

PROCEDURE FOR
DGCA CENTRALISED APPOINTMENT FOR CONDUCT OF
CLASS I MEDICAL EXAMINATION AT & PMR FORWARDING TO IAF CENTRES

1. A new centralised appointment-cum-PMR forwarding system is being made operational at DGCA Medical Cell with immediate effect. The system shall provide a centralised system of appointments for Class I medical examinations and PMR forwarding facility for all IAF centres for medical examination appointments to be scheduled on/ after 01 Jan 2014. *However, it shall not provide appointments for the three Civil Centres which conduct Class I Initial Medical viz. Nanavati Hospital, Mumbai/ Apollo Heart Centre, Chennai) and for Class I Renewals with DGCA approved Class I Medical Examiners (presently 14 such Examiners). For these (civil centres & Class I Examiners), the aircrew/ candidate/ organisations may contact them at their address (available on the DGCA website).*

2. The availability of slots on various days of the week at IAF centres is as follows:-

S No	Centre	Number of slots available				
		M	T	W	T	F
1	IAM IAF Bangalore	15	15		15	15
2	AFCME, New Delhi (Renewal)	15	15	15	15	15
	AFCME, New Delhi (Initial)	5	5	5	5	
3	MEC (E), Jorhat (Renewal)	20	20	20	20	20
	MEC (E), Jorhat (Initial)	5	5	5	5	5
4	SMC, AF Station, Palam	14	14	14	14	
5	SMC, AF Station, Chandigarh		5	5		
6	1 AMTC, Hindon	15	15	15	15	
7	SMC, AF Station, Rajokri	5	5	5	5	
8	SMC, AF Station, Gurgaon	4	4	4	4	
9	SMC, AF Station, Kanpur	5		5		
10	SMC, AF Station, Barrackpore			4	4	
11	SMC, AF Station, Hakimpet	3		3		3
12	SMC, AF Station, Begumpet	8		8	8	
13	SMC, AF Station, Tambaram	5	5	5	5	5
14	SMC, AF Station, Pune	5	5	5	5	5
15	SMC, AF Station, Mumbai	10	10	10	10	
16	SMC, AF Station, Thane		8		8	
17	SMC, AF Station, Agra	2	2	2	2	2
18	SMC, AF Station, Yelahenka		3	3	3	3
19	SMC HQ SAC (U), Trivandrum		5		5	
20	SMC HQ SWAC (U), Gandhinagar		5	5		
	Total	130	140	132	142	73

Note: (i) On days marked yellow, no medical examinations are conducted at the centres.
(ii) The figures in the above chart are indicative and are subject to availability of staff/ commitments.

3. Request for Appointment. Requests can be made through any one the following means:-

- (a) Facsimile. Fax of the request in the format given as Annexure to this letter may be done at telephone number +91 11 2461 0629 only.
- (b) Email.
 - (i) Email is to be sent as per the format given as Annexure to this letter. The email id dgcamedicalappointment@gmail.com only is to be used for appointments.
 - (ii) The email id dgcamedicalappointment@gmail.com is to be exclusively used for appointments only. The email id is not to be used for other queries, which shall not be entertained/ replied to.
 - (iii) Email sent to other active email ids of Medical Section at DGCA namely doctor.dgca@nic.in, & dmscivilaviation@gmail.com will not be processed as they are not being accessed by the persons responsible for grant of appointment.
- (c) Written request. The written request is to be as per format (Annexure-1). The date of receipt in Medical Section at DGCA shall be taken as the receipt date/ time of request.

Requests received by tele-conversation/ direct verbal instructions/ sms/ other means shall not be entertained. Incomplete requests shall not be acted upon. Organisations are advised to send one request for one aircrew. Kindly avoid sending request by more than one method for the same aircrew appointment. The request can be made as early as **90 days before the 'intended date of medical examination'** and upto **15 days before the 'intended date of medical examination'**. Requests received earlier than 90 days will be kept pending. Requests received late shall not be acted upon. Cases of Temporary/ Permanent Unfitness/ Special medical (after disease/ disability) shall be granted 'open appointment'. These category of medical shall be over and above the stated capacity (para 2 above) of the centre.

4. Choice of centres.

- (a) Aircrew are required to give minimum two and max five choices of centres from among the list of centres. The appointment shall be granted as per availability of a slot at the centre on the date requested for. If a slot is not available in the first choice then the other choices would be considered serially. Some centres do not conduct medical on all days of the week (refer table in para 2 above. The annual list of closed holidays also may differ among states. Additionally, some IAF centres may not conduct medicals on certain pre-notified dates due to other commitments. These may be kept in mind while applying.

(b) Aircrew are advised to kindly avoid writing only the name of the city in the request. In certain cities like Delhi, Hyderabad, Mumbai, Bangalore etc., more than one centres are located.

(c) Medicals at IAM Bangalore/ AFCME New Delhi / MEC (East) Jorhat. Certain medical examinations are only possible to be conducted at IAM Bangalore/ AFCME New Delhi / MEC (East) Jorhat. **When such medicals are not due to be conducted, appointments shall not be granted at these centres, even if requested by the aircrew/ organisation.** The need for a medical to be done at these centres should be ascertained by the aircrew/ organisation before applying (see para 9 below). In such cases, the options for the preferred centre should be in the order of preference of the aircrew (IAM/ AFCME/ MEC(East) as the case may be.

(d) Scheduled holidays at different centres may differ. This information would be available at DGCA and may be confirmed. IAF centres may also not conduct medical examinations in view of other IAF commitments; such information shall normally be available with DGCA. However, there may be instances where the granted appointments may have to be rescheduled to meet these commitments. Such changes would be intimated by email. Aircrew may check their email for such email messages prior to traveling to the centre.

5. Choice of date.

(a) Renewal Medical. Specific dates need to be mentioned for the appointment. Three alternative dates in order of preference may be given, which shall be considered in that order for grant of appointment at the centres where the request has been made for. Specific days when medicals are conducted at centres (para 3(a) above) may be kept in mind.

(b) Initial Medical Examination is carried out at IAM Bangalore/ AFCME New Delhi / MEC (East) Jorhat only. For Initial Medicals, an option “earliest available date” at one particular centre may also be exercised.

6. Handling of requests. The requests shall be handled on a ‘First come first served’ basis. Printouts shall be taken of all the email requests received. After consideration of grant of appointment (whatever the mode of receipt of request), an email shall be sent to the aircrew, **within 7 working days**, which shall mention the following:-

(a) Date of appointment.

(b) Centre for Medical Examination.

(c) A commitment that the PMR file shall be dispatched to the centre on time for the medical. **No separate PMR forwarding request shall be required to be submitted by the aircrew.**

(d) Instructions to the aircrew. General instructions about the medical shall be forwarded. The aircrew shall also follow instructions of the last Medical Assessment. However, in case of doubt, aircrew may contact Medical Cell at doctor.dgca@nic.in for clarifications.

(e) In case of non-availability of slot at centre(s) on requested date(s), an email notification to this effect shall be sent.

Disclaimer: There are times when the PMR of the aircrew may not be available at DGCA when the request is received/ appointment is granted. The PMR may not have been returned by the IAF centre or be in transit. In such cases, even if the appointment is granted, it would not be possible to dispatch the PMR. The individual aircrew would be informed/ contacted by email with such details and an effort shall be made to resolve the issue.

7. Cancellation & Rescheduling. Cancellation of a granted appointment is to be a matter of exception rather than a matter of routine. It is to be appreciated that cancellations will lead to sub-optimal capacity utilisation at the IAF centre, delay for the aircrew/ organisation, encumbrance to DGCA Medical Cell and significant cost to DGCA if the PMR is to be retrieved from IAF centre. In the unforeseen condition where the appointment needs to be cancelled, the following procedure shall be followed:-

(a) Aircrew shall inform DGCA in writing (in the format available in Annexure -B) about their inability to undergo their medical.

(b) In case they wish to get the medical done subsequently at the same centre, they shall select an option 'Earliest available date'. The earliest possible date at the centre shall be confirmed to the aircrew. The PMR shall be retained at the same centre.

(c) In case they wish to get the medical done at a different centre, the Medical Cell, DGCA shall initiate procedure to retrieve the PMR back from the centre. This process may take upto 4 weeks after receiving a written request.

After confirming that the PMR have been received back at DGCA, the aircrew may submit a fresh request for fresh appointment. Dispatch of PMR shall take an additional two weeks.

(d) Forfeiting an appointment at a centre is not a guarantee for grant of a slot at the same centre on subsequent days.

(e) Aircrew are to appreciate that in case they have not reported to a centre on the date of appointment for medical evaluation, their PMR would not be available at DGCA for another 6 weeks. Request for appointment at another centre should be submitted only after confirming that the PMR have been received back at DGCA.

8. Organisational requests. The scheduled/ non-scheduled operators shall also follow the same procedure for appointments. No preference of centres shall be given for employed aircrew. The requests for appointment need to be made well in advance to ensure grant of desired medical centres. For renewal medical examinations, the option of utilising the facilities of Class I Medical Examiners may be exercised where appointment on desired date/ centre is not available through the Centralised Appointment System.

9. Medical at AFCME, New Delhi/ IAM IAF Bangalore / MEC(E), Jorhat. The medical examinations for the following cases shall be only at the above centres:-

- (a) Cases of special medical (after disease/ physical condition)
- (b) Cases of review after a period of Temporary Unfitness for assessment of fitness are conducted at IAM/ AFCME/ MEC(E).
- (c) Appeal cases of Class I/ II Medical examinations at IAM/ AFCME.
- (d) Medicals at age 35, 40, 45, 50, 55, 60 and all medicals between 60-65 at IAM/ AFCME.
- (e) Every fourth medical in aircrew less than 40 yrs of age and every seventh medical after age of 40 yrs of age.
- (f) Re-initial Medical. Class I medical where a renewal has not been done for more than 2 years.
- (g) Any medical which is specifically advised to be done at these centres as per AIC/ Medical Assessment.

10. Other procedures.

(a) NOC. The procedures for obtaining NOC for delayed/ early/ special medical shall continue as per existing method (http://dgca.nic.in/public_notice/PN-medical%20NOC.pdf - Public Notice dated 20 Dec 2010 on DGCA website refers).

(b) MoD Clearance for aircrew with FATA. The procedure for obtaining MoD clearance for aircrew with FATA and for foreign aircrew with Indian flying licences shall continue as per existing procedure.

11. Fee for the conduct of medical examination. The aircrew/ candidates are advised to pay the prescribed fee (and obtain receipts) for the Initial/ Renewal medical examination at the centre. Centres at AF Stn Palam and Mumbai accept Demand Drafts.

12. Cost. The Centralised Appointment & PMR forwarding facility is being operationalized as a free service initially. A fee may be imposed by the regulator at a later stage.

Annexure – A

FORM FOR SEEKING APPOINTMENT AT AND FORWARDING PMR TO IAF CIVIL AIRCREW MEDICAL EVALUATION CENTRE			
1. Name (CAPITAL LETTERS ONLY)			
2. Flying License Number (if held)		3. License Type	ALTP/ CPL/ SPL/ CHPL/ Nil
3. PMR File Number	1-..... / - L-2		
4. Contact Number			
5. Email id (CAPITAL LETTERS ONLY)			
6. Details of Last Medical Examination	Centre		
	Date		
7. Forthcoming Medical			
(a) Type (Tick one option)	(i) Initial/ Reinitial (ii) Renewal (iii) Review after Temp Unfitness (iv) Special (after disease/ disability/ condition)		
(b) Intended Date (Note: All centres do not conduct medical on all days of week)	(i)		
	(ii)		
(c) Intended Centre (Mention Centre Name, not city alone)	(i)		
	(ii)		
	(iii)		
	(iv)		
	(v)		
8. I have read the provisions of Centralised Appointment & PMR forwarding System. I certify that (tick one of the applicable option)			
(a) My forthcoming medical IS NOT DUE at AFCME/ IAM/ MEC (E).			
(b) My forthcoming medical IS DUE at AFCME/ IAM/ MEC (E).			
9. If the requested appointment is granted, my PMR may be forwarded to the IAF Medical Centre.			
Place :			
Date :	(Signature)		

Note:

1. The form is to be filled by applicant only. 2. All columns are to be filled legibly. 3. Incomplete/ unclear applications would not be processed.

Annexure – B

FORM FOR CANCELLING APPOINTMENT AT IAF CIVIL AIRCREW MEDICAL EVALUATION CENTRE			
1. Name			
2. Flying License Number (if held)		3. License Type	ALTP/ CPL/ SPL/ CHPL/ Nil
3. PMR File Number		1-...../ - L-2	
4. Contact Number			
5. Email id			
(CAPITAL LETTERS ONLY)			
6. Details of Appointment		Centre	
		Date	
7. Reason for Cancellation			
8. Further action (Select One)		(a) I request a fresh early appointment at same centre. (b) I do not intend to get the medical done now. Kindly retrieve my PMR back to DGCA. (c) I intend to get Medical Examination at different centre. Kindly retrieve my PMR back to DGCA. Note : To obtain a fresh early appointment (Refer 8(a)), fresh Annexure A to be filled and sent along with Annexure B.	
Place :			
Date :		(Signature)	

Note:

1. The form is to be filled by applicant only.
2. All columns are to be filled legibly.
3. Incomplete/ unclear applications would not be processed.