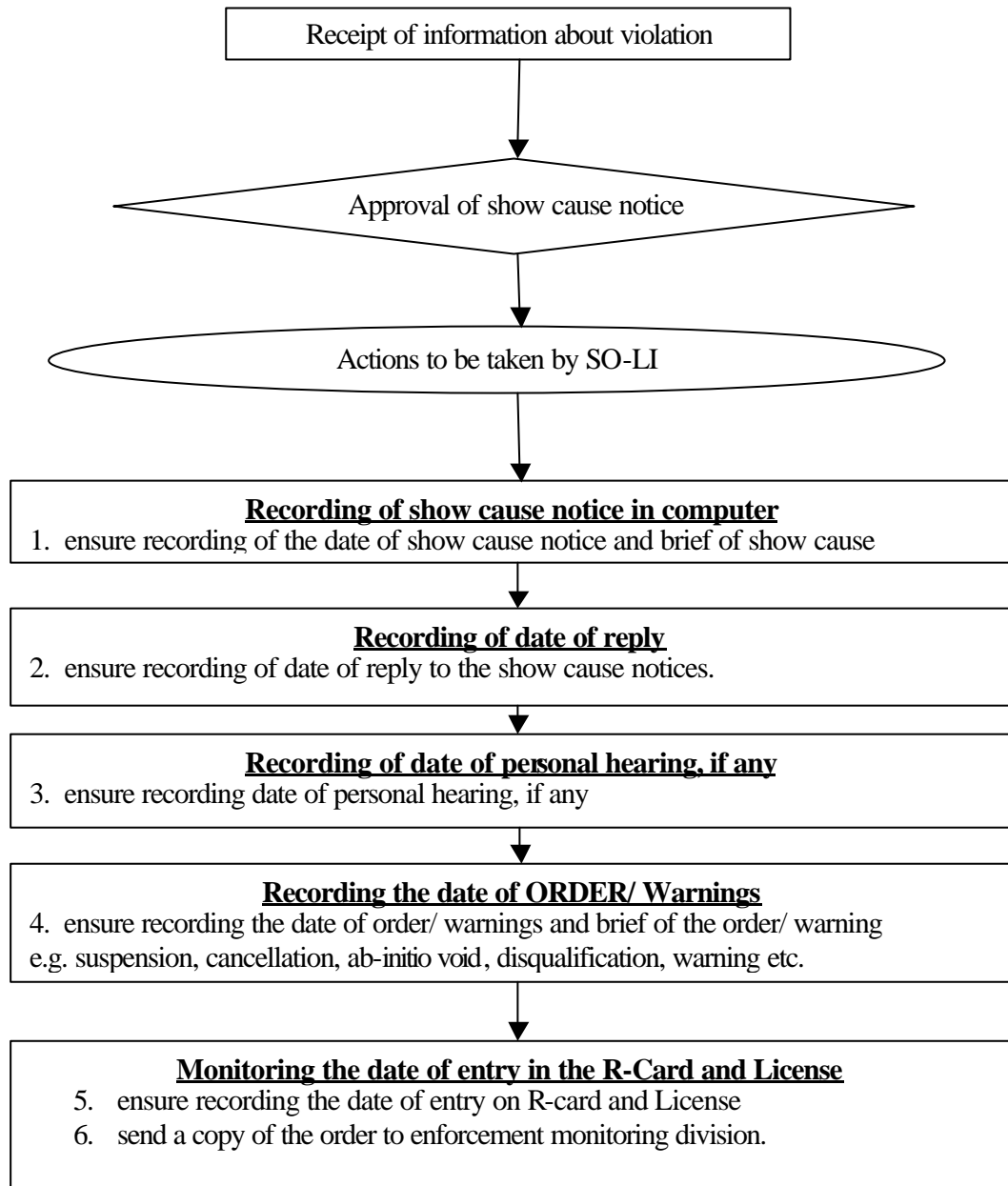
- 3.1 In case of actions taken by DTL against the pilots for violation of aircraft rules.

Sl. No.	Name of pilot	Operator	License & No.	Date of Issue of show cause notice	Brief of show cause	Date of reply to show cause	Date of personal hearing, if any	Date of order	Brief of the order	Date of entry in R-card and License, if required
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- 3.2 In case of breath analyzer/ PIB/Investigation report s and their Recommendations from DAS

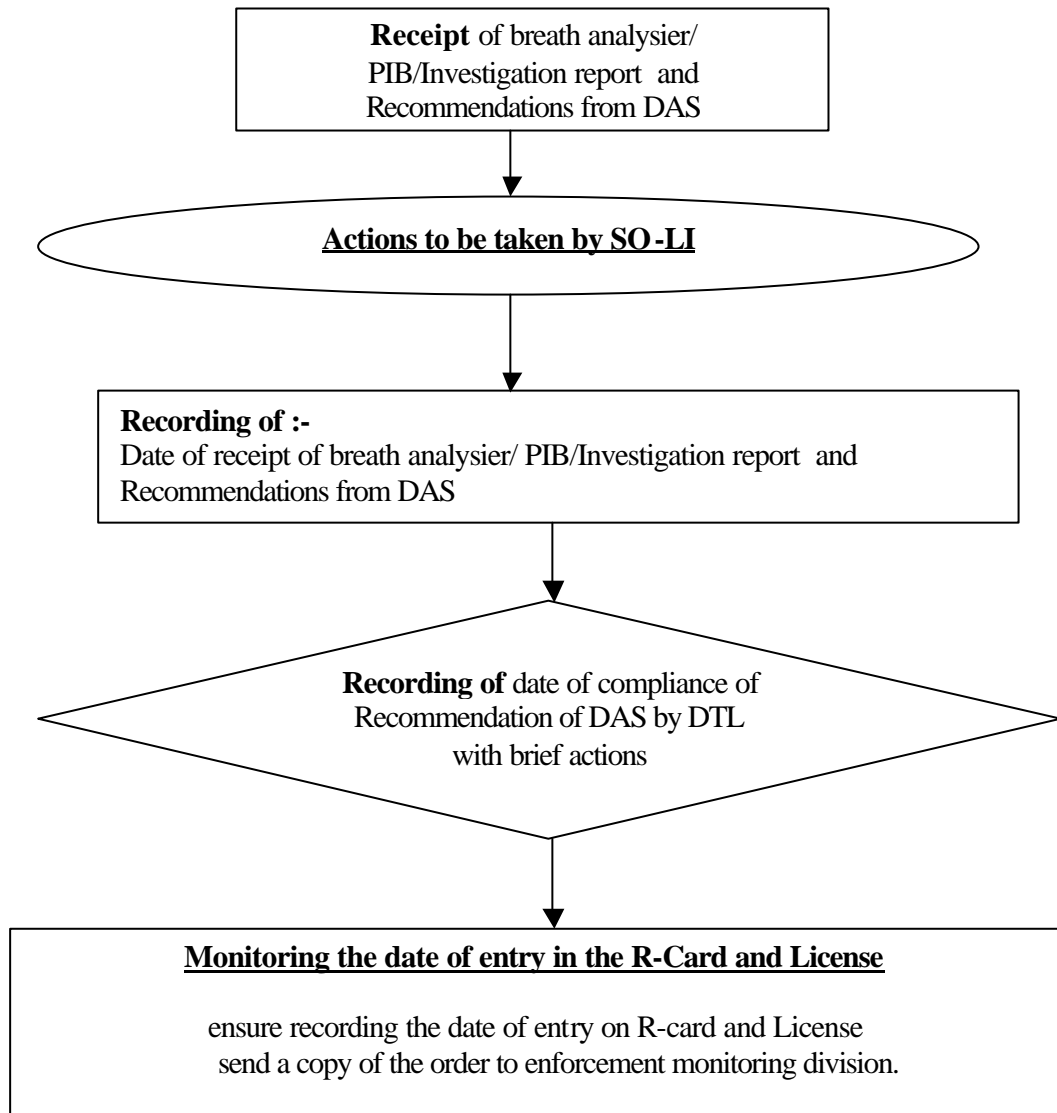
Sl. No.	Name of pilot	Operator	License & No.	Date of receipt of Breath-analyzer / PIB/Investigation report from DAS with subject/brief.	Date of compliance of Recommendation of DAS by DTL (follow procedure as in 3.1 above)	Date of entry in R-card and License, if required
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4. Procedure for recording of actions taken by DTL against the pilots for violation of aircraft rules



5. Procedure for recording of the actions taken by DTL on the basis of the

Breath analysier/ PIB/Investigation reports and their Recommendations from DAS



The duties & responsibilities and the procedures for processing the various cases, as given in this circular, shall be strictly complied with by all the officers and staff of the Directorate of Training & Licensing at Head Quarter and Regional Offices of DGCA.

New Delhi: 14th September, 2009

(A. Sardana)
Director of Operations (Trg. & Lic.)

FLOW CHART OF LICENSING PROCEDURE for guidance of staff & officers

Application submitted at DGCA reception by post or in person:
 Fee draft is sent to Accounts, Date of application is stamped & serial number will be given on application

Examination of papers in DTL

On application date (General Requirement to be fulfilled)

- Age: >18 (As per 10th certificate)
- Medical: class-I (within 12 months validity)
- Qualification: 10+2 Pass with Physics and Math
- Knowledge: pass in DGCA's Air Regulation and Composite paper (within 30 months)
- Others:-
 1. have valid RTR(A) from Ministry of Com.
 2. verification certificates in respect of qualification (10th and 12th) with original and attested certificates
 3. valid foreign license with letter of verification from issuing authority.
 4. Valid class-I medical certificate of state of issue + Indian
 5. certified log book and attested respective flying statements (i.e. within preceding 5yrs, 6months & x-country)
 6. one cloth lined Self addressed stamped envelop for dispatch of license by speed post (stamp shall be according to the weight of documents submitted + 200gm)
 7. two photograph imprinted with name at top
 8. for issue of IR with CPL submit two more photographs and relevant fee

On application date (Flying Requirements)
 (Check from certified log book & CA -39 and with flying test performas/ certificates)

- **Within 5 years**
 1. total -200Hrs, 2. as PIC-100 Hrs, 3. as PIC cross-country -20Hrs (encl. list of cross-country sorties separately)
 4. one 300NM cross-country with 2 full stop landings
 5. Instrument time - 10Hrs (atleast 5 hrs on aircraft is must)
- **Within 6 months**
 1. as PIC-15Hrs,
 2. PIC by Night - 5 Hrs (with atleast 10 take off & 10 landings)
 3. General flying test by day with three solo take off and landings each
 4. general flying test Night with three solo take off and landings each
 5. 250 NM cross-country test by day with one full stop landing at other aerodrome
 6. 120 NM X-country test by night (returning to point of dep. without landing)
 7. signal reception test report (eight word per minute)

NOTE 1. : For IR issue with CPL, submit following documents:

1. as PIC-100Hr,
2. as solo cross-country-50 Hr (encl. list of cross-country sorties separately)
3. Instrument time 40 Hrs (actual on aircraft 20 hrs or more+ simulated 20 hrs or less)

- **Within 6 months**
 1. instrument time on actual aircraft - 5Hr,
 2. IR test report with two approaches on aircraft for which endorsement on license is requested.

NOTE 2: For Multi endorsement on CPL:

1. Record of ground training and pass result of technical exam
2. Statement indicating at least 10 hrs of training on multi engine aircraft for which endorsement is requested (including test/ check),

- **Within 6 months**
 1. General flying test by day with three solo take off and landings each
 2. General flying test Night with three solo take off and landings each
 3. IR test report with two approaches on aircraft for which multi -endorsement on license is requested. (for Multi-IR only)

Above is checked and verified by designated officer

Not satisfactory

Satisfactory

Papers returned to applicant with letter giving reasons for rejection for compliance of complete requirement and re submission (no fee refund)

Note:

1. Applicant has to meet all the requirements on the date of re-submission.
2. The papers will be returned to the individual or the flying club through which they were forwarded as per the request of individual.

License issued/ dispatched by speed post & number displayed on DGCA's website

Note: For further details please go through the Aircraft Rules 1937 and CARs on the subject

Annexure – I

File No.:

Dy. No.

Date of Receipt:

The checklist for generation of ATPL(A) in the computer shall be filled up for issue of ATPL(Aeroplane) as per following :-

The details given below shall be filled up from the application form after verification from the submitted documents.

1. Name of the Applicant		
2. Age/Date of Birth (Should not be less than 21 years on the date of application)		
3. Educational Qualification: (passed class 10+2 with Phy & Math or equivalent exam)		

Please ensure that 10th & 12th shall be from recognized Board/ University. 12th shall have Physics and Maths. Check; verification certificate is submitted.

4. Medical Examination:		
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Check for medical fitness.

Verify the details of the knowledge papers submitted vide application form:-

5. Knowledge:	Paper	Date of Result	Valid upto
a)	Air Regulation {not required for hold valid Indian CPL}		
b)	Air Navigation		
c)	Aviation Meteorology		
d)	Radio Aids and Instrument		
e)	ATPL Composite {in lieu of b) , c) &d) if applied for conversion}		
f)	Technical General {not required, if applied for conversion and foreign ATPL is on multi}		
g)	Technical Specific or valid Indian CPL on Multi {not required, if applied for conversion and foreign ATPL is on multi}		
	(i) A/c Name.....		
	(ii) A/c Name.....		
h)	Technical Performance or valid Indian CPL on Multi {not required, if applied for conversion and foreign ATPL is on multi}		
	(i) A/c Name.....		
	(ii) A/c Name.....		
i)	Signal reception test @ 6/8 w.p.m.		

In case of conversion of foreign license, Technical Specific result in respect of the aircrafts shall be given from the contracting State. Holder of Valid Indian ATPL(H) Required to submit result of Technical General, Technical Specific and Performance only. Technical performance is for A/c above 5700 Kgs All technical exams are valid upto two and

half years only.

6. Flying experience:

a) please see following details from the application form submitted for issue of ATPL(A):-

A/c flown ①	SINGLE ENGINE AIRCRAFT				MULTI ENGINE AIRCRAFT								INSTRUMENT TIME			
	AIRCRAFT				DAY				NIGHT				On Aircraft			
	DAY		NIGHT		U/T	Co-pilot	P1 (U/S)	PIC	U/T	Co-pilot	P1 (U/S)	PIC	Total	Simulated	Actual	Synthetic Simulator hrs
	Dual	Solo	Dual	Solo												
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
TOTAL																

Note: write P1 U/s experience separately and do not include in Co-pilot column. (submit P1U/S) log book also)

Telly the total flying experience given in the application form by the applicant and calculated in the following manner from the above table; -

Requirement	Hrs Req	Actual
Total flying experience details		
(i) Total flying time (in this 50% of multi co-pilot hrs are counted) {col (13)} – {50% of col(6)+(10)}	1500	
(ii) Total as PIC (in this P1 U/S hrs are counted 50%) {Col (2) +(4)+(8)+(12)} + {50% of Col (7)+(11)}	500	
(iii) Total Night flying experience (in this 50% of multi co-pilot night hrs are counted) {Col (3) +(4)+(9)+(11)+(12)} + {50% of Col (10)}	100	
(iv) Total Instrument Time {col (14)+(15)+(16)} (not more than 50 hrs shall be counted from col 16) (attach sortie wise statement)	100	
X-country flying time		
(v) Total X-country by day and night (attach sortie wise statement)	1000	
(vi) Total PIC X-country by day and night (attach sortie wise statement)	200	
(vii) Total PIC X-country flying time by Night (attach sortie wise statement)	50	

If the flying experience data in application form is tellying then fill up in the computer checklist.

b) please see the following table in the application form for experience in last one year:

A/c flown ①	SINGLE ENGINE AIRCRAFT				MULTI ENGINE AIRCRAFT								INSTRUMENT TIME			
	AIRCRAFT				DAY				NIGHT				On Aircraft			
	DAY		NIGHT		U/T	Co-pilot	P1 (U/S)	PIC	U/T	Co-pilot	P1 (U/S)	PIC	Total	Simulated	Actual	Synthetic Simulator hrs
	Dual	Solo	Dual	Solo												
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
TOTAL																

Telly the preceding 12 months flying experience given in the application form by the applicant and calculated in the following manner from the above table:-

Requirement	Hrs Req	Actual
Total flying time (in this 50% of multi co-pilot hrs are counted) {col (13)} – {50% of col(6)+(10)}	150	

If the preceding 12 month flying experience data in application form is tellying then fill up in the computer checklist.

c) please see the following table in the application form for experience in last 6 months:

A/c flown ①	SINGLE ENGINE AIRCRAFT				MULTI ENGINE AIRCRAFT								INSTRUMENT TIME			
	DAY		NIGHT		DAY				NIGHT				Total	On Aircraft		Synthetic Simulator hrs
	Dual	Solo	Dual	Solo	U/T	Co-pilot	P1 (U/S)	PIC	U/T	Co-pilot	P1 (U/S)	PIC		Simulated	Actual	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
TOTAL																

Telly the preceding 12 months flying experience given in the application form by the applicant and calculated in the following manner from the above table:-

Requirement	Hrs Req	Actual
Total flying time (in this 50% of multi co-pilot hrs are counted) {col (13)} – {50% of col(6)+(10)}	10	

If the preceding 6 month flying experience data in application form is tellying then fill up in the computer checklist.

7. Skill: from the application form please verify the following:

a)	Requirement	A/c Name	duration	Date of test	Valid upto	Tick If CPL/ IR valid on multi
(i)	general flying test by day (GFT not required if CPL with multi is valid)					CPL is valid – Yes
(ii)	general flying test by night (GFT not required if CPL with multi is valid)					
(iii)	IR Test (IR not required if CPL & IR with multi is valid)					IR is valid - Yes

Please ensure that:

- All the skill tests & instrument rating test shall be submitted in DGCA approved performa.
- Each test reports shall be duly signed by the DGCA approved examiner & counter signed by the aerodrome authorities and shall be submitted in original.
- All the above tests i.e. 7. a) (i), (ii) &(iii) shall be on the same aircraft type.
- All the flying tests shall have been conducted only after the date of passing of DGCA exam on that aircraft type.
- If the tests are conducted on simulator, then ensure that they shall be on Level'D' Sim

For additional aircraft ratings:-

- Ensure technical result is submitted and
- Verify the following details from the application form:-

b)	Requirement	Duration	Date of Test	Valid upto
(i)	general flying test by day			
(ii)	general flying test by night			
(iii)	IR Test			

8. Verify the details of following licenses and ratings filled in application form;-

CPL Licence Number	Issue date	Valid upto	PIC endorsements	Co-pilot endorsements

IR Number	Issue date	last IR test date	Last IR on Aircraft/sim	Valid upto

Note: IR test is valid for one year from the date of test and it shall be endorsed on the Instrument rating issued on CPL. IR test shall be on aircraft/ Level 'D' Simulator

RTR and FRTOL details	Number	Date of issue	Valid upto
Details of RTR(A)/RTR(P)			
FRTOL License			

9.	Flying Records (Whether accident/incident free or not in preceding 5 years)		
-----------	---	--	--

10. Fee; Please ensure:-

Whether deposited
Amount is as required for the issue of License and rating
In case it has to be deducted from the airlines advance account, then ensure deduction

11. Ensure whether Defense personal has submitted as per the following requirement:

	Condition	Complied
i)	Whether the applicant is/ was in the service of Defense Forces of India.	Yes/ No
ii)	If serving, No Objection Certificate obtained from the concerned Hqrs.	Yes/ No
iii)	If serving, indicate whether accident/incident free certificate for the preceding 5 years has been obtained from the concerned Hqrs.	Yes/ No
iv)	If not serving, indicate the Force..... and date of release..... (attach copy of release certificate)	

12. If application is for conversion of foreign ATPL, please verify the following details from the ATPL application:-

a)	Details of foreign license		
	i) Country of issue		
	ii) Name & Number of license	ALTP-	
	iii) Date of issue of license		
	iv) Validity of license		
	v) Aircraft ratings (PIC/Co-pilot)		
	vi) Instrument Rating		

b)	Details of foreign medical		
	i) Class & Date of foreign medical		
	ii) Validity of foreign medical		

c)	Have you enclosed the verification of foreign license and medical from the contracting state's regulatory authority	Yes/ No	
-----------	--	---------	--

d)	Name, address, website & e-mail ID of the contracting state's flying training institute from where you did training.		
-----------	---	--	--

e)	Details of passport & travel for flying training (enclose copy of all the pages)		
	i) Full Name on Passport:		
	ii) Passport Number:		
	iii) place of Issue:		
	iv) valid upto:		

13. whether declaration has been signed by the applicant in the application form.

Annexure – II

File No.:
Dy. No.
Date of Receipt:

Issue of Airlines Transport Pilot’s License (Helicopter) under ‘N’ of Schedule II of the Aircraft
 Remarks

- 1. Name of the applicant**
- 2. Age Date of birth**
 (Should be less than 21 years on the date of application)
- 3. Educational Qualification (10+2 with Physics and Math or equivalent)**
- 4. Medical Examination**
- 5. Knowledge** **Date**
 - Air Regulation**
 - Air Navigation**
 - Av. Meteorology**
 - Radio Aid**
 - Instruments**
 - Technical General**
 - Technical Specific**
 - Signal reception test**

Note 1: (a), (b), (d), (d) & (h) are not required in case CPL and IR are valid,
 Note 2: Tech. Performance is not required if aircraft is below 5700kgs

6. Experience	Requirements	Actual
I (a) Total Flying	1000hrs	
(b) Out of I(a) above experience during last one year	100 hrs	
(c) PIC Flying (or as Co-pilot performing under supervision of check pilot, the duties and functions of PIC)	250 hrs	
Consisting of		
(i) Cross Country flying as PIC (Day & Night)	150hrs	
(ii) Out of (i) above, Solo night cross country flying	50 hrs	
(d) Total Cross Country Flying	200 hrs	
(e) Total night flying	20 hrs	

- (f) Instrument flying 40 hrs
 (of these 100 hrs not more than 50 hrs shall be an actual flight)
- II. Within a period of 6 months 10 hrs
 Immediately preceding the Date of application
- 7 (a) Skill Test (within preceding 6 months of application)
 DAY GFT
 NIGHT GFT
- 7 (b) Skill Test with 2 approaches
 IR/Flight test carried out within the last 6 months by DGCA approved examiner
8. Other Requirements:
 (a) CPL No. & validity
 (b) COP No. & validity
 (c) Instrument Rating No. & validity
9. Accident free flying records certificate
10. (A) Fee for issue of ATPL:
 (i) with one aircraft rating Rs. 5000/-
 (ii) for additional a/c rating Rs. 5000/-
 (iii) for open rating upto 5,700 Kg A UW if PIC Rs. 5000/-
- (iv) flying 1000 hrs done on any aeroplane having A UW 14,000 kgs
 (a) PIC Flying (500 hrs)
 (b) Aircraft Rating (four Type)
- (v) Authority to debit licence *Fees to advance deposit*
 Account of club or IPO
11. Photographs (Three)
12. NOC for serving defence officers/
 Retirement Certificate for retired Officers

Annexure – III

File No.:

Dy. No.

Date of Receipt:

Issue of Commercial Pilot’s License (Aeroplane) under ‘J’ of Schedule II of the Aircraft

Remarks

1.	Name of the Applicant		
2.	Age/Date of Birth (Should not be less than 21 years on the date of application)		
3.	Educational Qualification: (passed class 10 or equivalent exam)		
4.	Medical Examination:	On	and accepted
5.	Knowledge (a) Air Regulation (b) Air Navigation (c) Av. Meteorology (d) Technical General (e) Technical Specific (f) Signal reception test	Date	
6.	Experience: I. a) Total Flying b) PIC Flying c) Solo Cross Country Flight (with one flight of 300 NM with Two Full Stop Landing) a) Instrument Flying(Out of these 10 hours not more than five hours should be on synthetic flight trainer) b) Night c) 10 Take off/Landings During preceding six month of the date of application <u>PIC</u>	<u>Requirements</u> 200 hrs 100 hrs. 20 hrs 10 hrs 5 hrs 15hrsU/S	<u>Actual</u> hrs. hrs hrs. hrs

7 a.	<p>Skill Test (Within preceding six months of the date of application)</p> <p style="text-align: center;">(A) Day General Flying Test</p> <p style="text-align: center;">(B) Night</p>		
7 b.	<p>Skill Test with 2 approaches IR/Fit test carried out within the last 6 months by DGCA approved examiner</p>	<p>on</p> <p>on</p>	
8.	<p>Other Requirements:</p> <p>d) COP No.</p>	<p>Valid upto</p>	
9.	<p>Flying Records (Whether accident free or not)</p>		
10.	<p>A) Fee for issue of CPL :</p> <p>i) With one aircraft rating</p> <p>ii)for open rating upto 1500 kgs A.U.W. (if four different types of aircraft are endorsed)</p> <p>B) Authority to debit license fees in advance deposit account of the club</p> <p style="text-align: center;">OR</p> <p>DD/Indian Postal Order(s) No. dated For Rupees</p>	<p>Rs. 5000/-</p> <p>Rs. 5000/- each</p> <p>Rs. 5000/-</p>	
11.	<p>Photographs (three)</p>		
12.	<p>NOC for serving defence officers / Retirement Certificate for retired officers</p>		

Annexure – IV

File No.:
 Dy. No.
 Date of Receipt:

Issue of Commercial Pilot’s License (Helicopter) under ‘K’ of Schedule II of the Aircraft

Remarks

1. Name of the applicant
2. Age Date of birth
 (Should be less than 17 years on the date of application)
3. Educational Qualification
 (Passed Class 10 or equivalent)
4. Medical Examination on and accepted
5. Knowledge Date
 - a. Air Regulation on
 - b. Air Navigation on
 - c. Av. Meteorology on
 - d. Technical General on
 - e. Technical Specific on
 - f. Signal reception test on

6. Experience	Requirements	Actual
A. During preceding 5 years of the date of application		
(a) Total Flying	150hrs	hrs
(b) PIC Flying	50 hrs	hrs
(c) Solo cross country	10 hrs	hrs
(d) Instrument Flying	10 hrs	hrs.

**During preceding 6 months
 Of the date of application**

- (a) PIC Flying
 (out of these not less than 5 hrs should be by night which shall include not less than 10 take offs and 10 landing patterns by night)

OR

**B. For Prof. Pilots license holder
 having done 500 hrs as PIC
 flying on aeroplanes)**

a) Total flight time (dual and solo) 30 hrs hrs.

b) PIC flying	20 hrs	hrs
b) Out of (b) above, Solo X-country flying	5 hrs	hrs
Flight time within last 6 months from the date of application	5 hrs	hrs

7. Other Requirements: COP No.

8. Skill Test :	Validity upto:	
General Flying Test	Aircraft	Date
a) Day		
b) Night		

9. Flying Records
(Whether accident free or not)

10. a) Fee for issue of License:
- i. With one helicopter rating Rs.5000/-
 - ii for issue of additional aircraft rating Rs.5000/- each
 - iii for open rating for all single engine aircraft having A.U.W. not exceeding 1500 kgs. Rs.5000/-
- Total :**
- b) Authority to debit license fees to advance deposit account of the club
OR
Indian Postal order(s) No.
At 'A' above dated
for Rupees

11. Photographs (three)

12. NOC for serving defence officers/
retirement certificate for retired
officers

Annexure - V

File No.:

Dy. No.

Date of Receipt:

Issue of Private Pilot's License (Aeroplane) under 'E' of Schedule II of the Aircraft

1. Name of the applicant
2. Age Date of birth
(Should be less than 17 years of age on the date of application)
3. Educational Qualification
(Passed Class 10 or equivalent exam.)
4. Medical Examination on _____ and accepted
5. Knowledge Date _____
- a) on _____
- b) on _____
- c) on _____
- d) on _____
6. Experience: Requirement Actual
- A. Total Flight time (Dual/solo) 40 hrs hrs.
- B. Solo flight time 20 hrs hrs.
- During preceding 12 months
 From the date of application
7. Skill Test: Flying test done on
(within preceding 6 months of the date of application)
8. Flying Records
- (Whether accident free or not)
9. a) Fee for issue of License:
- i. with one aircraft rating Rs.5000/-
- ii. for issue of additional aircraft rating Rs.5000/- each
- b) Authority to debit license fees to the advance deposit account of the club
- OR
- IPO / DD No.
- at 'A' above dated Total: Rs.
10. Photographs (two)

Annexure- VI

File No.:

Dy. No.
Date of Receipt:

Issue of Private Pilot's License (Helicopter) under 'F' of Schedule II of the Aircraft

1. Name of the applicant
2. Age Date of birth
(Should be less than 17 years of age on the date of application)
3. Educational Qualification
(Passed Class 10 or equivalent exam.)
4. Medical Examination on _____ and accepted
5. Knowledge Date _____
 - a) on _____
 - b) on _____
 - c) on _____
 - d) on _____
6. Experience:

	<u>Requirement</u>	<u>Actual</u>
A. Total Flight time (Dual/solo)	40 hrs	hrs.
B. Solo flight time	15 hrs	hrs.
During preceding 12 months From the date of application		
7. Skill Test: Flying test done on _____ (type
of _____ (date)

(within preceding 6 months of the date of application)
8. Flying Records
(Whether accident free or not)
9. a) Fee for issue of License:
 - i. with one aircraft rating Rs.5000/-
 - ii. for issue of additional aircraft rating Rs.5000/- each
 b) Authority to debit license fees to the advance deposit account of the club
OR
IPO / DD No. _____
at 'A' above dated _____ Total: Rs. _____
10. Photographs (two)

Annexure- VII

File No.:

Dy. No.
Date of Receipt:

Issue of Instrument Rating (Aeroplane/Helicopter) under 'O'/'P' of Schedule II of the Aircraft

- 1. Name of the applicant**
- 2. Age Date of birth**
(Should be less than 17 years of age on the date of application)
- 3. Educational Qualification**
(Passed Class 10 or equivalent exam.)
- 4. Medical Examination** on _____ and accepted
- 5. Knowledge** Date _____
 - a) on _____
 - b) on _____
 - c) on _____
 - d) on _____
- 6. Experience:**

	<u>Requirement</u>	<u>Actual</u>
A. PIC flying	100 hrs	hrs.
B. Solo X-country flight time	50 hrs	hrs.
C. Instrument time	40 hrs	hrs.
(of these not more than 20 hrs may be instrument ground)		
D. Instrument time completed	5 hrs	hrs.
Within last 6 months		
- 7. Other Requirements:** COP No. & validity
Current licences & validity
- 8. Skill Test(2 approaches): Flying test done on (type of)**
(within preceding 6 months of the date of application)
- 9. Flying Records**
(Whether accident free or not)
- 9. a) Fee for issue of IR:** Rs.5000/-
- b) Authority to debit license fees to the advance deposit account of the club**
OR
IPO / DD No. at 'A' above dated _____ **Total: Rs.**

Annexure- VIII

File No.:

Dy. No.

Date of Receipt:

Issue of Radio Telephone Operator's Licence under Section 'Y' of Schedule II of the Aircraft

Remarks

1. Name of the applicant
 2. Age Date of birth
(Should be less than 17 years of age on the date of application)
 3. Educational Qualification
(Passed Class 10 or equivalent exam.)
 4. Medical Examination on and accepted
 5. COP Details: No. of RTR(A) COP Issued on Validity
 6. a) Fee for issue of FRTOL: Rs.5000/-
 - b) Authority to debit license fees to the advance deposit account of the club
- OR**
- IPO / DD No.
at 'A' above dated Total: Rs.
7. NOC for serving defence officers/
Retirement Certificate for Retired Officials

Annexure- IX

File No.:

Dy. No.

Date of Receipt:

Grant of PIC/Co-Pilot with IR endorsement on -----type of aircraft in respect of
 Capt----- of M/S ----- Airlines

1. Name of the applicant

2. Licence Details:

(i) CPL No.	Valid upto
(ii) FRTOL No.	Valid upto
(iii) RTR(A) No.	Valid upto

3. Medical Examination

on

and accepted

4. Medical Assessment:

5. Technical Papers:

6. a) Fee :

Rs.10,000/-

b) Authority to debit license
 fees to the advance deposit
 account of the club

OR

IPO / DD No.
 at 'A' above dated

Total: Rs.

7. Flying Training:

- (a) FID approval
- (b) Skill Test CA40(B) by day
- (c) Skill Test CA40(B) by night
- (d) IR/duration 50 min. with
 Minimum 2 approaches
- (e) 10 route checks including
 5 by night

Annexure – X

File No.:

Dy. No.

Date of Receipt:

RENEWAL OF INSTRUMENT RATING OF AEROPLANE/HELICOPTER

1. Name of the applicant
2. Employer/Sponsor:
3. Nature of Licence held and its validity period
4. Requirement
 - Date of Medical valid upto
 - Details of IR Tests
 - Date of Test
 - Type of aircraft/Helicopter
 - Name of examiner
 - Duration of test
 - No. of approaches carried
 - Assessment
5. FRTOL No. valid upto
RTR No. valid upto
5. Whether approval of IR test was taken, details
6. Fees Rs. 2500/-

Annexure -XI

File No.:

Dy. No.

Date of Receipt:

PIC ENDORSEMENT ON A-320 AIRCRAFT

M/S ----- have forwarded the following documents/papers i.r.o Capt. ----- for grant of Co-pilot with IR endorsement on -----type of aircraft.

- | | | |
|----|--------------------------|------------|
| 5. | Name of Pilot: Capt----- | |
| 6. | Name of Employer----- | |
| 7. | Details of Licence | |
| 1. | CPL/ATPL No. | valid upto |
| 2. | FRTOL No. | valid upto |
| 3. | RTR No. | valid upto |
| 4. | Date of Medical | |

REQUIREMENTS:

1. FID APPROVAL
2. PROGRESS REPORTS FOR THE ENTIRE SIMULATOR SESSION
3. PILOT TRAINING RECORD
4. ELT TRAINING COMPLETION CERTIFICATE
5. A-320 COURSE COMPLETION CERTIFICATE
6. LOW VISIBILITY OPERATION CERTIFICATE
7. CIRCUITS & LANDING OF 3 HRS.
8. 10 PIC ROUTE CHECKS WITH MINIMUM 5 BY NIGHT
 - a. CA-40 a Day & Night
 - b. IR/LR Check on Aircraft
 - c. CA-39 for---months ---and
 - d. Total flying
 - e. Fees: Rs. 5000/

ANNEXURE-XII

RENEWAL REQUIREMENTS FOR LICENCES & RATINGS AT A GLANCE

NAME	EXPERIENCE (Last 6 months)	EXPERIENCE (Last 12 months)	SKILL TEST (Last 6 months)	MEDICAL	FRTOL/RTR
PPL(A)		5 hrs as PIC	Day or Night	Yes	FRTOL(R)
CPL(A)	Ten hrs. PIC (50% of Co-Pilot time to be counted towards PIC time)		Day & Night	Yes	Should be Valid
ALTP(A)	Ten hrs. PIC (50% of Co-Pilot time to be counted towards PIC time)		Day & Night	Yes	Should be valid
PPL(H)	Five hrs.		Day or Night	Yes	Not necessary
CPL(H)	Five hrs. PIC (50% of Co-Pilot time to be counted towards PIC time)		Day or Night	Yes	Should be valid
ALTP(H)	Ten hrs. PIC (50% of Co-Pilot time to be counted towards PIC time)		Day or Night	yes	Should be valid
FRTOL				Yes	RTR be valid
PL(G)	Three hrs. Flight time or Twenty take offs and landings		Day Or Night	Yes	Not necessary
PL(B)	Minimum five ascents, out of which one should be over 1500 M.		Day Or Night	Yes	Not Necessary
PL(M)		Five hrs.	Day or	Yes	Not necessary

			Night		
IR(A)			Day Or Night	Yes	Yes
IR(H)			Day Or Night	Yes	Yes
AFIR(A&H)		Twenty hrs + Competency Checks	Day or Night +Oral/Written Exams.	Yes	Yes
FIR (A&H)		Twenty hrs. + Competency Checks	Day or Night +Oral/ Written Refreshers Course	Yes	Yes
FIR (G)		Ten hrs.	Day or Night + Refreshers Course	Yes	Yes

Annexure-XIII

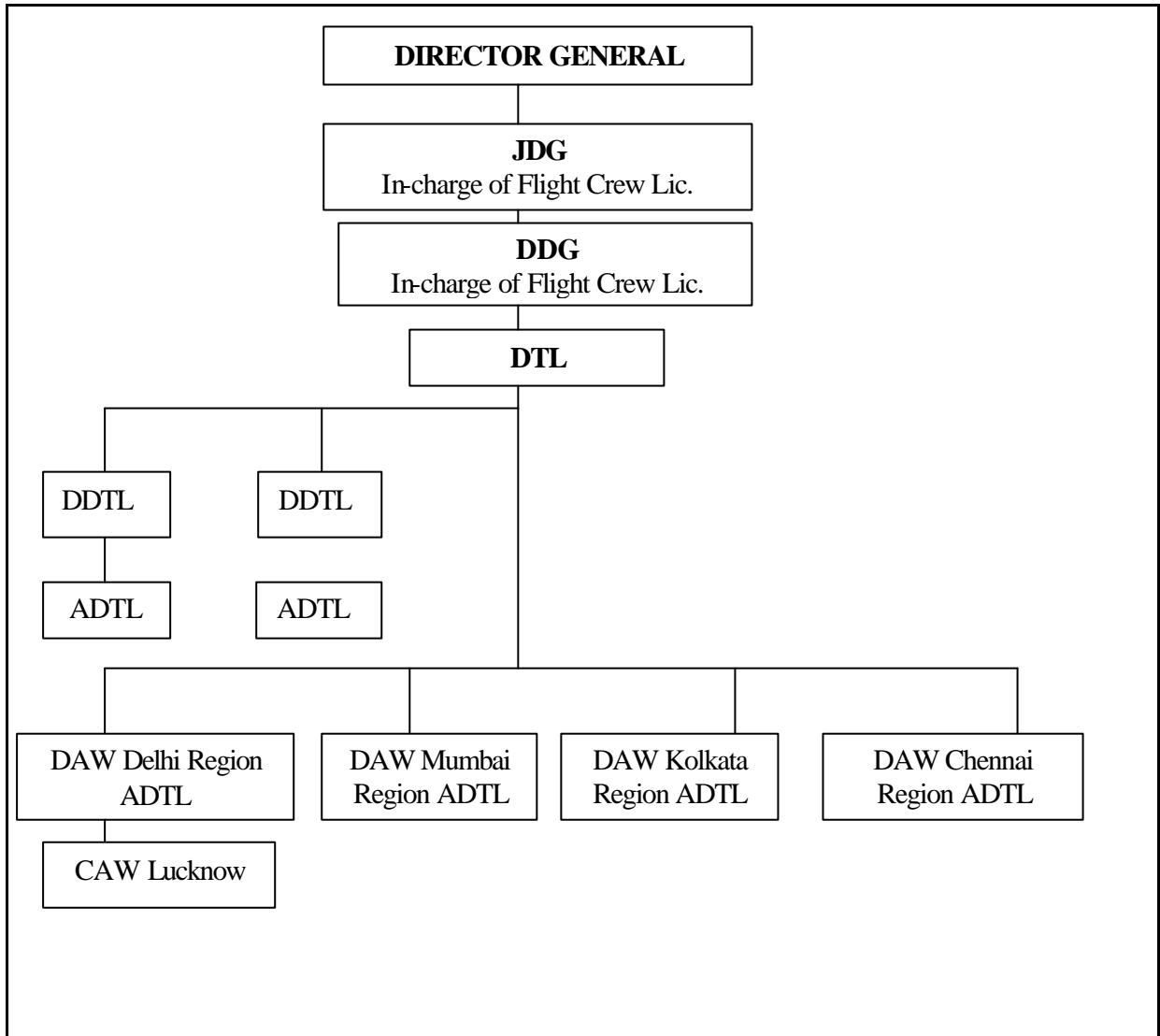
File No. _____

CHECKLIST FOR VALIDATION OF FOREGIN PILOT
LICENCE UNDER RULE 45 OF THE AIRCRAFT, 1937

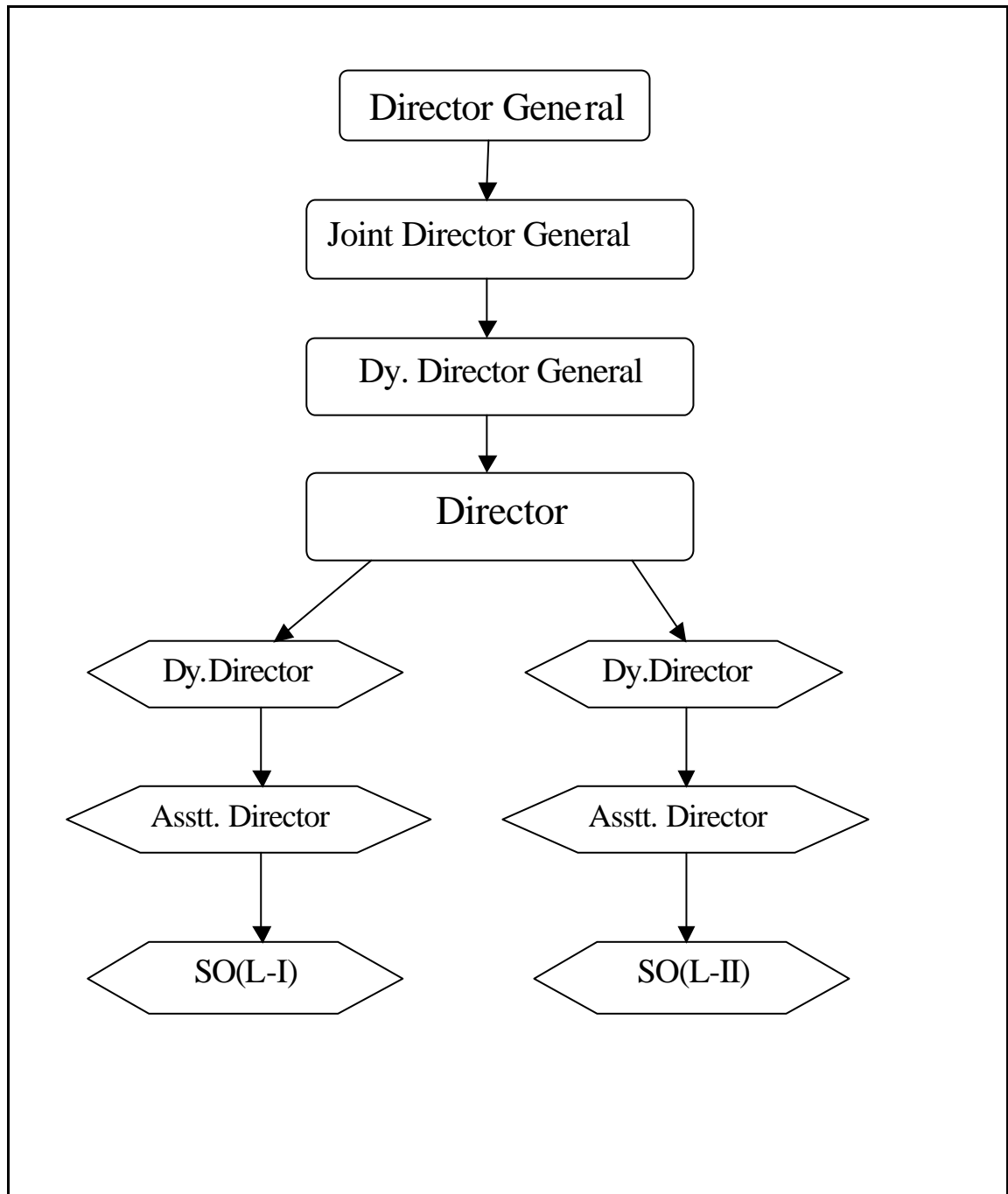
Name of Operator		
Date of Application		
Name of Pilot		Remarks
Nationality / DOB & Age		
License Category & Number of issuing Authority		
Rating & Endorsement		
Whether license verified from issuing Authority/Operator Total flying Experience Total as PIC		
Total Experience on Type Total as PIC on Type		
On type experience in last 6 months		
Medical Details		
Visa Details		
Security Clearance: MHA DRI NCB		
Oral/Air Regulation Examination Passed on		
Type Rating / instructor/ examiner / Cat-II/ Cat-III approved By the board		
Period of Validation i.e. 90 days / 9 months / 1 year		
Fee Details /Date/DD No./Amount Rs. 5,500 or Rs. 500/- Deduction from Advance Account		

Training Programme
of
Officers of operations discipline
Working
In
Training and licensing Directorate

**Organisation Set-up of
Training and Licensing Directorate in DGCA
(including Regional offices)**



**Organization set-up of
Training and Licensing Directorate
DGCA HEADQUARTER**



1. FUNCTIONS OF TRAINING & LICENSING DIRECTORATE:

1.1 Training and licensing Directorate of DGCA has two main sections to carry out various functions related to pilot licensing. A list of functions of each section is as under:-

Licensing-I Section:

1. Policy pertaining to renewal of licenses of aircrew personnel.
2. Renewal of all aircrew licenses including disposal of general enquiries pertaining to renewals.
3. Grant of extension of aircraft rating to include additional types of aeroplanes, open rating, Night Rating etc. and Pilot-in-Command endorsement on various type of aircraft.
4. Cases relating to accidents and infringement of rules by licensed aircrew personnel and disciplinary action against them.
5. Parliamentary question and matters pertaining to unemployed aircrew personnel.
6. Budget and accounts including Advance Deposit account. Maintenance of Advance Deposit and Revenue registers.
7. Maintenance of cards of aircrew personnel and personnel returns received from different airlines operators.
8. Proficiency checks, their checking and posting.
9. Posting of type endorsements and renewal intimations of aircrew licenses received from the Regional Directors, Calcutta/ Bombay / New Delhi/ Madras.
10. Maintenance of Registers for various types of licenses giving records of renewals of aircrew licenses.
11. Maintenance of registers for type rating, PIC endorsements, and infringement of Rules / Accidents etc.
12. Endorsement of medical restrictions on licenses and R/cards.
13. Compliance of material for six monthly and yearly progress reports of Civil Aviation.
14. Compliance of History of Pilots consequent upon accident.
15. Checking of Log Books with a view to detecting infringement of Rule 42A of Indian Aircraft Rules, 1937.
16. Amendment to Indian Aircraft Rules, 1937.
17. VVIP flights – Proficiency checks of flight crew.
18. Delegation of Powers relating to renewal of licenses.

1.2 Licensing -II Section:

1. Issue of aircrew licenses/ratings of the categories shown below including disposal of general of particular enquiries pertaining to issue of license:
 - (a) Student Pilot's License (Aeroplanes, Helicopters, Gliders and Balloons);
 - (b) Private Pilot's License (Aeroplanes);
 - (c) Commercial Pilot's License;
 - (d) Airline Transport Pilot's License;
 - (e) Instrument Rating;
 - (f) Assistant flight Instructor's Rating (Aeroplanes);
 - (g) Flight Instructor's Rating (Aeroplanes);
 - (h) Flight Instructor's Rating (Gliders)
 - (i) Glider Pilot's License;
 - (j) Private Helicopter Pilot's License;
 - (k) Commercial Helicopter Pilot's License;
 - (l) Student Navigator's License;
 - (m) Flight Navigator's License;
 - (n) Flight Radio Telephone operator's License;
 - (o) Flight Radio Telephony Operator's License;
 - (p) Private Pilot's License (Balloons)
2. Revalidation of foreign license (FATA)
3. Conversion of foreign licenses into Indian Licenses in their corresponding categories.
4. Policy matters regarding the issue of Indian and Foreign aircrew licenses.
5. Amendments to Licensing Rules.
6. Delegating of powers in respect of Licensing rules.
7. Exemption from Aircraft Rules for the issue of Indian Licenses.
8. Policy matters pertaining to conducting medical examination and their assessment.
9. Disposal of medical reports pertaining to the issue and renewal of aircrew icenses and correspondence connected therewith.
10. Parliament Questions relating to issue of aircrew licenses.
11. Budget for expenditure to be incurred for items pertaining to L-2 Section.

2. Following Air Crew Licenses and Ratings are issued/ renewed by Training and Licensing Directorate:

The requests for issue of the following licences and ratings are received by the Licensing II (L-II) Section at DGCA Headquarters.

- i) Private Pilot's Licence(Aeroplanes)
- ii) Private Pilot's Licence(Helicopter)
- iii) Pilot's License (Gliders)
- iv) Pilot's Licence (Balloons)
- v) Pilot's Licence (Microlight)
- vi) Commercial Pilot's Licence(Aeroplane)
- vii) Commercial Pilot's Licence(Helicopter)
- viii) Airlines Transport Pilot's Licence(Aeroplane)
- ix) Airlines Transport Pilot's Licence (Helicopter)
- x) Student Flight Navigator's Licence
- xi) Flight Navigator's Licence
- xii) Flight Radio Telephone Operator's Licence
- xiii) Flight Radio Telephone Operator's Licence(Restricted)
- xiv) Instrument Rating(Aeroplane)
- xv) Instrument Rating(Helicopter)
- xvi) Assistant Flight Instructor's Rating(Aeroplane)
- xvii) Assistant Flight Instructor's Rating(Aeroplane)
- xviii) Flight Instructor's Rating(Aeroplane)
- xix) Flight Instructor's Rating(Helicopter)
- xx) Student Pilot's Licence(Helicopter)
- xxi) Student Pilot's Licence(Microlight)
- xxii) Student Pilot's Licence(Balloons)

3. TRAINING OF OPERATIONS DISCIPLINE OFFICERS

3.1 To establish appropriate regulatory control over the pilots and operators in the most effective and efficient manner, training of officers in various fields of advanced aviation technology has become an important tool. Initial training of newly recruited Asstt. Director of operations, though may be having Civil Aviation background is considered essential, for effective discharge of their duties and responsibilities vested in them. Equally important is the refresher training of officers, already serving in the department, on various subjects and topics and periodic training on selected special topics related to their functions and duties.

3.2 The details of the training requirements for the officers with the intention to provide Basic, Refresher, Specialized training in the field of flight crew licenses for issue/renewals/ endorsement/ validation of foreign licenses/ inspection of flying training institutes/ conducting of oral examinations, and regulatory control. The purpose of the training is to ensure that officers of operations discipline are in tune with the ICAO requirements, procedures, rules, regulations etc., by laying down the procedures and curricula for training in order to enhance the level of knowledge, standardize the training programme and to derive the maximum benefit from the time and energy invested in imparting training.

3.3 All officers who join the Operations Discipline are required to undergo training course at Civil Aviation Training Centre Allahabad. The training course imparts knowledge on,

Air Traffic services

Aerodrome control

Approach Control

Area Control

Annex-11

Aerodrome Standards i.e. Annex-14

Radio and Navigational Aids

Aviation Meteorology

Flight Planning

NOTAMS

AIP/ AIC

Air Legislation

Dangerous goods

Airport Fire Fighting facilities

Aviation fuel quality control

Bomb threat inspection

3.4 Subsequently, the officers are subjected to OJT on specific functions such as Aerodrome Licensing procedures, Crew Licensing Procedure, Air Operating Permit Requirement, Flight Crew Training and Standards, ATC investigations by Senior Officers of the Operations Discipline to which the new officers are attached. The Head of Office decides the specific field of working of the officer.

3.5 Notwithstanding the above, all the officers are advised to acquire knowledge in all areas of Flight Crew Licensing, Aerodrome Licensing, Air Transport Operations requirement, Flight Crew Training and Standards, ATC investigations, Flying club inspections, Oral examinations for issue of various Student Pilot Licenses, Oral examination for issue of RTR(A) along with WPC, irrespective of their specialization and undergo training as and when deputed by Hdqrs.

4. TRAINING OF OFFICERS OF DIRECTORATE OF TRAINING AND LICENSING

The officers posted in Training and Licensing Directorate are trained on job with the senior officers of the Directorate. The officer is trained on

1. Policy pertaining to renewal of licenses of aircrew personnel.
2. Aircraft Rules pertaining to crew licenses and their implementation.
3. Standard and Recommended practices of ICAO Annex-1
4. Checking of Log Books with a view to detecting infringement of Rule 42A of Indian Aircraft Rules, 1937.
5. Checking of skill test reports
6. Checking medical assessments

7. Examination of flight training records
8. Fee requirement for issue/renewal/endorsement
9. Renewal of all aircrew licenses including disposal of general enquiries pertaining to renewals.
10. Examination of documents for Grant of extension of aircraft rating to include additional types of aeroplanes, open rating, Night Rating etc. and Pilot-in-Command endorsement on various type of aircraft.
11. Issue of flight crew licenses and conversion of foreign licenses
12. Validation of foreign licenses
13. Penal action on recommendation of air safety directorate on matters relating to accidents and infringement of rules by licensed aircrew personnel and disciplinary action against them.
14. Maintenance of cards of aircrew personnel and personnel returns received from different airlines operators.

5. RECURRENT TRAINING

Periodical recurrent training is organized by way of meetings/In-house lectures/ every six months to disseminate the necessary information to all officers so as to update their knowledge and working skills. Broadly, the following topics will be discussed in the periodic recurrent training:-

1. Special cases dealt during the last period
2. Amendments in CAR
3. Amendment to ICAO annex-1
4. Apprise with latest flight crew licensing circulars
5. Discussions on relevant ICAO Documents
6. Sharing of experiences during inspections
7. Standardization of Air Legislation written exams

(A. K. Sharan)
Dy. Director General

TRAINING AND LICENSING DIRECTORATE
TRAINING / SEMINAR PROGRAMME
(YEAR - 2008)

Sl. No.	Program	Dates & time	day	Participants details	Conducted by
1.	Refresher – review of licensing procedure in DTL (Procedure Manual)	4 th Feb (10 -12:00)	1	Sh. M. T. Bokade, DDTL Sh. V. P. Singh, ADTL Sh. S. S. Trikha, SO L-I Sh. B. L. Pal, SO L-I	Director (A. Sardana)
2.	Review of procedure of taking penal action i.r.o. pilots involved in accident/ incident.	10 th April (10-12:00)	1	Sh. A. Sardana, Director Sh. M. T. Bokade, DDTL Sh. V. P. Singh, ADTL Sh. S. S. Trikha, SO L-I Sh. B. L. Pal, SO L-I	DDG(AKS)
3.	Review of issue/ renewal of licenses on the basis of medical examination (CA-35)	12 th June (10 – 12:00)	1	Sh. A. Sardana, Director Sh. M. T. Bokade, DDTL Sh. V. P. Singh, ADTL Sh. S. S. Trikha, SO L-I Sh. B. L. Pal, SO L-I	DDG(AKS)
5.	Adoption of Amendment 166 & 167 to Annex-1 in aircraft rules 1937.	2 nd July (10 -13:00)	1	Sh. A. Sardana, Director Sh. A. K. Bhardwaj, DDTL Sh. V. P. Singh, ADTL	DDG(AKS)
4.	Refresher – overview of the licensing procedure and review of regulatory provisions.	4 th Sept (10 – 12:00)	1	Sh. A. K. Bhardwaj, DDTL Sh. V. P. Singh, ADTL Sh. S. S. Trikha, SO L-I Sh. B. L. Pal, SO L-I	Director (A. Sardana)
6.	Review of amendments schedule-II & other relevant rules of aircraft rules-1937	15 th November (10 -13:00)	1	Sh. A. Sardana, Director Sh. A. K. Bhardwaj, DDTL Sh. V. P. Singh, ADTL	DDG(AKS)

TRAINING AND LICENSING DIRECTORATE
TRAINING / SEMINAR PROGRAMME
(YEAR - 2009)

Sl. No.	Program	Dates & time	day	Participants details	Conducted by
1.	Refresher – review of licensing procedure in DTL (Procedure Manual)	7 th Jan (10 -12:00)	1	Sh.A. K. Bhardwaj, DDTL Sh. V. P. Singh, ADTL Sh. Yashpal, SO L-I Sh. B. L. Pal, SO L-I	Director (A. Sardana)
2.	Refresher on compliance of annex-1 requirements.	28 th Jan (10-12:30)	1	Sh. A. Sardana, Director Sh. A. K. Bhardwaj, DDTL Sh. V. P. Singh, ADTL Sh. Yashpal, SO L-I Sh. B. L. Pal, SO L-I	DDG(AKS)
3.	Presentation for class-II medical officers on requirement of pilot licensing.	14 th Feb (10 – 12:00)	1	Class-II medical examiners approved by Licensing authority	Director A. Sardana & ADTL V. P. Singh
4.	Review of procedure of taking penal action i.r.o. pilots involved in accident/ incident.	13 th March (14:30 - 17:30)	1	Sh. A. Sardana, Director Sh. V. P. Singh, ADTL Sh. T. Mohanchandra, ADTL Sh. Yashpal, SO L-I Sh. B. L. Pal, SO L-I	DDG(AKS)
5.	Refresher – overview of the licensing procedure and review of regulatory provisions.	2 nd July (10 -13:00 AM)	1	Sh. A. Sardana, Director Sh. A. K. Bhardwaj, DDTL Sh. V. P. Singh, DDTL Sh. T. Mohanchandran, ADTL	DDG(AKS)
6.	Review of amendments schedule-II & other relevant rules of aircraft rules-1937	4 th Sept (10 - 12 AM)	1	Sh. A. K. Bhardwaj, DDTL Sh. V. P. Singh, DDTL Sh. Yashpal, SO L-I Sh. B. L. Pal, SO L-I	Director (A. Sardana)
7.	Refresher on inspection/ surveillance of flying training institutes	15 th November (10-13:00AM)	1	Sh. A. Sardana, Director Sh. A. K. Bhardwaj, DDTL Sh. V. P. Singh, DDTL Sh. Mohanchandran, ADTL	DDG(AKS)

ATTENDANCE SHEET

Training and Licensing Directorate
(8-6/2009L-1)

Name of the Training / course:

Duration and time:

Venue:

Sl. No.	Name	Designation	Signature	Remarks

Training/ course notice

Training and Licensing Directorate
(8-6/2009L-1)

Subject: Participation in training course.

1. Following officers are required to attend the training course:-

2. Details of the course:-

Name of the Training / course:

Duration and time:

Venue:

(A. Sardana)
Director Training and Licensing

To