



GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
OPP. SAFDARJUNG AIRPORT, NEW DELHI

**CIVIL AVIATION REQUIREMENT
SECTION 3 – AIR TRANSPORT
SERIES ‘C’ PART X**

Draft

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Subject: MINIMUM REQUIREMENTS FOR UNDERTAKING AIRCRAFT OPERATIONS WITH AIRCRAFT OWNED BY STATE GOVERNMENTS/ PUBLIC SECTOR UNDERTAKINGS OF CENTRAL/ STATE GOVERNMENTS.

1. INTRODUCTION

The aircraft owned by State Governments and Public Sector Undertakings of the Central/ State Governments are being increasingly used for carriage of Governors, Chief Ministers, State / Central Ministers, and other important high dignitaries. In order to ensure better safety oversight control on the operation of such aircraft, it has been decided that the concerned State Government/ PSU shall obtain permission from DGCA for operating such aircraft.

This Civil Aviation Requirement contains the procedural requirements for issue of permission to undertake aircraft operations by State Governments or Public Sector Undertakings of the Central/ State Governments. This CAR is issued under provisions of Rule 133A of the Aircraft Rules, 1937. These requirements are complementary to the requirements of ICAO Annex 6 Part II, as applicable to General Aviation.

2. ELIGIBILITY REQUIREMENTS

2.1 Permission for undertaking aircraft operations under this CAR can be granted only to:

- a) A State Government; or
- b) A body corporate owned or controlled by the Central or a State Government.

- 2.2 Before the permission for undertaking aircraft operations is issued, an applicant shall
- (a) be in possession of an aircraft either by outright purchase or through lease. The aircraft shall be registered in India and shall hold a Certificate of Airworthiness in Normal Passenger category. Aircraft certified in Private category shall not qualify for this purpose;
 - (b) either have its own maintenance organization or have suitable arrangements with any other organization, duly approved by DGCA, for maintenance of the type of aircraft;
 - (c) have a proper aviation organization with adequate management personnel;
 - (d) have at least two sets of appropriately licensed flight crew; and
 - (e) have adequate ground handling facilities to support the operations.

3. PROCEDURAL REQUIREMENTS

Broadly, the following steps shall be followed for grant of permission to undertake aircraft operations by State Governments or Public sector undertakings of the Central/ State Governments.

- 3.1 An applicant desirous of obtaining permission to undertake aircraft operations under this CAR shall make an application to DGCA (As per Annexure I to this CAR) and provide any other information as may be required by DGCA.
- 3.2 The applicant shall establish the required infrastructure and prepare an Operations manual, in accordance with CAR Section 2, Series O, Part X and get it approved by DGCA.
- 3.3 It is permissible to import aircraft and helicopters, by following the procedure laid down in the Import Licensing Note of Chapter 88 of Schedule I (Imports) of the ITC(HS) Classification of Export and Import items.
- 3.4 The applicant may, with the approval of the competent authority, acquire suitable aircraft within the country, on purchase or lease basis. If import of a used aircraft is envisaged, the applicant shall furnish an Export Certificate of Airworthiness from the State of Registry with the necessary information to show that the specific aircraft proposed to be imported meets the requirements of paragraph 4.3 of this CAR and that all mandatory modifications, Airworthiness Directives and equipment required to be installed have been complied with. A list of Mandatory Modifications and Airworthiness Directives pending compliance or terminal action, if any, shall be submitted to DGCA.
- 3.5 On completion of necessary preparedness, the applicant shall apply to DGCA for issue of permission to import/ acquire the aircraft, as per Annexure II to this CAR.

- 3.6 The applicant shall provide the qualification, experience and training details of the pilots and engineers recruited by them.
- 3.7 The applicant should get the training programme for pilots and engineers approved by DGCA and ensure that the training is completed before the aircraft is acquired.
- 3.8 After such scrutiny as may be considered necessary, the DGCA may grant the applicant permission for acquisition of the aircraft with such conditions as may be specified.
- 3.9 The permission to import the aircraft shall be valid for one year. This permission may be extended on one time basis by 3 months on genuine grounds with the prior approval of the competent authority. However, where the aircraft proposed to be imported is a new one with a definite delivery schedule, the validity of import permission shall be in accordance with the delivery schedule. Extension beyond the said period may be granted in genuine cases by the DGCA.

4. AIRCRAFT AND AIRWORTHINESS REQUIREMENTS

- 4.1 Subject to 4.2, there will be no restriction on the type and seating capacity of the aircraft to be imported/ acquired by the applicant.
- 4.2 Multi-engine fixed wing aircraft and single turbine or multi – turbine engine helicopters (passenger version) with good operational capability under IFR, reliability and easy maintainability shall be used. The aircraft should have been type certificated to the satisfaction of DGCA as specified in CAR 21.
- 4.3 Pressurized aircraft to be imported shall not be more than 15 years in age or shall not have completed 75 percent of its design economic life or 45,000 pressurization cycles whichever is earlier. However, this requirement will not be applicable for Indian registered aircraft maintained in accordance with DGCA requirements.
- 4.4 For the import of a used unpressurized aircraft, the decision will be taken on a case-to case basis depending on a complete examination of the records and, if required, inspection of the aircraft being procured. Unpressurized aircraft shall not be more than 20 years old.
- 4.5 Before import of an aircraft, the applicant shall ensure that no major checks including those applicable to aging aircraft, if applicable, are due within one year/ 2000 flight hours.
- 4.6 The aircraft shall be fitted with mandatory equipments as specified by DGCA from time to time.

- 4.7 The aircraft shall be maintained by an approved organization in accordance with regulations in vogue and comply with the various requirements, as specified from time to time in CAR Section 2 Series O part III.
- 4.8 The applicant shall prepare and get DGCA's approval for MEL, Maintenance Programme and Maintenance control manual.
- 4.9 The applicant shall comply with DGCA requirements on the subject of continuing airworthiness of aircraft, or such other instructions issued by DGCA from time to time.

5. ORGANISATIONAL REQUIREMENTS

The applicant's aviation organization referred to in 2.2(c) shall have the following elements:

- 5.1 The organization shall nominate a suitable person having knowledge of aviation regulations and with adequate financial authority to act as Accountable Manager. Such nomination shall be made to the concerned regional office of DGCA. There shall also be an alternate Accountable Manager. Any change in Accountable Manager shall be with prior intimation to the concerned regional office of DGCA.
- 5.2 The organization shall have divisions depending on its scope of activity namely Engineering, Operations, Quality and Safety Divisions, etc. Such divisions will have competent persons to ensure compliance with applicable regulations.
- 5.3 The organization shall have an operations office with adequate management and operations personnel. Among the operations personnel, there shall be Operations Officer/ Flight Despatcher responsible for functions stated in para 4.6 of CAR Section 2, Series O part II & IV. The Operations Officers/Flight Despatchers will be trained and approved in accordance with CAR Section 7 Series M Part II. The organization shall have persons responsible for monitoring FDTL, and provide information to the flight crew on operational matters such as obtaining clearances, maintenance of technical and operational records, coordinating with local and other concerned ATCs and when required, initiating search and rescue. The responsibilities of various personnel in the operational organization will be enumerated in the organization's operations manual which will be approved by DGCA.
- 5.4 The organization shall nominate a person responsible for operational control of each flight. Such person shall preferably maintain the radio contact by any means including satellite communication with the flight crew and should be able to monitor crew actions. He shall make an operational flight plan for each flight and obtain the latest enroute and destination weather information for the flight crew.

- 5.5 The organization shall have adequate technical personnel to prepare maintenance programmes, work packages, MEL and other technical documents, procure spares and equipments, analyse mandatory airworthiness information provided by the manufacturer and the DGCA and take necessary implementation actions. The organization shall have necessary technical personnel/ technicians and licensed engineers duly qualified and trained to perform maintenance and inspection of the aircraft and release the aircraft for service. This activity of continuing Airworthiness can be out sourced to a duly approved continuing airworthiness organization as provided in CAR M.
- 5.6 The organization shall, at its own expenditure provide for training of DGCA officers along with the organisation's engineers, whenever a new type of aircraft or helicopter is inducted.
- 5.7 Adequately qualified staff to carry out periodic review of airworthiness, aircraft documents and on board safety equipments shall be employed.
- 5.8 The organization shall have in their safety division adequately qualified persons to analyse incidents, defects, carry out internal safety audits and monitor flight operations quality assurance by downloading flight data recorder information. The head of safety division shall be approved in accordance with CAR Section 5, Series F, part I.
- 5.9 The organization shall ensure that appropriate arrangements are made for security of the aircraft at base and also during halts at uncontrolled aerodromes.
- 5.10 An operator shall formulate and implement a safety management system acceptable to the DGCA, which as a minimum:
- a) identifies safety hazards;
 - b) provides for continuous monitoring and regular assessment of the safety level achieved;
 - c) ensures that remedial action necessary to maintain an acceptable level of safety takes place on a continual basis; and
 - d) aims to make continuous improvement to the overall level of safety.
- 5.11 A safety management system shall clearly define lines of safety accountability throughout the operator's organization, including a direct accountability for safety on the part of senior management.

Note. — Guidance on safety management systems is contained in the ICAO Safety Management Manual (SMM) (Doc 9859).

6. OPERATIONAL REQUIREMENTS

- 6.1 The permission holder shall adhere to the provisions of the operations manual.

- 6.2 Except cases falling under para 5.3 of this CAR, the permission holder may operate services to/ from all the airports in the country which are open to scheduled operations, subject to prior approval of the authorities of the airports where such approval is required, and also from such other public or private airports as may be available.
- 6.3 For operating to international destinations, permission from DGCA shall be obtained for which a notice period of one working day will be required. This notice period may be waived off for relief flights during natural calamities and ambulance flights, in which case the name of the patient and doctor shall be provided to DGCA. Such flights shall be operated with at least two pilots.
- 6.4 The permission holder shall ensure that operations are conducted only to/ from airports suitable for the type of aircraft. In case of landing at temporary Helicopter Landing Areas, the minimum Safety Requirements as laid down in CAR, Section 4, Series B, Part II, shall be strictly followed. For operations to defence airfields, requirements stipulated in CAR Section 3, Series 'D' shall be complied with.
- 6.5 The permission holder shall ensure that all the security requirements stipulated by Bureau of Civil Aviation Security are strictly followed.
- 6.6 Airports Authority of India/ Defence Authorities/ State Government authorities and owners of other licensed/ approved aerodromes, as the case may be, shall provide safety services for operation from their aerodromes within the normal watch hours. Operations outside the watch hours shall be in accordance with the conditions specified and approved by such authorities.
- 6.7 The permission holder shall ensure that the requisite documents as per the Aircraft Rules 1937 and CAR, Section 2, Series X, Part VII are carried on board each aircraft. The operator shall operate flights in conformity with the provisions of the Operations Manual.
- 6.8 Flight and duty time of the crew shall be within the limits stipulated in the Aircraft Rules and the requirements laid down by DGCA.
- 6.9 The operator shall submit the flight plan of each flight with the air traffic services unit in the normal course and obtain clearance thereto well before the expected time of operation. In case of Air Defence Identification Zones (A.D.I.Z.), the additional requirement of obtaining Air Defence Clearance shall be strictly adhered to. For operation outside ATC watch hours, necessary clearances from the competent authorities for extension of watch hours shall be taken before commencing the flight.
- 6.10 The Pilot-in-Command of the aircraft or an authorized/ approved person shall obtain meteorological and ATC briefings before undertaking the flight. In case meteorological observations and weather forecasts are not available at the point of departure, the pilot shall obtain the same from nearest meteorological office on phone or through police wireless network or by any other available

means. No operations shall be conducted when the weather conditions are not conducive to safe operations of the flight.

- 6.11 The permission holder shall follow the provisions of the Aircraft (Carriage of Dangerous Goods) Rules 2003.
- 6.12 For operations under instrument meteorological conditions, the aircraft shall be fitted with suitable equipment required for instrument flying and the pilot shall hold appropriate and valid instrument rating.
- 6.13 In case of flights over water, the pilot shall ensure that appropriate life saving equipment, as specified in CAR Section 2, Series O Part III is available for each person on board, and each person is briefed for the proper use of the equipment in case of emergency.
- 6.14 When cabin crew are not carried, the pilot shall brief the persons sitting next to emergency exits on proper use of such exits prior to commencement of flight.
- 6.15 When operating VIP flights with fixed wing aircraft, the pilot-in-command shall possess CPL or ATPL with at least 3000 hours including 2000 hours as PIC, 50 hours as PIC on type of aircraft to be flown and 50 hours of night flying experience.
- 6.16 When operating VIP flights with helicopters, the pilot-in-command shall possess a CPL (H) or ATPL (H) with at least 500 hours of PIC experience including 75 hours as PIC on type of aircraft, and at least 10 hours of night flying experience. In addition, the pilot should have a minimum of 30 hours as PIC experience in the last 6 months including five hours on type in the last thirty days of the intended flight.
- 6.17 VIP flights shall always be operated with a multiple crew composition and the PIC shall meet the requirements of 5.15 or 5.16, as the case may be.

Note 1: When a new type of aircraft is introduced in the fleet of State Government/ undertaking, the experience of PIC on type may be reduced with prior permission of DGCA, if the pilot has adequate flying experience of similar type of aircraft.

Note 2 : For the purpose of this CAR, a VIP flight means a flight having among its passengers any one or more of the following:

- (a) Speaker Lok Sabha
- (b) Dy. Chairperson Rajya Sabha
- (c) Central Ministers of Cabinet Rank
- (d) C J I Supreme Court
- (e) Governors of State
- (f) Chief Minister of State.
- (g) State Ministers of Cabinet rank

- (h) SPG protectees - Z+ category only

7. ISSUE OF PERMISSION TO UNDERTAKE AIRCRAFT OPERATIONS

After such scrutiny as necessary about the preparedness in accordance with the preceding paragraphs, DGCA may issue the permission in the prescribed form to undertake aircraft operations along with Operations Specifications stipulating any conditions, if considered necessary, to an applicant who meets all the requirements of this CAR. The permission shall specify the aircraft / helicopters for undertaking the operations. A fee of Rs.100,000/- shall be paid to DGCA for the issuance of the permission by the way of demand draft payable to PAO, DGCA, MCA, New Delhi.

8. RENEWAL OF PERMISSION

- 8.1 The permission issued to undertake aircraft operations shall be renewable by DGCA every two years after the initial issue on payment of Rs.50,000/- by demand draft payable to PAO, DGCA, MCA, New Delhi.
- 8.2 The permission holder shall submit its request for renewal alongwith its internal safety audit report within 60 days prior to expiry of the permission. DGCA may also carry out an audit of the operator's facilities if considered necessary.
- 8.3 The permission holder shall demonstrate continued capability to conduct the operations authorized under the operating permission.

9. GENERAL REQUIREMENTS

- 9.1 A copy of the permission issued shall be displayed in the office of the Accountable Manager
- 9.2 Any change in the Accountable Manager or alternate at any time shall be intimated to the DGCA along with the details of new Accountable Manager or an alternate.
- 9.3 The permission issued to undertake aircraft operations shall not be transferable.
- 9.4 Landing and parking charges, if any, shall be payable to the owner of the airfield. For operations from defence airfields where Airports Authority of India have civil enclaves, a separate charge may be payable to the Airports Authority. The Route Navigation Facilities Charges (RNFC) shall be payable to the organisation which provides these facilities.

- 9.5 The permit holder shall notify to DGCA any accidents, incidents, major defects or other significant occurrences as given in Car Section 5 Series C Part I. Such information shall be provided to DGCA (Attention: Director Air safety) by the quickest means but not later than 24 hours
- 9.6 The safety division shall follow proactive accident prevention procedures.
- 9.7 The permission holder shall file monthly return to DGCA on the number of hours flown by each aircraft of the fleet, defects encountered and reasons for prolonged grounding of the aircraft, if any. Such return will be sent to local airworthiness office with a copy to DGCA Hqrs (Attn: Director of Air Transport)
- 9.8 The applicable requirements contained in CAR Section 8 – Flight Operations, Series 'A' Part II as applicable to Non Scheduled Operators shall be complied with by the Permission holders.
- 9.10 DGCA may stipulate any other condition to ensure safety of operations or grant exemptions from any requirements, if considered necessary.
- 9.11 Degradation of the capability below the required level or breach of any of the requirements of this CAR or of any provisions of Aircraft Act, 1934, Aircraft Rules 1937, Civil Aviation Requirements, orders/ directions/ requirements issued under the said act or rules and as amended from time to time, shall render the permission liable to alteration, suspension or cancellation and shall also attract penalties under the enforcement provisions of DGCA for such violations.

Note. Any State Government or PSU already operating aircraft shall establish and demonstrate its capabilities in accordance with this CAR within 04 months of the issue of the CAR and obtain permission for undertaking aircraft operations. The period may be extended by two months in genuine cases.

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Director General of Civil Aviation

ANNEXURE I

APPLICATION FOR ISSUE OF PERMISSION TO UNDERTAKE AIRCRAFT OPERATIONS WITH AIRCRAFT OWNED BY STATE GOVERNMENTS/ PSUs.

1. Applicant's details

- a) Name in which the Permission is sought
- b) Address with telephone, Fax numbers, e-mail of the registered office.
- c) Address of principal office, including operations and maintenance bases.
- d) Name/ Designation of Accountable Manager and Alternate.

2. Details of Organisation

- a) Organisation structure including details of operational, management, engineering quality set up, flight safety cell etc.
- b) Location of the maintenance facility with details of organisation, equipment and approved maintenance program.
- c) Details of the maintenance personnel and plans for their type training.
- d) Details of flight crew, their licences and plans for their type training.
- e) Location of the main operational base.
- f) Arrangements for ground handling.

3. Details of aircraft proposed to be operated

- a) Type, make and number of the aircraft.
 - b) Whether the aircraft is type certified by DGCA-India
 - c) Whether the aircraft is acquired on outright purchase or lease finance or wet lease or dry lease.
 - d) Name and address of Owner / Lessor for the purpose of registration of aircraft.
 - e) Passenger capacity of each type of aircraft.
 - f) Maximum Take Off Mass.
 - k) Places for night parking of the aircraft.
4. State if the applicant has at any time contravened any provision of the Aircraft Act 1934 and/or the rules made thereunder. If so, give details.
 5. Statement showing compliance with the Civil Aviation Requirements(CAR Section 3 Series 'C' Part I if the aircraft are leased by the operator.
 6. Date of expected commencement of the operations.
 7. Whether the security program has been filed with BCAS.

Certified that the statements made/information given in this application are true, and no material fact has been suppressed.

(Signature of the applicant/authorised signatory)

ANNEXURE II

APPLICATION FOR IMPORT/ACQUISITION OF AIRCRAFT

Part I General Information

1. Name in which the Permission is sought
2. Address with telephone, e-mail, Fax numbers of the registered office.
3. Existing aircraft : type-wise and their seating capacity
4. (a) Aircraft type, number, configuration and other technical details in respect of the aircraft proposed to be imported/acquired.
(Details of aircraft to be furnished as per format given below in Part II)
(b) Maintenance and operational base of the proposed aircraft.
5. Source of crew and their names, if not already provided.
(a) For existing fleet.
(b) For proposed fleet.
6. Arrangements for training of crew.
7. Source of engineers/technical staff and their names, if not already provided
(a) For existing fleet
(b) For proposed fleet
8. Arrangements/level of readiness for maintenance of aircraft.

Part II Details of the Aircraft

- a) Type and Make of the aircraft:
- b) Nationality and Registration of the aircraft:
- c) Manufacturer and year of manufacture of the aircraft:
- d) Serial number of the aircraft:
- e) No. of passenger seats / Weight of cargo permissible as per type certificate of the aircraft /helicopter:
- f) Maximum certified take-off mass:
- g) Engine type mounted on aircraft
- h) Number of hours flown since new:
- i) Number of landing since new:
- j) Number of pressurisation cycles since new:
- k) Last major check done and number of hours since flown:
- l) Next major check due
- m) Name of the company from which the aircraft/helicopter is being taken on lease:
- n) Previous history of aircraft with details of any incident/accident involving structural damage:
- o) Name of the Authority and country which issued the last Certificate of Airworthiness:

UNDERTAKING

It is confirmed that the aircraft after registration in India shall be maintained, operated and de-registered (if required) in accordance with the Indian rules, regulations, procedures and any condition specified by DGCA India and there is no binding or limitation of any kind in this regard in the lease agreement for the acquisition of the aircraft.

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(Signature of the Applicant/Authorised Signatory)