



Standards of Services

August 2014

Directorate General of Civil Aviation

INTENTIONALLY LEFT BLANK

PREFACE

This document “*DGCA - Standards of Services*”, enlists the services/ transactions offered by DGCA to the public, the work involved in the process, related rules/ regulations and the fees charged (if any). The document also provides the timelines for the completion of the activities for issue of an approval/ licence/ permit/ certificate by DGCA.

The services/ transactions have been broadly divided into following headings:

- Aircraft
- Aircraft Operator
- Foreign Airline Operating Authorisation
- Aerodromes
- Air Space and Air Traffic Management
- Approval of Schedules
- Individuals
- Other Services
- Organisations

It is important that the listed timelines for processing and issuing such approvals have been reckoned based on the date of receipt of complete application/ documents. The timelines listed in the document may vary depending on the availability of manpower in DGCA. Further, while processing the applications, DGCA would endeavor to seek clarification(s) only once. This will primarily apply to services offered to individuals such as pilots, engineers etc. Therefore submission of applications complete in all respects with applicable documents would assist in adhering to the timelines given in this document.

This document has been prepared for the information and facilitation of the service seeker. While preparing this document, the comments received from various stakeholders have been considered and where feasible, the timelines revised. It is a non-judicial document purely for the guidance and information and in no way imposes any legal or binding rights. The document would be subjected to review and revision from time to time.

Suggestions/ comments/ feedback on the services may be submitted at dgoffice@dgca.nic.in.



(Dr. Prabhat Kumar)
Director General of Civil Aviation
20th August 2014

INTENTIONALLY LEFT BLANK

INFORMATION FOR USING THIS DOCUMENT

Abbreviations used in this document:

- AED: Aircraft Engineering Directorate
- ANS: Air Space and Air Traffic Management Directorate
- CEO: Central Examination Organization
- DAS: Directorate of Air Safety
- DAT: Directorate of Air Transport
- DAW: Directorate of Airworthiness
- DFT: Directorate of Flying Training
- DOAS: Directorate of Aerodrome Standards
- DRI: Directorate of Information and Regulation
- DTL: Directorate of Training and Licensing
- FSD: Directorate of Flight Standards

Regional Office:

Region		Location	Jurisdiction
Northern Region	Regional Office	Delhi	Delhi NCR (including Meerut & Aligarh), Haryana, Jammu & Kashmir, Himachal Pradesh, Uttaranchal and Rajasthan and Chandigarh
	Sub-Regional Office	Lucknow	Uttar Pradesh except Meerut & Aligarh
		Kanpur	Kanpur
		Patiala	Punjab
Western Region	Regional Office	Mumbai	Maharashtra, Goa, Daman & Diu and Gujarat
	Sub-Regional Office	Bhopal	Madhya Pradesh and Chhattisgarh
Eastern Region	Regional Office	Kolkata	Arunachal Pradesh, Meghalaya, Mizoram, Nagaland, A&N Island, Sikkim, W. Bengal and Jamshedpur
	Sub-Regional Office	Bhubaneswar	Orissa
		Patna	Bihar, Jharkhand (except Jamshedpur)
		Guwahati	Assam
Southern Region	Regional Office	Bangalore	Karnataka including Hosur (T.N.)
	Regional Office	Chennai	Tamil Nadu except Hosur
	Sub-Regional Office	Hyderabad	Andhra Pradesh
		Cochin	Kerala & Lakshadweep Island

Fees Charged:

The fees charged for services offered by DGCA are under review and is subject to revision.

INTENTIONALLY LEFT BLANK

Contents

PREFACE 3

INFORMATION FOR USING THIS DOCUMENT 5

A. AIRCRAFT12

 A.1. Type Certification12

 A.2. Type Acceptance13

 A.3. Supplemental Type Certification (STC)13

 A.4. Indian Technical Standard Order Authorization (ITSOA)14

 A.5. Aircraft Registration/ Deregistration15

 A.6. Certificate of Airworthiness15

 A.7. Airworthiness Review Certificates16

 A.8. Special flight Permit16

 A.9. Aircraft Maintenance Programme16

 A.10. Aircraft Technical Log System (Flight Sector Book)17

 A.11. Minimum Equipment List17

 A.12. Modification/Repair to aircraft/ aircraft part for which TC is issued by DGCA17

 A.13. Modification/Repair to aircraft/ aircraft part for which TC is not issued by DGCA ...18

B. AIRCRAFT OPERATOR20

 B.1. Scheduled Air Operator’s Permit20

 B.2. Non-scheduled Air Operator’s Permit20

 B.3. Permission to import aircraft21

 B.4. Amendment to Operations Specifications22

 B.4.1. Addition of new type of aircraft22

 B.4.2. Addition of same type of aircraft22

 B.4.3. Commencement of international operations to new destination22

 B.4.4. Special Operations22

 B.5. Approval/ renewal of Check Pilot/ Instructor/ Examiners24

 B.6. Continuing Airworthiness Maintenance Organisation24

 B.7. Safety Management Systems25

 B.8. Cabin Crew Training Programme26

 B.9. Approval of Dangerous Goods Training Programme27

C. FOREIGN AIRLINES OPERATING AUTHORISATION29

D. AERODROMES31

 D.1. Aerodrome Licence - Issue31

D.2. Aerodrome Licence – Renewal.....	31
E. AIR SPACE AND AIR TRAFFIC MANAGEMENT	33
F. APPROVAL OF SCHEDULES	36
F.1. Approval of Schedules - Domestic and International Flight Schedules of Indian Air Carriers	36
F.2. Approval of Schedules - Foreign Airlines to/ from India.....	37
G. INDIVIDUALS	40
G.1. PILOT.....	40
G.1.1. Student Pilot Licence	40
G.1.2. Glider Pilot Licence	41
G.1.3. Private Pilot Licence	41
G.1.4. Commercial Pilot Licence	43
G.1.5. Airlines Transport Pilot Licence	44
G.1.6. Instrument Rating.....	46
G.1.7. Assistant Flight Instructor’s Rating	46
G.1.8. Flight Instructor’s Rating	46
G.2. FLIGHT ENGINEER’S (FE) LICENCE	47
G.3. FLIGHT RADIO TELEPHONE OPERATOR’S LICENCE	47
G.4. FLIGHT RADIO TELEPHONE OPERATOR’S LICENCE (RESTRICTED)	47
G.5. CONVERSION OF FOREIGN PILOT LICENCE	48
G.6. VALIDATION OF FOREIGN PILOT LICENCE (FATA)	48
G.7. AIRCRAFT MAINTENANCE ENGINEER’S LICENCE	49
G.8. CERTIFICATE OF COMPETENCY	49
G.9. ISSUE OF AUTHORISATION FOR NEW TYPE OF AIRCRAFT	50
G.10. FLIGHT DISPATCHER APPROVAL	50
G.11. MEDICAL	50
G.12. LANGUAGE PROFICIENCY.....	51
G.13. EXAMINATION.....	52
G.13.1.Issue of Computer Number.....	52
G.13.2.Issue of Roll Number.....	53
G.13.3.Issue of Admit Card	55
G.13.4.Other examinations – FATA/ Flight Despatcher/ Flight Engineers/ AFIR/ FIR.....	58
G.13.5.Declaration of Result.....	59
G.13.6.Issue of BAMEEC.....	59

H. OTHER SERVICES.....	62
H.1. AERIAL WORK.....	62
Aerial survey/ photography.....	62
Cloud seeding Operation.....	62
Ground Photography at Govt. Aerodromes.....	62
Sky diving.....	63
H.2. SLAUGHTER HOUSES.....	63
H.3. FLIGHT CLEARANCES - AGENCIES.....	63
H.4. FLIGHT CLEARANCES – FOREIGN REGISTERED AIRCRAFT (FOR OPERATING NON-SCHEDULED OR A SERIES OF NON-SCHEDULED FLIGHTS INTO, FROM OR OVER INDIAN TERRITORY).....	64
H.5. ACROBATIC FLYING.....	66
H.6. CARRIAGE OF ARMS/ AMMUNITION/ DANGEROUS GOODS.....	66
I. ORGANISATIONS.....	68
I.1. DESIGN ORGANISATIONS.....	68
I.2. MANUFACTURING ORGANISATIONS.....	68
I.3. AIRCRAFT MAINTENANCE ORGANISATIONS.....	68
I.4. FUEL VENDORS.....	69
I.5. TRAINING ORGANISATIONS.....	70
I.5.1. Aircraft Maintenance Engineer’s Training Organisations.....	70
I.5.2. Flying Training Organisation.....	70
I.5.3. Type Rating Training Organisation (TRTO).....	72
I.5.4. Simulators.....	72

INTENTIONALLY LEFT BLANK

AIRCRAFT

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
A. AIRCRAFT						
A.1. Type Certification						
1.	Issue of Type Certificate (TC) of Aeronautical product (Aircraft, engine and propeller)	<p>On receipt of the application, the type certificate is issued provided the required design reports, test reports and compliance documents have been submitted and the applicable design standard has been complied with, up to the satisfaction of DGCA.</p> <p>Detailed process and documentation list is described in Aero Engineering Division Handbook of Procedure, Part 1</p>	<p>5 years – large aircraft</p> <p>3 years – small aircraft</p>	Rule 49 and Rule 49A of the Aircraft Rules 1937	<p><u>(i) For An Aircraft Having Maximum Design Take-Off Weight</u></p> <p>(A) Of 1,000 Kilograms Or Less - Rs.40,000</p> <p>(B) Exceeding 1,000 Kilograms, For Every 1000 Kilograms Or Part Thereof - Rs.20,000</p> <p><u>(ii) For Engines</u></p> <p>(A) Reciprocating - Rs.4,00,000</p> <p>(B) Turbo Prop - Rs.10,00,000</p> <p>(C) Turbo Jet - Rs.20,00,000</p> <p><u>(iii) For Helicopters</u></p> <p>Fees specified against sub-item (i) plus twenty percent of such fee.</p> <p><u>(iv)</u> for each aircraft component, equipment, instrument and other similar part, when processed individually – Rs. 40,000</p> <p><u>(v)</u> for each propeller, when processed individually - Rs.4,00,000</p>	AED
2.	Validation of Type	On receipt of the application, the type	3 years	Rule 49B of the	(i) The fee for validation of Type	AED

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
	Certificate (TC) of Aeronautical product (Aircraft, engine and propeller)	<p>certificate is issued provided the required design reports, test reports and compliance documents have been submitted and the applicable design standard has been complied with, up to the satisfaction of DGCA.</p> <p>Process and documentation list is described in detail in Aero Engineering Division Handbook of Procedure, Part 8, Para 2.0</p>		Aircraft Rules 1937	<p>Certificate for the purposes of operation shall be twenty five percent of the fee payable for issuance of TC.</p> <p>(ii) The fee for validation of Type Certificate for the purposes of licensed production shall be fifty percent of the fee payable for TC.</p>	
A.2. Type Acceptance						
3.	Recognition/ Acceptance of Type Certificate issued by Foreign CAA for operation in India	<p>On receipt of the application, the acceptance is given provided required reports have been submitted and the applicable standard has been complied with, up to the satisfaction of DGCA.</p> <p>Detailed process and documentation list is described in Aero Engineering Division Handbook of Procedure, Part 8, Para 3.1</p>	3 months	Rule 49E of the Aircraft Rules 1937	The fee for acceptance of type certificate or similar document of an aeronautical product for the purpose of operation shall be twenty five percent of the fee payable for validation of TC.	AED
A.3. Supplemental Type Certification (STC)						
4.	Issue of Supplement Type Certificate	<p>On receipt of the application, the STC is issued provided the required design reports, test reports and compliance documents have been submitted and the applicable design standard has been complied with, up to the satisfaction of DGCA.</p> <p>Process and documentation list is</p>	6 months	Rule 49F of the Aircraft Rules 1937	<p>(i) For an aircraft having maximum design take-off weight-</p> <p>(a) of 1,000 kilograms or less - Rs.10,000</p> <p>(b) exceeding 1,000 kilograms, for every 1,000 kilograms or part thereof - Rs. 5,000</p>	AED

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		described in detail in Aero Engineering Division Handbook of Procedure, Part 2			(ii) for engines - (a) Reciprocating - Rs.100,000 (b) Turbo prop - Rs.2,50,000 (c) Turbo Jet - Rs.5,00,000 (iii) For helicopters Fees specified against sub-item (i) plus twenty percent of such fee. (iv) Propellers - Rs.100,000	
5.	Recognition/ Acceptance of Supplement Type Certificate	On receipt of the application, the acceptance is given provided required reports have been submitted and the applicable standard has been complied with, up to the satisfaction of DGCA. Process and documentation list is described in detail in Aero Engineering Division Handbook of Procedure Part 8, Para 3.2	Max. 3 months	Rule 49G of the Aircraft Rules 1937	25% of the fee payable for issue of STC	AED
A.4. Indian Technical Standard Order Authorization (ITSOA)						
6.	Indian Technical Standard Order Authorization (ITSOA)	On receipt of the application, the ITSOA is issued provided required reports have been submitted and the applicable standard has been complied with. Process and documentation list is described in detail in Aero Engineering Division Handbook of	1 year	Rule 49H of the Aircraft Rules 1937	For each aircraft component, equipment, instrument and other similar part, when processed individually - Rs.40,000	AED

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		Procedure Part 9				
A.5. Aircraft Registration/ Deregistration						
7.	Issue of Certificate of Registration including renewal of registration	After receiving application along with requisite fees and documents, the C of R is issued if the application is complete along with documentation.	2 working days	Rule 30 of the Aircraft Rules 1937	For an aircraft having maximum permissible take-off weight (i) of 15,000 kilograms or less : Rs. 20,000/- (ii) exceeding 15,000 kilograms, for every 1,000 kilograms or part thereof: Rs. 5,000/-	DAW
8.	De-registration/ cancellation of Registration	After receiving application and documents, the De-registration is issued if the application is complete along with documentation.	2 working days	Rule 30 of the Aircraft Rules 1937	No fees	DAW
A.6. Certificate of Airworthiness						
9.	Certificate of Airworthiness - Issuance	(i) Issuance of partially filled C of A - After receiving application along with requisite fees and documents, the C of A is issued if the application is complete along with documentation. (ii) For endorsing validity on C of A, the concerned regional office inspects the documentation in respect of aircraft such as aircraft log books, physically inspects the aircraft and on being satisfied endorses a validity on the C of A.	(i) 2 working days (ii) new aircraft - 3 working days Existing aircraft - 10 working days	Rule 50 of the Aircraft Rules 1937	Issue of Certificate of Airworthiness for an aircraft having maximum permissible take-off weight — (a) of 1,000 kilograms or less : Rs.20,000/- (b) exceeding 1,000 kilograms, for every 1,000 kilograms or part thereof : Rs.1,000/-	(i) DAW (ii) DAW Regional Office
10.	Certificate of Airworthiness -Renewal* *In case the C of A has	For renewal, the concerned regional office inspects the documentation in respect of aircraft such as aircraft log books,	10 working days	Rule 50 of the Aircraft Rules 1937	Fifty percent of the fees applicable for issue of C of A	DAW Regional Office

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
	validity assigned to it.	physically inspects the aircraft and on being satisfied extends the validity on the C of A.				
A.7. Airworthiness Review Certificates						
11.	Issue/ Extension of Airworthiness Review Certificates	For Issue of Airworthiness Review Certificates, the concerned regional office inspects the documentation in respect of aircraft such as aircraft log books, physically inspects the aircraft and on being satisfied Issue / Issue/ Extends Validity of Airworthiness Review Certificates.	10 working days	Rule 50 of the Aircraft Rules 1937 and Subpart I of CAR M	Fifty percent of the fees applicable for issue of C of A	DAW Regional Office
A.8. Special flight Permit						
12.	Issue of Special flight Permit	After receiving application along with required documents, the special flight permit is issued if the application is acceptable.	1 working days	Rule 55 of the Aircraft Rules 1937	No fees	DAW Regional Office
A.9. Aircraft Maintenance Programme¹						
13.	Approval of Aircraft Maintenance Programme	After receiving application along with required documents, the AMP is scrutinized and if found meeting the requirements as per CAR M , the Aircraft Maintenance Programme is approved.	<u>First approval</u> (i) Large aircraft - 30 working days (ii) Small aircraft - 15 working days <u>Subsequent amendments</u> (i) Large aircraft - 15 working days (ii) Small aircraft - 7 working days	CAR M	No fees	DAW Regional Office

¹ Takes place concurrently during air operator's certification process

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
A.10. Aircraft Technical Log System (Flight Sector Book)²						
14.	Aircraft Technical Log System (Flight Sector Book)	After receiving application along with required documents, the Aircraft Technical Log System (Flight Sector Book) is scrutinized and if found meeting the requirements as per CAR M , the Aircraft Technical Log System (Flight Sector Book) is approved.	7 working days	CAR M	No fees	DAW Regional Office
A.11. Minimum Equipment List³						
15.	Approval of Minimum Equipment List	After receiving application along with required documents, the MEL is scrutinized and if found meeting the requirements as per MMEL, the MEL is approved.	Initial approval – 30 working days Subsequent amendment – 15 working days	CAR M	No fees	DAW Regional Office
A.12. Modification/Repair to aircraft/ aircraft part for which TC is issued by DGCA						
16.	Aircraft/ aircraft part modifications/ repair – approvals for which TC is issued by DGCA	On receipt of the application, the approval is given depending on the type of modification to be carried out, provided required test reports and updated manuals have been submitted and the applicable requirements have been complied with, up to the satisfaction of DGCA. Process and documentation list is described in detail in Aero Engineering Division Handbook of Procedure, Part 3, Para 1 to 7	4 months	Rule 52 of the Aircraft Rules 1937	No fees	AED

² Takes place concurrently during air operator’s certification process

³ Takes place concurrently during air operator’s certification process

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
A.13. Modification/Repair to aircraft/ aircraft part for which TC is not issued by DGCA						
17.	Aircraft/ aircraft part modifications/ repair - approvals for Indian registered aircraft TC of which is not issued by DGCA	On receipt of the application, the application is forwarded to DAW Hdqrs. for approval by AED. AED reviews the package from design point of view depending on the type of modification to be carried out, provided required test reports and updated manuals have been submitted and the applicable requirements have been complied with. Process and documentation list is described in detail in Airworthiness Procedures Manual and Aero Engineering Division Handbook of Procedure	<u>Modification:</u> (i) Modification based on other than OEM data - 4months (ii) Modification based on OEM data - 5 working days <u>Repair:</u> (i) Repair based on other than OEM data - 30 working days (ii) Repair based on OEM data - 5 working days	Rule 52 of the Aircraft Rules 1937 and AAC 2 of 2013	No fees	DAW Regional Office

AIRCRAFT OPERATOR

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
B. AIRCRAFT OPERATOR						
B.1. Scheduled Air Operator's Permit						
18.	Issue of Scheduled Air Operator's Permit	After satisfying that the applicant has met all the requirements and has acquired the desired capability to operate the air transport Services, as per CAP 3100 DGCA grants the appropriate Air Operator's Permit. The aircraft acquired by the operator for operating the services is entered in the Permit. Based on the Permit, the applicant can commence the operations within the scope and terms and conditions of the Permit.	6 months after issue of NOC by MoCA	Rule 134 and Schedule XI of the Aircraft Rules 1937 CAR Section 3 Series C Part II/ IV/ VIII and CAP 3100	Rs. 10,00,000/-	DAT
19.	Renewal of Scheduled/ Nonscheduled Operators Permit	Application is required to be submitted as per relevant CAR and CAP 3100 at least 60 days before the expiry of the permit with requisite fees and documents, DGCA would renew the permit on being satisfied that the operator continues to maintain the required capability to operate the services authorized under the privileges of the permit.	2 months	Rule 134 and Schedule XI of the Aircraft Rules 1937 CAR Section 3 Series C Part II/ IV/ VIII and CAP 3100	Rs. 5,00,000/-	DAT
B.2. Non-scheduled Air Operator's Permit						
20.	Issue of Non-scheduled Air Operator's Permit	After satisfying that the applicant has met all the requirements and has acquired the desired capability to operate the air transport Services, as per CAP 3100 DGCA grants the appropriate Air Operator's Permit. The aircraft acquired	6 months after issue of NOC by MoCA	Rule 134A of the Aircraft Rules 1937 CAR Section 3 Series C Part III and CAP 3100.	Rs.1,00,000/-	DAT

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		by the operator for operating the services is entered in the Permit. Based on the Permit, the applicant can commence the operations within the scope and terms and conditions of the Permit.				
21.	Renewal of Nonscheduled Operator's Permit	Application is required to be submitted as per relevant CAR and CAP 3100 at least 60 days before the expiry of the permit with requisite fees and documents, DGCA would renew the permit on being satisfied that the operator continues to maintain the required capability to operate the services authorized under the privileges of the permit.	2 months	Rule 134A of the Aircraft Rules 1937 CAR Section 3 Series C Part III and CAP 3100.	Rs. 50,000/-	DAT
B.3. Permission to import aircraft						
22.	Issue of permission to import aircraft	Scheduled Operators - Based on the In-Principle Approval for Import/ Acquisition of aircraft for Scheduled Operators, DGCA will issue permission for import. Non-Scheduled (existing operator)/ Flying Training/ Private category applicant's - Permission for Import/ Acquisition will be issued by DAT. New Applicants (NSOP) - Based on the Initial NOC from MOCA, the applicant will be issued permission for import.	New type/ different engine combination: 7 working days Existing type: 3 working days	As per the Order issued by MoCA	No fees	DAT

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
B.4. Amendment to Operations Specifications						
B.4.1. Addition of new type of aircraft						
23.	Addition of new type of aircraft in the operator	After satisfying that the applicant has met all the requirements and has acquired the desired capability to operate the air transport Services, as per CAP 3100, DGCA amends the Operations Specification of the existing Air Operator's Permit to include the new aircraft type.	4 months	CAR Section 3 Series C Part II/III/ IV/VIII and CAP 3100	No fees	DAT
B.4.2. Addition of same type of aircraft						
24.	Addition of same type of aircraft in the operator	After satisfying that the applicant has met all the requirements and has acquired the desired capability to operate the air transport Services, as per CAP 3100, DGCA amends the Operations Specification of the existing Air Operator's Permit to add the aircraft.	1 working days	CAR Section 3 Series C Part II/III/ IV/ VIII and CAP 3100	No fees	DAT
B.4.3. Commencement of international operations to new destination						
25.	Commencement of international operations to new destination	After satisfying that the applicant has met all the requirements and has acquired the desired capability to operate the air transport Services, as per CAP 3100, DGCA amends the Operations Specification of the existing Air Operator's Permit for enabling the operator to commence international operations to new destination.	1 month (3 months in case amendment to OPS Specs is required)	CAR Section 3 Series C Part II and CAP 3100	No fees	DAT
B.4.4. Special Operations						
26.	EDTO	On receiving the application,	3 months	CAR Section 8 Series S	No fees	DAW Regional

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		regional DAW office ensures that the aircraft meets the requirements and the organisation has the necessary infrastructure to maintain such aircraft including documentation. Airworthiness Directorate after ensuring compliance with Airworthiness requirements will forward the EDTO package to Flight Standards Directorate. Thereafter, the FSD will evaluate the EDTO package from operational angle for issue of approval.	(Airworthiness – 1 st month; thereafter 2 months for Operational aspects) Subsequent endorsement – 5 working days	Part I		Office
27.	RVSM	Airworthiness Directorate after ensuring compliance with Airworthiness requirements will forward the RVSM package to Flight Standards Directorate. Thereafter, the FSD will evaluate the RVSM package from operational angle for issue of approval.	1 month Subsequent endorsement – 5 working days	CAR Section 8 Series S Part II	No fees	DAW Regional Office
28.	MNPS	Airworthiness Directorate after ensuring compliance with Airworthiness requirements will forward the MNPS package to Flight Standards Directorate. Thereafter, the FSD will evaluate the MNPS package from operational angle for issue of approval.	Airworthiness and Operational Evaluation: 3 months Subsequent endorsement – 5 working days	CAR Section 8 Series S Part III	No fees	DAW Regional Office
29.	PBN	Airworthiness Directorate after ensuring compliance with Airworthiness requirements will	Airworthiness and Operational Evaluation: 3 months	CAR Section 8 Series O Part VI	No fees	DAW Regional Office

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		forward the PBN package to Flight Standards Directorate. Thereafter, the FSD will evaluate the PBN package from operational angle for issue of approval.	Subsequent endorsement – 5 working days			
30.	Cat II/ Cat III Operations	Airworthiness Directorate after ensuring compliance with Airworthiness requirements will forward the Cat II/ Cat III package to Flight Standards Directorate. Thereafter, the FSD will evaluate the PBN package from operational angle for issue of approval.	Initial authorisation – 3 months Demonstration by the Operator – 6 months Final approval – 2 weeks	CAR Section 8 Series B Part I	No fees	DAW Regional Office
B.5. Approval/ renewal of Check Pilot/ Instructor/ Examiners						
31.	Approval/ renewal of Check Pilot/ Instructor/ Examiner of Scheduled, Non-Scheduled/ General Aviation and Helicopter Operators	On receipt of request for approval from the operator the documents are examined as per requirements specified in CAR Section 7 Series I Part I/ Part III & Part IV (as applicable)	45 Days* * Regulation is in the process of amendment - would take 15 working days.	Rule 41 A of the Aircraft Rules 1937 & CAR Section 7 Series I Part I / Part III & Part IV	No fees	FSD
B.6. Continuing Airworthiness Maintenance Organisation⁴						
32.	CAMO – Approval	Application received is scrutinized , Continuing Airworthiness Management Exposition and all related documents approved and the organization inspected for compliance with regulations which includes setting up of adequate facility, manpower and documents commensurate with the	3 months	Rule 133B of the Aircraft Rules 1937 and CAR M	Organisation having (i) fifty employees : Rs. 25,000/- (ii) more than fifty and upto two hundred employees: Rs. 50,000/- (iii) more than 200	DAW Regional Office

⁴ Takes place concurrently during air operator's certification process

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		Phase-4				
B.8. Cabin Crew Training Programme⁶						
35.	Cabin Crew Training Programme	<p>After the request is received it is reviewed with respect to the requirements and Inspection is carried out.</p> <p>As part of the approval of the training programme, Cabin Crew training manual is approved. The manual submitted by the Operator is reviewed for compliance with regulations. Observations, if any communicated to operator. Operator</p>	One Month	Rule 38B of Aircraft Rules 1937 and CAR Section 7 Series M Part 1	No fees	Cabin Safety Division

⁶ Takes place concurrently during air operator's certification process

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		resubmits manual. Process of review continues. Only after the CCTM has complied with the requirements of CAR, approval is granted.				
B.9. Approval of Dangerous Goods Training Programme						
36.	Dangerous Goods Training Programme - Approval ⁷	On receipt of the duly completed application and the Dangerous Goods Training Manual, an inspection is carried out to verify whether the training organization is fully equipped and is competent to provide the training. Upon being satisfied that the training organization has the competence and capability to conduct the training in a proper and efficient manner in accordance with the provisions of the CAR, approval to the Dangerous Goods Training Programme is granted.	2 months	Rule 12A of the Aircraft (Carriage of Dangerous Goods) Rules, 2003	Rs. 50,000/-	DRI
37.	Dangerous Goods Training Programme - Renewal	A request for renewal of the approval of Dangerous Goods Training Programme shall be made to DGCA at least 30 days prior to expiry of the approval along with internal audit report confirming the training organization maintains the required capability and meets the requirements of the CAR on the subject.	One month	Rule 12A of the Aircraft (Carriage of Dangerous Goods) Rules, 2003	Rs. 25,000/-	DRI

⁷ Takes place concurrently during air operator's certification process

**FOREIGN AIRLINES OPERATING
AUTHORISATION**

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
C. FOREIGN AIRLINES OPERATING AUTHORISATION						
38	Foreign Airlines Operating Authorisation - Issue	On receiving application and documents from the airlines designated by the Government of the country of the airline, an assessment is made by a committee consisting of representatives from the Directorate of Regulations and Information, Directorate of Airworthiness, Directorate of Air Safety, Directorate of Flight Standards and the Bureau of Civil Aviation Security. The Committee also takes into consideration the latest report of ICAO USOAP of the country concerned. The airline is issued the Operating Authorisation only when it is established that it has satisfactorily met all the requirements laid down for the purpose in the AIC 8/2010.	10 working days after the approval of Security Manual by BCAS	AIC 8/2010	No fees	DRI
39	Foreign Airlines Operating Authorisation - Renewal	For renewal of the operating authorisation, the designated airline is required to make an application at least 90 days prior to the date of expiry, along with relevant documents is issued the operating authorisation only when it is established that it has satisfactorily met all the requirements laid down for the purpose in the AIC 8/2010.	1 month	AIC 8/2010	No fees	DRI

AERODROMES

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
D. AERODROMES						
D.1. Aerodrome Licence - Issue						
40.	Aerodrome License – Issue	The applicant need to submit the application in Form CA 96 (A) and related documents as mentioned in CAR Section 4, Series F, Part-I. On receipt of the application, the documents such as the aerodrome manual, safety management systems manuals are reviewed and arrangements for audit and inspection of aerodrome are made. The observations made during the inspection are intimated to the applicant for providing the Action Taken Report. The report is reviewed for making good the observations and on satisfactory completion of documents/ inspection the license is issued.	3 Months	Rule 78 of the Aircraft Rules 1937 and CAR Section 4 Series F Part I	As per Aircraft Rules, 1937 When the licence is granted for private use - Rs.1,00,000/- (b) When the licence is granted for public use Rs.5,00,000/- - upto runway length of 5,000 feet plus Rs 2,00,000/- for every 1,000 feet or part thereof.	DOAS
D.2. Aerodrome Licence – Renewal						
41.	Aerodrome License (valid for 24 months) – Renewal	The applicant need to submit the application in Form CA 96 (B) and related documents as mentioned in CAR Section 4, Series F, Part I. On receipt of application for renewal, which is required to be submitted at least 2 months prior to the expiry of the licence, along with fees.	1 month	CAR Section 4 Series F Part I	As per Aircraft Rules, 1937 The fee chargeable is fifty per cent of the fee for licence referred to in above.	DOAS

AIR SPACE AND AIR TRAFFIC MANAGEMENT

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
E. AIR SPACE AND AIR TRAFFIC MANAGEMENT						
42.	Certification/ of new CNS/ ATM facilities like RADARS, ILS, NDB, VORs, ATM Automation etc.	The Service provider/AAI submits the request along with required documentation which is examined and if required the facility is inspected to check for compliance with the requirement and finally the approval from the competent authority is granted if the service provider complies with the requirements including the required corrective action on the observations during the inspection.	1 month	CAR Section 9 Series D Part I	No fees	ANS
43.	Approval of IAL procedure, SIDS and Stars: a) Permission for flight trials b) Approval for IAL procedure	a) AAI or other airports through AAI - A request for permission for flight trials of any new/revised IAL procedure is submitted by AAI along with the required documentation. The same is examined by this office in consultation with FSD and if the procedure is in order, permission is granted for the conduct of flight trials for the procedure. b) After completion of the flight trials by the different airline operators, AAI again submits the request including any changes in the procedure on the basis of the feedback from flight trials. This is again examined by this	a) 1 month b) 1 month	---	No fees The responsibility of Flight procedure design, its flight validation and approval lies with the contracting state under the ICAO framework. AAI having the expertise is doing this work for the State/DGCA.	ANS

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		office in consultation with FSD and if the procedure is found to be in order, approval of the competent authority is granted for promulgation of the procedure.				

APPROVAL OF SCHEDULES

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
F. APPROVAL OF SCHEDULES						
F.1. Approval of Schedules - Domestic and International Flight Schedules of Indian Air Carriers						
44.	Domestic and international flight schedules of Indian Air Carriers – approval	<p>The airlines are required to file their slot request for initial allocation twice each year for the summer and winter seasons.</p> <p>DGCA issues letter to domestic airlines for filing of schedule at least four months in advance of the next season.</p> <p>Deadline dates for schedule filing are 15th January (summer schedule which begins from last Sunday of March) and 15th August (winter schedule which begins from last Sunday of October).</p> <p>After filing of schedules, the Airport Operators processes the slots allocation request as per MoCA guidelines.</p> <p>Based on the offers given to airlines, Slot Allocation Committee is convened for finalization of slots.</p> <p>Thereafter, approval letter of flight schedules is issued by DGCA</p> <p>Note: Any change in the route/ aircraft type/ service need prior approval of the slot coordinator.</p>	<p>The schedule has to be approved one month before the start of Summer/ Winter Schedule for which the notification is issued 4 months in advance.</p> <p>Note: Approved flight schedules are communicated to scheduled domestic carriers and the same are published on DGCA website at the beginning of summer & winter schedules.</p>	<p>Guidelines For Slot Allocation (Revised in May, 2013) issued vide MoCA letter No. 24032/04/2008/AAI dated 13.05.2013</p>	No fees	AED – AT Division

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
45.	International operations by Indian Scheduled Airlines	Application with substantiation documents, showing compliance to checklist for International Operation, is examined by Aircraft Engineering Directorate (Air Transport Division) within 10 working days after receipt of request. After scrutiny of application package, the operator is called for preparedness meeting within 20 working days from the receipt of application. The operator is granted 10 working days to address the issues deliberated as shortcomings during preparedness meeting. Otherwise, the file is processed for grant of approval within 10 working days.	Maximum 30 working days from date of receipt of application. Note: If the operator fails to comply any of the requirements, in order to facilitate this office to process the application for approval within the timeline, the application would be treated as invalid.	CAR Section 3 Series C Part II Checklist for International Operation	No fees	AED – AT Division
F.2. Approval of Schedules - Foreign Airlines to/ from India						
46.	Clearance of schedules of foreign airlines to/ from India.	Applications are to be submitted at least 30 days prior to start of service. It is ascertained that the airline holds a valid Operating Authorisation and has obtained slot clearance from the slot coordinator (AAI) before the schedule is approved.	30 days	Air Services Agreement between two Contracting States	No fees	DRI
47.	Clearance of schedules of foreign airline for overflights.	After ascertaining that the airlines is a scheduled airlines or the country of the airlines is a member international air transit agreement (IASTA). The request is required to be made by the airline at least 30 days prior to the proposed date of operation.	2 weeks	Air Services Agreement between two Contracting States	No fees	DRI

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
48.	Clearance of extra section flights to/from India including change of aircraft/route.	After ascertaining that the request falls within the bilateral entitlement. The request is required to be made by the airline at least one week prior to the proposed date of operation. Given only after extra-bilateral approval is issued by MoCA	Same day after clearance from MoCA	AIC 10/2009	No fees	DRI

INDIVIDUALS

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
G. INDIVIDUALS						
G.1. PILOT						
G.1.1. Student Pilot Licence						
49.	Student Pilot Licence – Issue	<p>SPL issue Process:</p> <ol style="list-style-type: none"> 1. Prerequisite for SPL <ol style="list-style-type: none"> a. Age: 16 years, b. Medical- Class-II, c. Security clearance-local police through FTO. d. Knowledge: oral examination by a board formed by CFI. 2. Application for SPL <ol style="list-style-type: none"> a. Applicant has to apply to CFI of his FTO alongwith enclosures of above and Fee. b. Verification of enclosures and data in application by CFI and approval of SPL. c. Preparation of SPL d. Signature of CFI on SPL and handing over to applicant. 	1 week	<p>Rule 38 of the Aircraft Rules 1937</p> <p>FT Circular 3 of 2013</p>	<p>Rs 1000/- for Student Pilot's Licence and Glider Pilot's Licence</p> <p>Rs 2500/- for SPL(A/H/G) oral examinations</p> <p>Note: The fee is deposited by the FTO to DGCA.</p>	CFI / PII of the Flying Training Organisation.
50.	Student Pilot Licence – Renewal	<p>Renewal of SPL Process:</p> <ol style="list-style-type: none"> 1. Renewal application to CFI of his FTO alongwith SPL, current medical and fee. 2. Approval of renewal by CFI 3. Making of entries in SPL and signature of CFI then handing over to applicant. 	1 working day	<p>Rule 38 of the Aircraft Rules 1937</p>	<p>Rs 500/-</p> <p>Note: The fee is deposited by the FTO to DGCA.</p>	CFI / PII of the Flying Training Organisation.

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
G.1.2. Glider Pilot Licence						
51.	Glider Pilot Licence - Issue	The application for issue of licence is reviewed to ensure that it meets the requirements laid down in Aircraft Rules, 1937 in respect of age, minimum qualification, knowledge, flying experience, skill test, fees including valid medical and the licence is issued.	3 working days	Rule 38 of the Aircraft Rules 1937	Rs 1000/-	DTL
52.	Glider Pilot Licence – Endorsement	The application for issue of licence is reviewed to ensure that it meets the requirements laid down in Aircraft Rules, 1937 in respect of age, minimum qualification, knowledge, flying experience, skill test, fees including valid medical and the licence is issued.	2 working days	Rule 38 of the Aircraft Rules 1937	Rs 1000/-	DTL
53.	Glider Pilot Licence – Renewal	The application for renewal of licence is reviewed to ensure that it meets the requirements laid down in Aircraft Rules, 1937 in respect of recency of flying experience, fees including valid medical and the licence is renewed.	2 working days	Rule 38 of the Aircraft Rules 1937	Rs 500/-	Regional Office
G.1.3. Private Pilot Licence						
54.	Private Pilot’s Licence – Issue	After receiving application along with requisite fees and documents, the documents are examined for issue of PPL after ensuring that it meets the requirements laid down in Sch-II Sec E of Aircraft Rules, 1937 as follows Age—seventeen years	In case of complete applications, 2 working days and where verification is required, 2 working days after receipt of verification.	Rule 38 of the Aircraft Rules 1937	Rs 5000/-	DTL

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		of age on the date of application. Educational Qualification—Class Ten or equivalent Examination from a recognised Board Medical Fitness—Class II Knowledge—pass a written examination in Air Regulations, Air Navigation, Aviation Meteorology and Aircraft and Engines as per the syllabus prescribed by the Director-General. Experience 40hrs flying experience (f) Flying Training—in accordance with the syllabus prescribed by the Director-General.				
55.	Private Pilot's Licence - Endorsement	After receiving application along with requisite fees and documents, the documents are examined for endorsement OF Aircraft on PPL The application for endorsement is examined to ensure that it meets the requirements laid down in sec E Sch-II Aircraft Rules, 1937 and is done on the basis of approval of syllabus by Flight Standards Directorate of DGCA.	2 working days	Rule 38 of the Aircraft Rules 1937	Rs 5000/-	DTL
56.	Private Pilot's Licence - Renewal	The application for renewal of licence along with requisite fee is reviewed to ensure that it meets the requirements laid down in Sec E ,Sch-II Aircraft Rules, 1937 and recency	2 working days	Rule 38 of the Aircraft Rules 1937	Rs 2500/-	Regional Office* * where licence has expired for a period exceeding 2 years,

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		<p>requirements. The licence may be renewed on receipt of satisfactory evidence of the applicant —</p> <p>(a)medical Class II</p> <p>(b) five hours of flight time as Pilot-in-command of an aeroplane within a period of twelve months satisfactorily completed the flying test within a period of six months</p>				application shall be submitted in DTL
G.1.4. Commercial Pilot Licence						
57.	Commercial Pilot's Licence - Issue	<p>The application for issue of licence along with requisite fee is reviewed to ensure that it meets the requirements laid down in Sec J of Schedule II Aircraft Rules, 1937</p> <p>requirements:—</p> <p>(a)Age—Eighteen years</p> <p>(b)Educational Qualifications — Class Ten plus Two or an equivalent examination with Physics and Mathematics, from a recognized Board/ University.</p> <p>(c)Medical Class I</p> <p>(d) Knowledge—pass a written examination in Air Regulations, Air Navigation Meteorology and aircraft and Engines and Signals (practical) examination for interpretation of aural and visual signals, as per the syllabus prescribed by the Director-General :</p> <p>(e) Experience—200</p>	In case of complete applications, 3 working days and where verification is required, 2 working days after receipt of verification.	Rule 38 of the Aircraft Rules 1937	Rs 5000/-	DTL

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		hours within five years				
58.	Commercial Pilot's Licence – Endorsement	The application for endorsement along with requisite fee is reviewed to ensure that it meets the requirements laid down in Section J of Schedule II of the Aircraft Rules, 1937 and the endorsement done on the basis of approval of syllabus by Flight Standards Directorate of DGCA.	3 working days	Rule 38 of the Aircraft Rules 1937	Rs 5000/-	DTL
59.	Commercial Pilot's Licence – Renewal	The application for renewal of licence along with requisite fee is reviewed to ensure that it meets the requirements laid down in SEC J SCH II OF Aircraft Rules, 1937 and recency requirements. The licence may be renewed on receipt of satisfactory evidence of the applicant — (a) medical Class I; (b) ten hours of flight time as Pilot-in- period of six months completed the general flying test by day (c) current Flight Radio Telephone Operator's Licence	3 working days	Rule 38 of the Aircraft Rules 1937	Rs 2500/-	Regional Office* * where licence has expired for a period exceeding 2 years, application shall be submitted in DTL
G.1.5. Airlines Transport Pilot Licence						
60.	Airline Transport Pilot's Licence – Issue	The application for issue of licence along with requisite fee is reviewed to ensure that it meets the requirements laid down in Sec M Sch-II Aircraft Rules, 1937 Requirements for issue of Licence— An	In case of complete applications, 3 working days and where verification is required, 2 working days after receipt of	Rule 38 of the Aircraft Rules 1937	Rs 5000/-	DTL

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		<p>applicant for an Airline Transport Pilot's Licence shall satisfy the following requirements: (a) Age— 21 years</p> <p>(b) Educational Qualification—passed class ten plus two with Physics and mathematics or its equivalent examination from recognised Board/ University.</p> <p>(c) Medical Fitness— Class-I</p> <p>(d) Knowledge— He shall pass a written and oral examination in Air Regulations, Air Navigation, Avionics (Radio Aids and Instruments), Aviation Meteorology and Aircraft and Engines, and Signals (Practical) examination for interpretation of aural and visual signals as per the syllabus prescribed by the Director-General.</p> <p>(e) Experience— He shall produce evidence of having satisfactorily completed as a Pilot of an aeroplane not less than one thousand five hundred hours of flight time</p>	verification.			
61.	Airline Transport Pilot's Licence - Endorsement	The application for endorsement along with requisite fee is reviewed to ensure that it meets the requirements laid down in Aircraft Rules, 1937 and the	3 working days	Rule 38 of the Aircraft Rules 1937	Rs 5000/-	DTL

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		endorsement done on the basis of approval of syllabus by Flight Standards Directorate of DGCA.				
62.	Airline Transport Pilot's Licence - Renewal	The application for renewal of licence along with requisite fee is reviewed to ensure that it meets the requirements laid down in Aircraft Rules, 1937 in respect of recency of flying experience, fees including valid medical and the licence is renewed.	3 working days	Rule 38 of the Aircraft Rules 1937	Rs. 2500/-	Regional Office * * where licence has expired for a period exceeding 2 years, application shall be submitted in DTL
G.1.6. Instrument Rating						
63.	Instrument Rating (for aeroplanes and helicopters) - Issue	The application for issue of IR is reviewed to ensure that it meets the requirements laid down in Aircraft Rules, 1937.	3 working days	Rule 38 of the Aircraft Rules 1937	Rs 5000/-	DTL
64.	Instrument Rating (for aeroplanes and helicopters) - Renewal	The application for renewal of IR is reviewed to ensure that it meets the requirements laid down in Aircraft Rules, 1937.	3 working days	Rule 38 of the Aircraft Rules 1937	Rs 2500/-	Regional Office
G.1.7. Assistant Flight Instructor's Rating						
65.	Assistant Flight Instructor's Rating - Issue	The application for issue of AFIR is reviewed to ensure that it meets the requirements laid down in Aircraft Rules, 1937.	3 working days	Rule 38 of the Aircraft Rules 1937	Rs 5000/-	DTL
66.	Assistant Flight Instructor's Rating - Renewal	The application for renewal of AFIR is reviewed to ensure that it meets the requirements laid down in Aircraft Rules, 1937.	3 working days	Rule 38 of the Aircraft Rules 1937	Rs 2500/-	Regional Office
G.1.8. Flight Instructor's Rating						
67.	Flight Instructor's	The application for issue of FIR is reviewed to ensure that it meets the requirements laid	3 working days	Rule 38 of the Aircraft Rules 1937	Rs 5000/-	DTL

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
	Rating -Issue	down in Aircraft Rules, 1937.				
68.	Flight Instructor's Rating - Renewal	The application for renewal of FIR is reviewed to ensure that it meets the requirements laid down in Aircraft Rules, 1937.	3 working days	Rule 38 of the Aircraft Rules 1937	Rs 2500/-	Regional Office
G.2. FLIGHT ENGINEER'S (FE) LICENCE						
69.	Flight Engineer's Licence - Issue	After receiving application along with requisite fees and documents, the licence is issued within 2 weeks if the application is complete along with documentation.	In case of complete applications, 1 working days and where verification is required, 1 working days after receipt of verification.	Schedule II of the Aircraft Rules 1937	Rs 5000/=	DAW
70.	FE Licence - Renewal	After receiving application along with requisite fees and documents, the licence is renewed if the application is complete along with documentation.	3 working days	Schedule II of the Aircraft Rules 1937	Rs 2500/=	DAW
G.3. FLIGHT RADIO TELEPHONE OPERATOR'S LICENCE						
71.	Flight Radio Telephone Operator's Licence - Issue	The application for issue of licence is reviewed to ensure that it meets the requirements laid down in Aircraft Rules, 1937.	3 working days	Rule 38 of the Aircraft Rules 1937	Rs 5000/-	DTL
72.	Flight Radio Telephone Operator's Licence - Renewal	The application for renewal of licence is reviewed to ensure that it meets the requirements laid down in Aircraft Rules, 1937.	3 working days	Rule 38 of the Aircraft Rules 1937	Rs 2500/-	Regional Office
G.4. FLIGHT RADIO TELEPHONE OPERATOR'S LICENCE (RESTRICTED)						
73.	Flight Radio Telephone Operator's Licence (Restricted) -	The application for issue of licence is reviewed to ensure that it meets the requirements laid	In case of CPL - it is a concurrent process	Rule 38 of the Aircraft Rules 1937	Rs 5000/-	DTL

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
	Issue	down in Aircraft Rules, 1937.	Otherwise 3 working days			
74.	Flight Radio Telephone Operator's Licence (Restricted) - Renewal	The application for renewal of licence is reviewed to ensure that it meets the requirements laid down in Aircraft Rules, 1937.	3 working days	Rule 38 of the Aircraft Rules 1937	Rs 2500/-	Regional Office
G.5. CONVERSION OF FOREIGN PILOT LICENCE						
75.	Pilot Licence – Conversion of Foreign Licence	The application for conversion of foreign licence is reviewed to ensure that it meets the requirements laid down in Aircraft Rules, 1937 in respect of (i) age; (ii) educational qualifications; (iii) medical fitness; and (iv) flying experience and competency. Apart from above, requirements, verification/ authentication of the foreign license is done before an Indian licence is issued.	1 month	Rule 38 of the Aircraft Rules 1937	Rs 5000/-	DTL
G.6. VALIDATION OF FOREIGN PILOT LICENCE (FATA)						
76.	Pilot Licence – Validation of Foreign Licence (Foreign Aircrew Temporary Authorisation)	The application for validation of foreign licence is reviewed to ensure that it meets the requirements laid down in CAR Section 7 Series G Part II which include (i) Valid licence from a contracting State on the type of Indian registered aircraft proposed to be operated; (ii) valid passport and visa.; (iii) current Class I medical; (iv) requisite flying experience. On receiving the Security Clearance	3 working days after oral examination	Rule 45 of the Aircraft Rules 1937	Rs 5000/-	DTL

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		from concerned agencies, an oral examination is conducted and FATA issued.				
G.7. AIRCRAFT MAINTENANCE ENGINEER'S LICENCE						
77.	AME Licence - Issue	After receiving application along with requisite fees and documents, the licence is issued if the application is complete along with documentation.	3 working days	Rule 61 of the Aircraft Rules 1937	Rs 5000/-	DAW
78.	AME Licences - Renewal	After receiving application along with requisite fees and documents, the licence is renewed if the application is complete along with documentation.	3 working days	Rule 61 of the Aircraft Rules 1937	Rs 2500/-	DAW Regional Office
79.	AME Licence - Endorsement	After receiving application along with requisite fees and documents, the licence endorsed if the application is complete along with documentation.	3 working days	Rule 61 of the Aircraft Rules 1937	Rs 5000/-	DAW Regional Office
80.	Conduct of Skill test (Oral cum practical examination for issue/ extension of AME license)	Application received along with required document and fee is scrutinised, if found acceptable examination is conducted.	After receipt of application, date is scheduled within 1 month depending upon number of applications.	Rule 61 of the Aircraft Rules 1937	Rs 500 /- per Examination	DAW Regional Office
G.8. CERTIFICATE OF COMPETENCY						
81.	Issue of Certificate of Competency	After receiving application along with requisite fees and documents, the examination for issue of C of C is completed if the application is complete along with	1 month	Rule 61 of the Aircraft Rules 1937	Rs 5000/-	DAW Regional Office

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		documentation and, if the candidate is found suitable C of C is issued.				
82.	Renewal of Certificate of Competency	After receiving application along with requisite fees and documents, the C of C is renewed if the application is complete along with documentation.	3 working days	Rule 61 of the Aircraft Rules 1937	Rs 2500/-	DAW Regional Office
G.9. ISSUE OF AUTHORISATION FOR NEW TYPE OF AIRCRAFT						
83.	Issue of Authorisation to an AME	After receiving application along with requisite fees and documents, Authorisation is issued to holders of an Aircraft Maintenance Engineer's Licence to carry out maintenance of any new aircraft, engine or system that the applicant has sufficient knowledge, experience and training, and has passed skill test.	2 weeks	Rule 61 of the Aircraft Rules 1937	Rs 5000/-	DAW Regional Office
G.10. FLIGHT DISPATCHER APPROVAL						
84.	Flight Dispatcher - Approval	Application for approval of flight dispatcher is examined in compliance of CAR Section 7 Series M Part II and as per the checklist provided in Operation Circular No. 1 of 2011	15 days	CAR Section 7 Series M Part II	No fees	FSD
85.	Flight Dispatcher - renewal	Application for approval of flight dispatcher is examined in compliance of CAR Section 7 Series M Part II and as per the checklist provided in Operation Circular No. 1 of 2011	5 working days	CAR Section 7 Series M Part II	No fees	FSD
G.11. MEDICAL						
86.	Appointment for Initial/ renewal Class I	Application received by email/ FAX and appointment for	Same working day (1 working	Public Notice	No fees	DMS

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
	medical examinations at IAF Centres	medical is granted based on availability on 'first come first serve' basis.	day)			
87.	Dispatch of PMR	Based on appointments granted, PMR are dispatched to the IAF Medical Centres. Documents are dispatched by Speed Post.	Prior to the scheduled appointment (dispatched every Friday)	Public Notice	No fees	DMS
88.	Medical Assessment – Issue	Medical Examinations (initial & renewal) conducted by 'Medical Examiners' (Class I/ II Examiners/ IAF centres/ DGCA empanelled Civil Hospitals) are scrutinized by 'Medical Assessor' (DMS) and Medical Assessment is issued.	5 working days after receipt of PMR from the Medical center	CAR Series C Section 7 Part 1	No fees	DMS
89.	No Objection certificate (NOC)	NOC for early/ delayed/ special (after disease) medical examination is issued after studying the circumstances of the case.	1 working days	CAR Series C Section 7 Part 1 and Public Notice	No fees	DMS
90.	MoD Clearance for aircrew with FATA	MoD Clearance for aircrew with FATA for conduct of Medical Exam at IAF Centres.	7 working days	Public Notice	No fees	DMS
91.	Copy of Medical Assessment	Aircrew/ candidates who have not received Med Assessment by post apply for 2 nd copy (required for submission of documents at DGCA offices). Copy issued if PMR is held at DGCA.	1 working day	Nil	No fees	DMS
G.12. LANGUAGE PROFICIENCY						
92.	ELP - Initial and subsequent endorsement	The application is reviewed to ensure that it meets the requirements laid down in Schedule II of Aircraft Rules, 1937.	1 working day	Clause 6A of Section A of Schedule II of the Aircraft Rules 1937 and CAR Section 7 Series G	No fee	Regional Office DTL - if to be issued along with the issue of licence

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
				Part III		
G.13. EXAMINATION						
G.13.1. Issue of Computer Number						
93.	Issue of Computer No. - AME licence examination	<p>The candidate submits CA -9 Form (for allotment of Computer Number) and attaches all required documents duly certified.</p> <p>The (CA-9) Form is scrutinized for its completeness and the relevant documents are checked for ensuring the eligibility of the candidate and the candidate allotted 8 digit Computer Number.</p> <p>The list of candidates who have been allotted computer number along with their details such as name, father's name, date of birth, & Mailing address is displayed on the DGCA website.</p> <p>The list of candidates whose application has been rejected for allotment of computer number is also displayed on the DGCA website along with the reason for rejection.</p>	Every Three months the list of Computer Nos. is published on DGCA website	Rule 61 of the Aircraft Rules 1937 and CAR Section 2 Series L Part II and Series E Part VIII.	No fees	CEO
94.	Issue of Computer No. - Pilots examination	<p>1. The candidate applies ONLINE at udaan.nic.in and subsequently submits the hard copy of the application along with the necessary documents.</p> <p>The Form for allotment of computer number is scrutinized for its completeness and the</p>	15 days from the day of receipt of hard copy of the application.	<p>1. Rule 38 & Schedule II of the Aircraft Rules 1937.</p> <p>2. CAR Section 7 Series B Part I.</p> <p>3. Guidelines for Candidates</p>	No fees	CEO

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		<p>relevant documents are checked for ensuring eligibility of the candidate and a 8 digit Computer Number is allotted and system generated mail sent to the applicant indicating the Computer Number and password thereby allowing the applicant to interact with the online examination system for submission of exam application.</p> <p>The application not meeting the requirements is rejected and a rejection message sent to the applicant's registered e-mail ID with the reason for rejection.</p> <p>In the case of an applicant being a foreign national / OCI / PIO, he or she is subjected to clearance from security point of view from the concerned agencies. The request for such clearance is initiated after satisfying with the requirement of allotment of Computer Number.</p>	15 Days from the day of receipt of security clearance from all the agencies concerned	<p>Applying for Pilots License Examination published in DGCA web site.</p> <p>Rule 45 of the Aircraft Rules 1937.</p>		
G.13.2. Issue of Roll Number						
95.	Issue of Roll Number for Examination – AME candidate	<p>AME Licence written examination is conducted 3 times in a year i.e. in the month of February, June & October every year.</p> <p>Applications for the examination are invited through instructions published in DGCA web site (dgca.nic.in).</p> <p>The applications along</p>	21 days before the date of examination	1. Rule 61 of Aircraft Rules 1937, 2. CAR, Sec-2, Series L Part II & E Part VIII	Rs. 500 per paper	CEO

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		<p>with the supporting documents are scrutinized for the correctness and the eligibility.</p> <p>The list of candidates who meets the eligibility requirement is displayed in DGCA web site along with their Roll Number & venue details.</p> <p>The List of those candidates whose applications are rejected, also displayed on DGCA Website along with the reason of rejection.</p>				
96.	Issue of Roll Number for Examination – Pilot candidate	<p>The application for appearing for examination is invited by a Public Notice.</p> <p>The applicant then submits application online and subsequently forwards the hard copy of the application along with necessary supporting documents to CEO.</p> <p>On receipt of hard copy of the online submitted application along with necessary supporting documents, the eligible candidates are allotted with a Roll Number for the particular active session and papers admitted.</p> <p>The roll number issuance process is performed using the Online system for both Online (computer Based-general papers) & OMR based (Technical Papers) Examinations.</p>	10 days before the date of examination.	<p>1. Rule 38, Rule 48 & Schedule – II of the Aircraft Rules 1937.</p> <p>2.CAR Section 7 Series B Part I</p> <p>3.Guidelines for Candidates Applying for Pilots License Examination published in DGCA web site</p>	<p>1. Rs. 2500/- per paper for Online (Computer Based) Examination.</p> <p>2. Rs.500/- per paper for OMR based Examination</p>	CEO

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
G.13.3. Issue of Admit Card						
97.	Issue of Admit Card for AME licence examination	<p>Delhi Centre</p> <p>1. Candidates appearing in AME License Written Examination at Delhi Centre are required to carry a Photo Identity Card issued by DGCA for entry into the Examination Hall. This Photo Identity Card is issued to only those candidates, who are admitted for the written examination. DGCA's Delhi Regional Office issues the Photo Identity Card to the candidates appearing for the examination at Delhi Centre. Candidates are required to download the admit card format given on DGCA website along with the instructions to the candidates. The candidate is required to fill up the required information and paste his/her passport size photograph at the given space.</p> <p>Candidates are required to carry any one of the following documents for the purpose of their identification verification: ID issued by the CI of approved Training Institute Passport, Airport entry card - issued by BCAS, UID / AADHAR, Voter ID, Defense Identity Card in the case of Defense Personnel, Dependent Card issued by Defense Organisation, Ration</p>	10 days before the date of examination	1. Rule 61 of the Aircraft Rules 1937 CAR, Sec 2 Series L Part II & E Part VIII	No Fee is required for issue of admit card.	CEO

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		<p>Card if, candidate's Photograph is printed therein, Pass certificate / Mark List of 10th, 10+2, Diploma, Degree issued by recognized Board / University wherein the photograph of the candidate printed and clearly visible, Central / State Govt. Health Cards with photograph of the candidate printed therein and the print out of the page of the admitted list in which their Name appears along with the completed form to the DGCA's Delhi Regional Offices for issue of DGCA Photo Identity Card.</p> <p>Centers other than Delhi</p> <p>2. Candidates appearing for AME License Examination at Centers other than Delhi are required to carry any one of the following documents for the purpose of their identity verification along with the print out of the page of the admitted list in which their Name appears:</p> <p>ID issued by the CFI of approved Training Institute, Passport, Airport entry card - issued by BCAS, UID / AADHAR, Voter ID, Defense Identity Card in the case of Defense Personnel, Dependent Card issued by Defense Organisation, Ration Card if, candidate's photograph is printed therein, Pass certificate</p>				

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		/ Mark List of 10 th , 10+2, Diploma, Degree issued by recognized Board / University wherein the photograph of the candidate printed and clearly visible, Central / State Govt. Health Cards with photograph of the candidate printed therein.				
98.	Issue of Admit Card for pilot licence examination	<p>Subsequent to allotment of Computer Number, the candidate is required to upload his / her Photograph & Signature to the Udaan system in accordance with the instruction published in DGCA web site & Udaan site. After upload the applicant forwards the hard copy of the Photo form along with its supporting document to CEO for approval of the same. Once it is approved the Photograph is used in attendance sheets and system generated Admit Card.</p> <p>Candidates appearing in Pilots License Examination shall have to carry the system generated Admit Card for entry into the Examination Hall. This Admit Card shall be issued to only those candidates, who are admitted for the written examination.</p> <p>Once the roll number is generated, the system allows the admitted candidates to take a print of the Admit Card under his/her secured log in credentials from the udaan system. The</p>	10 Days before the date of examination	<p>1. Rule 38, & Schedule II of the Aircraft Rules 1937.</p> <p>2. CAR Section 7 Series B Part I</p> <p>3.Guidelines for Candidates Applying for Pilots License Examination published in DGCA web site</p>	<p>No Fee is required for issue of admit card.</p> <p>No Fee is required for issue of admit card</p>	CEO

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		admit card in this case shall contain information such as Name, Computer Number, Roll Number, Session details, Cat & Paper for which the candidates admitted, color Photograph, Centre & Venue details, etc. The admit Card is the primary document for accepting the candidate's ID & Admittance to examination.				
G.13.4. Other examinations – FATA/ Flight Despatcher/ Flight Engineers/ AFIR/ FIR						
99.	Foreign Aircrew Temporary Authorisation (FATA)	Conduct of Air Regulation Examination once in every fortnight. The applications for Computer Number & Roll number are received from the sponsoring organization prior to the schedule date of examination. On satisfying with the application, a computer number & roll number are issued. The examination process is similar to that of Pilot License Examination by use of OMR.	Conducted every fortnight	Rule 45 & 133A of the Aircraft Rules 1937 & CAR Section 7 Series G Part II	Rs. 500/-	CEO
100.	Flight Dispatchers / Flight Engineers – Issue of computer no. and roll no.	The applications for Computer Number & Roll number are received from the sponsoring organization prior to the schedule date of examination. On satisfying with the application, a computer number & roll number are issued. The examination process is similar to that of Pilot License Examination by use of OMR.	15 Days prior to the date of examination	Rule 133A the of Aircraft Rules 1937 & CAR Section 7 Series M Part II	Rs. 500 per Paper.	CEO

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
101.	AFIR / FIR – issue of roll no.	The existing Pilot Computer Number is used for submission of application. The applications for Roll number is received from the applicants and on satisfying with the application, a roll number is issued. CEO performs the support service function with respect to generation of Roll Number based on the details provided by the applicant. The acceptance of the candidature is decided by the Directorate of Flying Training at the time of Oral Examination.	15 Days prior to the date of examination	Section Q & R to Schedule II of the Aircraft Rules 1937 and CAR Section 7 Series B Part VII	Rs.500/-	CEO
G.13.5. Declaration of Result						
102.	Declaration of result for Pilot/ AME licence examination	The Pilot / AME Licence Examination result is declared on DGCA website along with the marks obtained by the candidate and pass/fail status, in the papers in which the candidate was admitted in a particular session. Note: No Result Cards are issued for any of the examination conducted by CEO as per policy in vogue.	30 days from the date of examination for OMR based examination. Online examination – 3 working days		No fees	CEO
G.13.6. Issue of BAMEEC						
103.	Issue of BAMEEC (Basic Aircraft Maintenance Engineers Examination	DGCA CEO Issue BAMEEC to those candidates who have passed all the relevant papers, on submission of application and	2 Months	CAR Section 2 Series L Part VIII.	No Fees	CEO

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
	Certificate) to AME candidate	other supporting documents in accordance with the CAR, Section 2 Series-L Part VIII.				

OTHER SERVICES

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
H. OTHER SERVICES						
H.1. AERIAL WORK						
104.	Aerial survey/ photography	On receipt of application the same is sent to Ministry of Defence and other concerned Government agencies for NOC. The permission is issued under Rule 13 of the Aircraft Rule 1937 by DGCA after receiving NOC from Ministry of Defence which is the nodal agency for the same. The permission to carry out Aerial Photography/ Geophysical Survey is granted subject to the conditions given in the N.O.C. received from Ministry of Defence.	3 working days after receipt of MoD clearance	Rule 13 of the Aircraft Rules 1937	No fees	DRI
105.	Cloud seeding Operation	On receipt of application as per requirements available in CAR Section 3 Series F Part I on DGCA's website. It is mandatory under Rule 134B that all the aerial work activities shall be undertaken by the NSOP holder for which they may wet lease foreign registered aircraft. On ensuring compliance of the requirements as given in the said CAR, DGCA issues Flight Clearance.	3 working days after receipt of MCA clearance	CAR Section 3 Series F Part I	No Fees	DRI
106.	Ground Photography at Govt. Aerodromes	The applicant is required to submit an application giving name of the airport, area within the airport to be photographed and the intended date of the photography. The permission is valid for a period of 15 - 20 days so as to enable the	3 working days	Rule 13 of the Aircraft Rules 1937	No fees	DRI

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		applicant to plan the photography work.				
107.	Sky diving	<p>The applicant is required to submit an application giving (i) details of the aircraft to be used for sky-diving including whether the aircraft is capable of aerial work/sky-diving; (ii) Name of the Operator (should have NSOP); (iii) Experience of Sky-diving instructors; (iv) Area of intended operation; (v) Availability of safety equipment including ambulance, doctors etc. at the location of intended area of operation.</p> <p>The application is processed taking into comments from AAI, DAW etc. before the permission is given.</p>	15 working days	Rule 26 (2) of the Aircraft Rules 1937	No fees	DRI
H.2. SLAUGHTER HOUSES						
108.	Slaughter houses etc. in the vicinity of aerodrome – permission	Application is received through concerned Aerodrome Operator and reviewed for issue of permission under Rule 91.	30 days	Rule 91 of the Aircraft Rules 1937	No fees	DOAS
H.3. FLIGHT CLEARANCES - AGENCIES						
109.	Flight clearances Agencies – Security clearance	After scrutiny of the documents submitted by an applicant, 04 sets of documents are sent to Ministry of Home Affairs for seeking the requisite security clearance in respect of their firm and its Directors within 15 days. If the organization after getting the approval from Ministry of Home Affairs does not seek	2 weeks	CAR Section 3 Series F Part I	No Fees	DAT

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		any flight clearance within one year from DGCA, the organization is required to seek a fresh security clearance from Ministry of Home Affairs.				
H.4. FLIGHT CLEARANCES – FOREIGN REGISTERED AIRCRAFT (FOR OPERATING NON-SCHEDULED OR A SERIES OF NON-SCHEDULED FLIGHTS INTO, FROM OR OVER INDIAN TERRITORY)						
110.	Flights for traffic purposes	<p>Application is required to be submitted with notice period of three working days for flights originating from non-PRC countries and seven working days for flights originating from PRC countries</p> <p>Based on the above application, permission is granted by DGCA.</p> <p>Note :- For operation of foreign registered aircraft operating to the Defence air-fields, the time required for submission of application is 30 days</p>	3 working days (non-PRC countries) and 7 working days (PRC countries)	Rule 158 of the Aircraft Rules 1937 and CAR Section 3 Series F Part I	No fees	DAT
111.	Non-traffic purposes i.e. overflight(s)/ technical halts	<p>Application is required to be submitted with notice period of one working day (for flights originating from Non-PRC countries) and 3 working days for flights originating from PRC countries.</p> <p>Based on the above application, permission is granted by DGCA.</p> <p>Note :- For operation of foreign registered aircraft operating to the Defence air-fields, the time required for submission of application is 30 days</p>	1 working days (non-PRC countries) and 3 working days (PRC countries)	Rule 158 A of the Aircraft Rules 1937 and CAR Section 3 Series F Part I	No Fees	DAT
* 1. The minimum notice period requirements, are not insisted upon in the following cases:						

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		<p>a) Ambulance flights (name and address of the patient and the doctor to be given in each case); b) Relief aircraft of scheduled passenger airline necessitated due to grounding of aircraft; c) Relief flights in case of natural calamities.</p> <p>2. Applications forwarded by Ministries/ Departments of Government of India, Indian Missions abroad and by the missions of the concerned countries through and duly supported by Ministry of External Affairs, are given clearance notwithstanding the guidelines given in the relevant CAR. Based on the applications forwarded by the Ministries/ Departments at the level of Deputy Secretary/Director and above, permission is granted by DGCA.</p>				
112.	Indian Registered aircraft operating revenue charter flights	<p>Based on application provided with a one day notice period, DGCA grants permission provided the operator has a current non-scheduled/ scheduled operator's permit or an equivalent document and the Operations Manual of the Operator having flight duty time limitations.</p> <p>However, the requirement of notice period may be waived off for medical evacuation flights, relief flights during natural calamities and ambulance flight, in which case, the name of the patient and doctor should be provided.</p>	One day notice period	CAR Section 3 Series F Part I	No Fees	DAT
113.	Foreign registered aircraft staying in India for more than 15 days up to 2 months	Retention of foreign registered aircraft in India is not permitted normally beyond a period of 15 days. However, in exceptional circumstances, DGCA allows retention of foreign registered aircraft in India beyond a period of 15 days upto 60 days on case to case basis subject to DGCA being satisfied regarding proper maintenance and safety arrangements during the extended period.	Approval subject to clearance from MoCA	Rule 158 of the Aircraft Rules 1937 and CAR Section 3 Series F Part I	No Fees	DAT

Sl. No.	Service/ Transaction	Process	Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		Beyond the 60 days period, approval of Ministry of Civil Aviation is taken on case-to-case basis.				
H.5. ACROBATIC FLYING						
114.	Permission of Aerobatic/ Acrobatic Flying	Any person or company undertaking such activity - The applicant submits the required documents which includes the C of A of the aircraft being used, License of the pilot, Authorization of the pilot to undertake such activity, clearance from the local authorities where such activity is to be undertaken, airspace clearance form AAI/IAF as the case may be, arrangements for rescue and firefighting services.	2 weeks	CAR Section 9 Series C Part I on Rules of the Air.	No Fees	ANS
H.6. CARRIAGE OF ARMS/ AMMUNITION/ DANGEROUS GOODS						
115.	Carriage of arms, ammunition, explosives, military stores etc. by air to/ from/ across India.	On receiving the application in the prescribed proforma, permission is given provided it contains all the requisite information.	5 working days	Rule 8 of the Aircraft Rules 1937	No Fees	DRI

ORGANISATIONS

Sl. No.	Service/ Transaction	Process	Time-frame Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
I. ORGANISATIONS						
I.1. DESIGN ORGANISATIONS						
116.	Approval of Design Organisation	On receipt of the application, the approval is given provided the required manuals and documents have been submitted and the applicable requirements have been complied with, up to the satisfaction of DGCA.	6 months	Rule 133B of the Aircraft Rules 1937	Amount is based on the number of employees. (a) Rs.25,000/- for 50 employees. (b) Rs.50,000/- for more than 50 and upto 200 employees. (c) Rs.1,00,000/- for more than 200 employees.	AED
I.2. MANUFACTURING ORGANISATIONS						
117.	Manufacturing Organisations - Approval	Application received is scrutinized and the organization inspected for compliance with regulations which includes setting up of adequate facility, manpower and documents commensurate with the approval sought. On satisfactory compliance, approval is given.	6 months - 1 year	Rule 133B of the Aircraft Rules 1937 and CAR 145	Organisation having - (i) fifty employees : Rs.25,000/- (ii) more than fifty and upto two hundred employees : Rs.50,000/- (iii) more than 200 employees : Rs.1,00,000/-	DAW Regional Office
118.	Manufacturing Organisations - Renewal	Application received is scrutinized and the organization inspected for compliance with regulations which includes setting up of adequate facility, manpower and documents commensurate with the approval sought.	1 month	Rule 133B of the Aircraft Rules 1937 and CAR 145	Fifty percent. of the fee as for issue	DAW Regional Office
I.3. AIRCRAFT MAINTENANCE ORGANISATIONS						
119.	Aircraft Maintenance Organisations - approval	Application received is scrutinized and the organization inspected for compliance with	3 - 6 months (depending on the size and scope of	Rule 133B of the Aircraft Rules	Organisation having - (i) fifty	DAW Regional Office

Sl. No.	Service/ Transaction	Process	Time-frame Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		regulations which includes setting up of adequate facility, manpower and documents commensurate with the approval sought.	activity)	1937 and CAR 145	employees : Rs.25,000/- (ii) more than fifty and upto two hundred employees: Rs.50,000/- (iii) more than 200 employees : Rs. 1,00,000/-	
120.	Aircraft Maintenance Organisations - Renewal	Application received is scrutinized and the organization inspected for compliance with regulations which includes setting up of adequate facility, manpower and documents commensurate with the approval sought.	Approvals are valid upto 31 st Dec and are renewed before the expiry - the organisation is required to apply one month in advance.	Rule 133B of the Aircraft Rules 1937 and CAR 145	Fifty percent of the fee as for issue	DAW Regional Office
I.4. FUEL VENDORS						
121.	Fuel Vendors - Issue	Application received is scrutinized and the organization inspected for compliance with regulations which includes setting up of adequate facility, manpower and documents commensurate with the approval sought.	3 - month	Rule 133B of the Aircraft Rules 1937 and CAR Section 2 Series E Part VI	Organisation having - (i) fifty employees : Rs.25,000/- (ii) more than fifty and upto two hundred employees: Rs.50,000/- (iii) more than 200 employees : Rs. 1,00,000/-	DAW Regional Office
122.	Fuel Vendors - Renewal	Application received is scrutinized and the organization inspected for compliance with regulations which includes setting up of adequate facility, manpower and documents	Approvals are valid upto 31 st Dec and are renewed before the expiry - the organisation is required	Rule 133B of the Aircraft Rules 1937 and CAR Section 2 Series E Part VI	Fifty percent of the fee as for issue	Regional Office

Sl. No.	Service/ Transaction	Process	Time-frame Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		commensurate with the approval sought.	to apply one month in advance.			
1.5. TRAINING ORGANISATIONS						
1.5.1. Aircraft Maintenance Engineer's Training Organisations						
123.	AME Training Organisations - Approval	Application received is scrutinized and the organization inspected for compliance with regulations which includes setting up of adequate facility, manpower and documents commensurate with the approval sought.	6 months	Rule 133B of the Aircraft Rules 1937 CAR Section 2 Series E Part VIII	Organisation having - (i) fifty employees : Rs.25,000/- (ii) more than fifty and upto two hundred employees: Rs.50,000/- (iii) more than 200 employees : Rs. 1,00,000/-	DAW Regional Office
124.	AME Training Organisations - Renewal	Application received is scrutinized and the organization inspected for compliance with regulations which includes setting up of adequate facility, manpower and documents commensurate with the approval sought. On satisfactory compliance, approval is given within 30 days.	1 month	Rule 133B of the Aircraft Rules 1937 and CAR 145	Fifty percent of the fee as for issue	DAW Regional Office
1.5.2. Flying Training Organisation						
125.	Flying Training Organisation - Approval	On receipt of the application, the application is examined from various aspects i.e. the need for the training institute, airport capacity and constraints at the proposed airport, suitability of the proposed aircraft type keeping in view the airworthiness and	Issuance of NOC - within 3 days after receipt of clearance from security agencies Approval - 4 months	CAR Section 7 Series D Part I	Rs. 50,000/-	DFT

Sl. No.	Service/ Transaction	Process	Time-frame Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		<p>safety regulations, satisfactory plan of human resource development for the institute, aircraft maintenance arrangement and compliance with the other applicable requirements. Applicants whose proposals are found satisfactory and meet the requirements, are granted No Objection Certificate for setting up the flying training institute for the purpose of imparting flying training to the student pilots to enable them to acquire appropriate pilot's licences.</p> <p>On receipt of NOC, the applicant applies to Ministry of Civil Aviation for granting permission to import/acquire aircraft.</p> <p>Ministry grants permission for import/acquisition of the aircraft.</p> <p>A review of the preparedness status of the applicant is carried out by DGCA along with the representatives of the applicant. If the preparedness status is found satisfactory, an inspection of the institute is carried out to confirm that the proposed institute has acquired the capability to undertake the planned flying training activities.</p>				

Sl. No.	Service/ Transaction	Process	Time-frame Time-frame for disposal	Relevant Regulation	Fees	Nodal Directorate
		On meeting the requirements, DGCA grants approval.				
126.	Flying Training Institutes – Renewal	The applicant makes a request to DGCA for renewal of the approval at least 30 days prior to expiry of the approval. The institute is required to demonstrate its continued capability to conduct the flying training activities. The approval shall be renewed after inspection by DGCA and on satisfying that the institute maintains the required capability.	1 month	CAR Section 7 Series D Part I	Rs. 25,000/-	DFT
1.5.3. Type Rating Training Organisation (TRTO)						
127.	Type Rating Training Organisation (TRTO) – approval	Application is processed & examined under the provisions of CAR Section 7 Series D Part III.	4 months	CAR Section 7 Series D Part III	No fees	FSD
128.	Type Rating Training Organisation (TRTO) – renewal	Application is processed & examined under the provisions of CAR Section 7 Series D Part III.	1 month	CAR Section 7 Series D Part III	No fees	FSD
1.5.4. Simulators						
129.	Simulators – approval	Application is processed & examined under the provisions of CAR Section 2 Series O Part XIII.	1 month	CAR Section 2 Series O Part XIII	No fees	FSD
130.	Simulators – renewal	Renewal of simulator is done after inspection of simulator and recommendation by a team consisting representative from FSD and DAW.	1 month	CAR Section 2 Series O Part XIII	No fees	FSD