Training and Licensing Directorate
Flight Crew Licensing
Version -2
04-12-2014

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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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 Procedure and Training Manual 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)

- **Director General**
- **DDG**
  - In-charge of Flight Crew Lic.
- **DTL**
  - DGCA Hqrs
- **DDTL**
  - ADTL
- **DAW Delhi Region**
  - DDTL
    - ADTL
- **DAW Mumbai Region ADTL**
- **DAW Kolkata Region ADTL**
  - ADTL
- **DAW Chennai Region ADTL**
  - ADTL
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.
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.
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.


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 five years back from the date of application for issue of CPL and ATPL and 2½ years back from the date of application for issue of other flying licenses; 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:

Dealing assistant puts up after filling the checklist

<table>
<thead>
<tr>
<th>Section officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dy. Director Training and Licensing (upto CPL)</td>
</tr>
<tr>
<td>Director Training and Licensing (for ATPL through ADTL)</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>1. Name of the Applicant</th>
</tr>
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<tbody>
<tr>
<td>2. Age/Date of Birth</td>
</tr>
<tr>
<td>(Should not be less than 21 years on the date of application)</td>
</tr>
<tr>
<td>3. Educational Qualification:</td>
</tr>
<tr>
<td>(passed class 10+2 with Phy &amp; Math or equivalent exam)</td>
</tr>
</tbody>
</table>

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:

Check for medical fitness.

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

<table>
<thead>
<tr>
<th>5. Knowledge:</th>
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<tbody>
<tr>
<td>Paper</td>
</tr>
<tr>
<td>a) Air Regulation (not required for hold valid Indian CPL)</td>
</tr>
<tr>
<td>b) Air Navigation</td>
</tr>
<tr>
<td>c) Aviation Meteorology</td>
</tr>
<tr>
<td>d) Radio Aids and Instrument</td>
</tr>
<tr>
<td>e) ATPL Composite (in lieu of b), (c) &amp;d) if applied for conversion)</td>
</tr>
<tr>
<td>f) Technical General (not required, if applied for conversion and foreign ATPL is on multi)</td>
</tr>
<tr>
<td>g) Technical Specific or valid Indian CPL on Multi (not required, if applied for conversion and foreign ATPL is on multi)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>h) Technical Performance or valid Indian CPL on Multi (not required, if applied for conversion and foreign ATPL is on multi)</td>
</tr>
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<td></td>
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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):

   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:-

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hrs Req.</th>
<th>Actual</th>
</tr>
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<tbody>
<tr>
<td>Total flying experience details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Total flying time (in this 50% of multi co-pilot hrs are counted)</td>
<td>1500</td>
<td></td>
</tr>
<tr>
<td>(ii) Total as PIC (in this P1 U/S hrs are counted 50%)</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>(iii) Total Night flying experience (in this 50% of multi co-pilot night hrs are counted)</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>(iv) Total Instrument Time (not more than 50 hrs shall be counted from col 16) (attach sortie wise statement )</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>X-country flying time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(v) Total X-country by day and night (attach sortie wise statement )</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>(vi) Total PIC X-country by day and night (attach sortie wise statement )</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>(vii) Total PIC X-country flying time by Night (attach sortie wise statement )</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

   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:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hrs Req.</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total flying time (in this 50% of multi co-pilot hrs are counted)</td>
<td>150</td>
<td></td>
</tr>
</tbody>
</table>

   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:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hrs Req.</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total flying time (in this 50% of multi co-pilot hrs are counted)</td>
<td>150</td>
<td></td>
</tr>
</tbody>
</table>
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:-

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hrs Req.</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total flying time (in this 50% of multi co-pilot hrs are counted) ( { \text{col (13)} } - {50% \text{ of col(6)}+(10)} )</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>a) Requirement</th>
<th>A/c Name</th>
<th>duration</th>
<th>Date of test</th>
<th>Valid upto</th>
<th>Tick if CPL/ IR valid on multi</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) general flying test by day ( \text{(GFT not required if CPL with multi is valid)} )</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) general flying test by night ( \text{(GFT not required if CPL with multi is valid)} )</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) IR Test ( \text{(IR not required if CPL &amp; IR with multi is valid)} )</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>b) Requirement</th>
<th>Duration</th>
<th>Date of Test</th>
<th>Valid upto</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) general flying test by day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) general flying test by night</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) IR Test</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>CPL Licence Number</th>
<th>Issue date</th>
<th>Valid upto</th>
<th>PIC endorsements</th>
<th>Co-pilot endorsements</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>IR Number</th>
<th>Issue date</th>
<th>last IR test date</th>
<th>Last IR on Aircraft/sim</th>
<th>Valid upto</th>
</tr>
</thead>
</table>
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

<table>
<thead>
<tr>
<th>RTR and FRTOL details</th>
<th>Number</th>
<th>Date of issue</th>
<th>Valid upto</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details of RTR(A)/RTR(P)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRTOL License</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Compiled</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Whether the applicant is/ was in the service of Defense Forces of India.</td>
<td>Yes/ No</td>
</tr>
<tr>
<td>ii) If serving, No Objection Certificate obtained from the concerned Hqrs.</td>
<td>Yes/ No</td>
</tr>
<tr>
<td>iii) If serving, indicate whether accident/incident free certificate for the preceding 5 years has been obtained from the concerned Hqrs.</td>
<td>Yes/ No</td>
</tr>
</tbody>
</table>
| 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.

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
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

Dealing assistant puts up after filling the checklist

Section officer

Asstt. Director Training and licensing
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 9th 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, along with the 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, along with the personal details of the individual pilot should be sent to the three security agencies, i.e. Ministry of Home Affairs (Foreign Division),
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(DG) dated 20.04.2010 for deciding the cases on merit upto 31.07.2011 on a case to case basis subject to the airlines meeting all safety and security requirements regarding employment of foreign pilots.

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 2 of 2007 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, Rev. 4 dated 8th October, 1999. 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 enforcement actions taken in respect of pilots by DGCA. Such actions are taken by DTL under following circumstances:

1.1 When the recommendations 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:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of pilot</th>
<th>Operator</th>
<th>License &amp; No.</th>
<th>Date of receipt of Breath-analyzer / PIB/Investigation report from DAS with subject/brief.</th>
<th>Date of compliance of Recommendation of DAS by DTL (follow procedure as in 3.8 below)</th>
<th>Date of entry in R-card and License, if required</th>
</tr>
</thead>
</table>

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-L1 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.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of pilot</th>
<th>Operator License &amp; No.</th>
<th>Date of Issue of show cause notice</th>
<th>Brief of show cause</th>
<th>Date of reply to show cause</th>
<th>Date of personal hearing, if any</th>
<th>Date of order</th>
<th>Brief of the order</th>
<th>Date of entry in R-card and License, if required</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of pilot</th>
<th>Operator</th>
<th>License &amp; No.</th>
<th>Date of issue of show cause notice</th>
<th>Brief of show cause</th>
<th>Date of reply to show cause</th>
<th>Date of personal hearing, if any</th>
<th>Date of order</th>
<th>Brief of the order</th>
<th>Date of entry in R-card and License, if required</th>
</tr>
</thead>
</table>

3.2 In case of breath analyzer/ PIB/Investigation report s and their Recommendations from DAS

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

- **Receipt of information about violation**
- **Approval of show cause notice**
- **Actions to be taken by SO-LI**

**Recording of show cause notice in computer**
1. ensure recording of the date of show cause notice and brief of show cause

**Recording of date of reply**
2. ensure recording of date of reply to the show cause notices.

**Recording of date of personal hearing, if any**
3. ensure recording date of personal hearing, if any

**Recording the date of ORDER/ Warnings**
4. ensure recording the date of order/ warnings and brief of the order/ warning e.g. suspension, cancellation, ab-initio void, disqualification, warning etc.

**Monitoring the date of entry in the R-Card and License**
5. ensure recording the date of entry on R-card and License
6. send a copy of the order to enforcement monitoring division.
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**

- **Receipt of breath analysier/PIB/Investigation report and Recommendations from DAS**

- **Actions to be taken by SO-LI**

- **Recording of:**
  - Date of receipt of breath analysier/PIB/Investigation report and Recommendations from DAS

- **Recording of date of compliance of Recommendation of DAS by DTL with brief actions**

- **Monitoring the date of entry in the R-Card and License**
  - Ensure recording the date of entry on R-card and License
  - Send a copy of the order to enforcement monitoring division.
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.

(.............)
Director of Operations (Trg. & Lic.)
Procedure Manual                         Training and Licensing Directorate                  Version-2 dated 03-12-14

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

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

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

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 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:        |
| 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):

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hrs Req.</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Total flying time (in this 50% of multi co-pilot hrs are counted)</td>
<td>1500</td>
<td></td>
</tr>
<tr>
<td>(ii) Total as PIC (in this P1 U/S hrs are counted 50%)</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>(iii) Total Night flying experience (in this 50% of multi co-pilot night hrs are counted)</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>(iv) Total Instrument Time (not more than 50 hrs shall be counted from col 16) (attach sortie wise statement)</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>(v) Total X-country by day and night (attach sortie wise statement)</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>(vi) Total PIC X-country by day and night (attach sortie wise statement)</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>(vii) Total PIC X-country flying time by Night (attach sortie wise statement)</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hrs Req.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Total flying time (in this 50% of multi co-pilot hrs are counted)</td>
<td>150</td>
</tr>
</tbody>
</table>

If the preceding 12 month flying experience data in application form is telling then fill up in the computer checklist.
c) Please see the following table in the application form for experience in last 6 months:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hrs Req.</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total flying time (in this 50% of multi co-pilot hrs are counted) ( {\text{col (13)}} - {50% \text{ of col(6)} + (10)} )</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

a) Requirement

<table>
<thead>
<tr>
<th>Requirement</th>
<th>A/c Name</th>
<th>duration</th>
<th>Date of test</th>
<th>Valid upto</th>
<th>Tick If CPL/ IR valid on multi</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) general flying test by day ( \text{GFT not required if CPL with multi is valid} )</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CPL is valid – Yes</td>
</tr>
<tr>
<td>(ii) general flying test by night ( \text{GFT not required if CPL with multi is valid} )</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) IR Test ( \text{IR not required if CPL &amp; IR with multi is valid} )</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>IR is valid - Yes</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Duration</th>
<th>Date of Test</th>
<th>Valid upto</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) general flying test by day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) general flying test by night</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) IR Test</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>CPL Licence Number</th>
<th>Issue date</th>
<th>Valid upto</th>
<th>PIC endorsements</th>
<th>Co-pilot endorsements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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:

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

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
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>c)</td>
<td>Have you enclosed the verification of foreign license and medical from the contracting state’s regulatory authority</td>
</tr>
<tr>
<td>d)</td>
<td>Name, address, website &amp; e-mail ID of the contracting state’s flying training institute from where you did training.</td>
</tr>
<tr>
<td>e)</td>
<td>Details of passport &amp; travel for flying training (enclose copy of all the pages)</td>
</tr>
<tr>
<td></td>
<td>i) Full Name on Passport:</td>
</tr>
<tr>
<td></td>
<td>ii) Passport Number:</td>
</tr>
<tr>
<td></td>
<td>iii) place of Issue:</td>
</tr>
<tr>
<td></td>
<td>iv) valid upto:</td>
</tr>
</tbody>
</table>

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
   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

   I (a) Total Flying 1000hrs
   (b) Out of I(a) above 100 hrs
      experience during last one year
   (c) PIC Flying 250 hrs
      (or as Co-pilot performing under supervision of check pilot, the duties and
      functions of PIC)
      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 AUW if PIC
(iv) flying 1000 hrs done on any aeroplane having AUW 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

<table>
<thead>
<tr>
<th></th>
<th>Name of the Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Age/Date of Birth</td>
</tr>
<tr>
<td></td>
<td>(Should not be less than 21 years on the date of application)</td>
</tr>
<tr>
<td>3.</td>
<td>Educational Qualification:</td>
</tr>
<tr>
<td></td>
<td>(passed class 10 or equivalent exam)</td>
</tr>
<tr>
<td>4.</td>
<td>Medical Examination:</td>
</tr>
<tr>
<td></td>
<td>On and accepted</td>
</tr>
<tr>
<td>5.</td>
<td>Knowledge</td>
</tr>
<tr>
<td></td>
<td>(a) Air Regulation</td>
</tr>
<tr>
<td></td>
<td>(b) Air Navigation</td>
</tr>
<tr>
<td></td>
<td>(c) Av. Meteorology</td>
</tr>
<tr>
<td></td>
<td>(d) Technical General</td>
</tr>
<tr>
<td></td>
<td>(e) Technical Specific</td>
</tr>
<tr>
<td></td>
<td>(f) Signal reception test</td>
</tr>
<tr>
<td>6.</td>
<td>Experience:</td>
</tr>
<tr>
<td></td>
<td>I. a) Total Flying</td>
</tr>
<tr>
<td></td>
<td>b) PIC Flying</td>
</tr>
<tr>
<td></td>
<td>c) Solo Cross Country Flight</td>
</tr>
<tr>
<td></td>
<td>(with one flight of 300 NM with Two Full Stop Landing)</td>
</tr>
<tr>
<td></td>
<td>a) Instrument Flying(Out of these 10 hours not more than five hours should be on synthetic flight trainer)</td>
</tr>
<tr>
<td></td>
<td>b) Night</td>
</tr>
<tr>
<td></td>
<td>c) 10 Take off/Landings</td>
</tr>
<tr>
<td></td>
<td>During preceding six month of the date of application</td>
</tr>
<tr>
<td></td>
<td>PIC</td>
</tr>
<tr>
<td></td>
<td>Requirements</td>
</tr>
<tr>
<td></td>
<td>Actual</td>
</tr>
<tr>
<td></td>
<td>200 hrs</td>
</tr>
<tr>
<td></td>
<td>100 hrs.</td>
</tr>
<tr>
<td></td>
<td>20 hrs</td>
</tr>
<tr>
<td></td>
<td>10 hrs</td>
</tr>
<tr>
<td></td>
<td>5 hrs</td>
</tr>
<tr>
<td></td>
<td>15hrsU/S</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| 7 a. | Skill Test  
(Within preceding six months of the date of application) |   |
|   | (A) Day  
General Flying Test |   |
|   | (B) Night |   |
| 7 b. | Skill Test with 2 approaches  
IR/Fit test carried out within the last 6 months by DGCA approved examiner | on |
| 8. | Other Requirements:  
d) COP No. | Valid upto |
| 9. | Flying Records  
(Whether accident free or not) |   |
| 10. | A) Fee for issue of CPL :  
i) With one aircraft rating  
ii) for open rating upto 1500 kgs A.U.W.  
(if four different types of aircraft are endorsed)  
B) Authority to debit license fees in advance deposit account of the club | Rs. 5000/-  
Rs. 5000/- each  
Rs. 5000/- |
|   | OR  
DD/Indian Postal Order(s)  
No. dated For Rupees |   |
| 11. | Photographs (three) |   |
| 12. | NOC for serving defence officers / Retirement Certificate for retired officers |   |
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 5 hrs hrs
X-country flying

Flight time within last 6 months
from the date of application 5 hrs hrs

7. Other Requirements: COP No.

8. Skill Test:

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)
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: Requirement Actual
   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)
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 and accepted on
5. Knowledge Date
   a) on
   b) on
   c) on
   d) on
6. Experience:
   Requirement Actual
   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
## 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/-
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

<table>
<thead>
<tr>
<th>NAME</th>
<th>EXPERIENCE (Last 6 months)</th>
<th>EXPERIENCE (Last 12 months)</th>
<th>SKILL TEST (Last 6 months)</th>
<th>MEDICAL</th>
<th>FRTOL/RTR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPL(A)</td>
<td>5 hrs as PIC Day or Night</td>
<td>Yes</td>
<td>FRTOL( R )</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPL(A)</td>
<td>Ten hrs. PIC Day &amp; Night</td>
<td>Yes</td>
<td>Should be valid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALTP(A)</td>
<td>Ten hrs. PIC Day &amp; Night</td>
<td>Yes</td>
<td>Should be valid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPL(H)</td>
<td>Five hrs. Day or Night</td>
<td>Yes</td>
<td>Not necessary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPL(H)</td>
<td>Five hrs. PIC Day or Night</td>
<td>Yes</td>
<td>Should be valid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALTP(H)</td>
<td>Ten hrs. PIC Day or Night</td>
<td>Yes</td>
<td>Should be valid</td>
<td></td>
<td></td>
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<tr>
<td>FRTOL</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>PL(G)</td>
<td>Three hrs. Flight time or Twenty take offs and landings</td>
<td>Day Or Night</td>
<td>Yes</td>
<td>Not necessary</td>
<td></td>
</tr>
<tr>
<td>PL(B)</td>
<td>Minimum five ascents, out of which one should be over 1500 M.</td>
<td>Day Or Night</td>
<td>Yes</td>
<td>Not Necessary</td>
<td></td>
</tr>
<tr>
<td>PL(M)</td>
<td>Five hrs. Day or</td>
<td>Yes</td>
<td>Not necessary</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Night</td>
<td>Day Or Night</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>IR(A)</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
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<tr>
<td>IR(H)</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFIR(A&amp;H)</td>
<td>Twenty hrs + Competency Checks</td>
<td>Day or Night +Oral/Written Exams.</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>FIR (A&amp;H)</td>
<td>Twenty hrs + Competency Checks</td>
<td>Day or Night +Oral/Written Refreshers Course</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>FIR (G)</td>
<td>Ten hrs.</td>
<td>Day or Night + Refreshers Course</td>
<td>Yes</td>
<td>Yes</td>
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## Annexure-XIII

File No.________________________

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

<table>
<thead>
<tr>
<th>Name of Operator</th>
<th>Date of Application</th>
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<table>
<thead>
<tr>
<th>Name of Pilot</th>
<th>Remarks</th>
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<thead>
<tr>
<th>Nationality / DOB &amp; Age</th>
<th>Remarks</th>
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<table>
<thead>
<tr>
<th>License Category &amp; Number of issuing Authority</th>
<th>Remarks</th>
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<table>
<thead>
<tr>
<th>Rating &amp; Endorsement</th>
<th>Remarks</th>
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<table>
<thead>
<tr>
<th>Whether license verified from issuing Authority/Operator</th>
<th>Remarks</th>
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<tbody>
<tr>
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<table>
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<tr>
<th>Total flying Experience</th>
<th>Remarks</th>
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<tr>
<th>Total as PIC</th>
<th>Remarks</th>
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<thead>
<tr>
<th>Total Experience on Type</th>
<th>Remarks</th>
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</table>

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<thead>
<tr>
<th>Total as PIC on Type</th>
<th>Remarks</th>
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<thead>
<tr>
<th>On type experience in last 6 months</th>
<th>Remarks</th>
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<thead>
<tr>
<th>Medical Details</th>
<th>Remarks</th>
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<tr>
<th>Visa Details</th>
<th>Remarks</th>
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<table>
<thead>
<tr>
<th>Security Clearance:</th>
<th>Remarks</th>
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<thead>
<tr>
<th>MHA</th>
<th>DRI</th>
<th>NCB</th>
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<table>
<thead>
<tr>
<th>Oral/Air Regulation Examination Passed on</th>
<th>Remarks</th>
</tr>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Type Rating / instructor/ examiner / Cat-II/ Cat-III approved By the board</th>
<th>Remarks</th>
</tr>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Period of Validation i.e. 90 days / 9 months / 1 year</th>
<th>Remarks</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Fee Details /Date/DD No./Amount Rs. 5,500 or Rs. 500/- Deduction from Advance Account</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
Training Programme

of

Officers of Operations Discipline

Working

in

Training and Licensing Directorate

1. POSTING OF OFFICERS OF OPERATION’S CADRE IN DIRECTORATE OF TRAINING AND LICENSING
Officers of Operations cadre recruited in DGCA as Operations officers/Assistant Director Operations are posted in the Training and Licensing Directorate for issue and renewal of licences. Officers from the cadre promoted to Deputy Director and Director also posted in the directorate. All officers posted in the Training and Licensing Directorate are assigned with the statutory powers to issue/renew licences as per the notification issued by the Central Government.

2. **TRAINING OF OFFICERS IN DIRECTORATE OF TRAINING AND LICENSING:**

2.1 To exercise the delegated regulatory powers for issuance and renewal of pilot licenses in the most effective and efficient manner, training of officers has become an important tool. The officers will undergo the following trainings:

- Initial training
- PEL & On-job-training
- Refresher training
- Specialised training in the related field

The syllabus for initial training and On-Job-Training is prescribed at Appendix ‘A’. The syllabus for refresher training may be abridged to cover important topics and will usually be a half-day session.

2.2 The training may be conducted by qualified officers who have completed the courses of training earlier and working or have worked in DTL. The experts in specialized area with medical/flight standard directorate may be called to cover the training on area by them as indicated in syllabus.

2.3 Refresher training for officers may be conducted at least once in two years. The refresher training will also cover changes in the regulations and procedures. Notwithstanding, with above, the officers may be briefed on the changes in regulations/procedures, as considered necessary.

2.4 Whenever there is change of incumbent to the post of Director of Training and Licensing, Director (outgoing) should brief the Director (incoming) about existing rules, training manuals, regulatory requirements and operational procedures of the directorate.

2.5 Record of all the trainings should be maintained in the Directorate by the officer assigned with the responsibility by the Director. Individual dossiers of officers shall also be maintained and updated in the directorate.
### Appendix ‘A’

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Training Syllabus</th>
<th>06 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• DGCA Organisation and structure; role and functions of all DGCA Directorates including regional offices</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Introduction to regulatory requirements: ICAO, Aircraft Act/Rules, CARs, AICs, other circulars including delegation of powers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Directorate of Training and Licensing:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Organization structure, Functions, duties and responsibilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Orientation- Functioning of DTL and interaction with other Directorates like FSD, Air Safety, Flying Training etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Types of licences issued for aircrew</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Review of regulatory and guidance material for DTL personals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Indian Aircraft Act/Rules,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- CARs; AICs, Circulars (applicable to DTL)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- ICAO Annexes and Docs: Specific references to items applicable to DTL operational aspects.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Enforcement manual</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Scrutiny and processing of license documents related to aircrew personnel (including conversion of foreign licence):</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Air Transport Pilot License</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Commercial Pilot License</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Private Pilot Licence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• FRTOL/FRTOL (R)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Instrument Rating</td>
<td></td>
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<tr>
<td></td>
<td>• FIR/AFIR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Glider Pilot License/Micro light pilot License</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Flight Navigator’s License</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Validation of Foreign Licences</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Regulatory requirements (reference to rule and CAR)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Security clearances of foreign pilots</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Formation of Board/Role of Flight Standards Directorate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Approval Procedure</td>
<td></td>
</tr>
<tr>
<td>Day 2</td>
<td>Training Syllabus</td>
<td>06 hours</td>
</tr>
<tr>
<td>-------</td>
<td>------------------</td>
<td>----------</td>
</tr>
</tbody>
</table>
| TRI/TRE rating of pilots | • Rules and regulations  
• Role of Flight Standards Directorate (FSD)  
  - Check pilots/Instructors/Examiners  
• Interaction with FSD | |
| Acceptance of training done at facilities in India/ overseas: | • Regulatory requirements (reference to rule and CAR)  
• Familiarization of TRTO & Simulator approvals and validity  
• Checking of Logbooks  
• Checking of skill test reports/flight training records | |
| Renewal of Licensing of Air crew and Grant of extension of Aircraft Rating including additional types of aircrafts | • Approval Process  
• Requirements | |
| Air Safety Directorate- Director (AS) | • Role and Functioning  
• Recommendation on action against air crew on violation | |
| Enforcement Policy – Directorate of Regulation and Information | • Regulations  
• Enforcement Manual – Policy and Procedures  
• Detailed review on the procedure for enforcement  
• Penal action on the recommendation of other Directorates | |
### Directorate of Training and Licensing

**ON-THE-JOB TRAINING**

<table>
<thead>
<tr>
<th>Task</th>
<th>Task Commenced</th>
<th>Task completed</th>
<th>Signature of Supervisor with recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Familiarization with docketing and submission channel in Directorate of Training and Licensing including the familiarisation with DTL project for issue/ renewals of flight crew licences.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**B. Issue/ renewal of license** *(Minimum three cases under supervision covered over a period of at least three day, indicating commencement and completion dates of task along with file No. In case no fresh case is available for issue/renewal of a license, the process can be explained through table top exercise on a file which has been issued license earlier)*

<table>
<thead>
<tr>
<th>1) Issue of Licence</th>
<th>a) PPL</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>b) CPL</td>
<td></td>
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<td></td>
<td>c) ATPL</td>
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</table>

<table>
<thead>
<tr>
<th>2) Renewal of Licence</th>
<th>a) PPL</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>b) CPL</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) ATPL</td>
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<td></td>
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<table>
<thead>
<tr>
<th>3) Conversion of foreign licences</th>
<th>a) CPL</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>b) ATPL</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>4) Validation of Foreign Licence (minimum two cases)</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
# ATTENDANCE SHEET

Training and Licensing Directorate  
(8-6/2009L-1)  
Name of the Training / course:  
Duration and time:  
Venue:  

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Signature</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
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:

   (……………………)

   Director of Training and Licensing
Format of Certificate:

DIRECTORATE GENERAL OF CIVIL AVIATION
This is to certify that
(Name of the participant)
has successfully completed the
Induction/ Refresher Training / OJT
in the Training and Licensing Directorate
from…………….to …………..

-----------------------       -----------------------
(Name of Director)                (Name of DDG/JDG)
Director Training & Licensing        Deputy/Joint Director General