



GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP SAFDURJUNG AIRPORT, New Delhi

**CIVIL AVIATION REQUIREMENT
SECTION 3 AIR TRANSPORT
SERIES 'F' PART I
ISSUE I, 12TH OCTOBER 2010**

EFFECTIVE : FORTHWITH

F.No 14015/GEN/2006-AT1

Subject: **PROCEDURE FOR ISSUE OF NON-SCHEDULED FLIGHT CLEARANCES TO FOREIGN REGISTERED AIRCRAFT INCLUDING CARGO FLIGHTS/ ITP CHARTER FLIGHTS/AERIAL PHOTOGRAPHY AND GEOPHYSICAL SURVEY/CLOUD SEEDING OPERATIONS, NON-SCHEDULED FLIGHTS BY INDIAN OPERATORS TO FOREIGN DESTINATIOS AND FOR GETTING ENROLLED AS A FLIGHT CLEARANCE AGENCY.**

1. INTRODUCTION

India, being a signatory to the Chicago Convention, permits non-scheduled flights by foreign registered aircraft into or overflying its territory, but for the reasons of safety and security, prior clearance has to be issued for such flights under rule 158 or 158A of the Aircraft Rules, 1937. The procedure for issuance of such flight clearances is given in this CAR.

Besides the above, the procedure to issue flight clearances to Indian operators planning non-scheduled flights to a point outside India is set out here as approved by the Ministry of Civil Aviation and based on the Circulars issued by this office from time to time.

The guidelines for issue of flight clearance to ITP Tourist Charter flights have been taken from Aeronautical Information Circular No. 12 of 2008.

The requirements for Aero Sports activities reflected in this CAR include the requirement as given in CAR Section 2 Series F, Part XV for hot air balloons and CAR Section 2 Series O Part VI for Powered Hang Gliders.

The requirements for undertaking cloud seeding/aerial survey operations and retention of foreign registered aircraft in India have also been enumerated in this CAR.

This CAR also stipulates the guidelines for operation and retention of foreign registered aircraft in India beyond 14 days etc.

This CAR is issued under provisions of Rule 133A of the Aircraft Rules, 1937.

2. APPLICABILITY AND SCOPE

This CAR is applicable to:

- 2.1 An Agency obtaining flight clearances including Tour Operators;
- 2.2 Government Agencies including State Governments;
- 2.3 Foreign aircraft operators;
- 2.4 Agencies undertaking aerial photography, geophysical surveys, cloud seeding etc.
- 2.5 Domestic Scheduled/Non-Scheduled Operators;

3. PROCEDURE FOR CLEARANCE OF FOREIGN NON-SCHEDULED FLIGHTS

3.1 General

- 3.1.1 No prior permission is required for aircraft operating outside the Indian territory which includes territorial waters but within Indian Flight Information Regions (FIRs).
- 3.1.2 If an operator intends to perform a non-scheduled or a series of non-scheduled flights into, from or over Indian territory, it is necessary for the operator to apply and obtain prior approval of DGCA. The details of 'Notice Period' and the 'application' are at 3.2 and 3.3 respectively.
- 3.1.3 Such flights are not permitted to pick-up passengers/cargo at any place in India for disembarkation at any other place in India.
- 3.1.4 Due to reasons for safety of flights, an AFTN signal authorizing such flights is issued by DGCA in every case. The authorizing reference number (YA/N/.....) shall be quoted at field 18 of the flight plan filed with Air Traffic Control Centre.
- 3.1.5 Pilot-in-Command is also required to carry the reference number (YA/N/.....) of such AFTN signal authorizing the flight with him and quote it when required by ATC authorities. Overflying aircraft that are unable to quote the authority are liable to make a landing in India, and shall be subject to search/interrogation by authorities upon landing.

- 3.1.6 Any aircraft after landing in India in accordance with para **3.1.5** shall require specific permission of DGCA for undertaking any further flight.
- 3.1.7 A flight clearance shall be valid for a period of 48 hours. If a flight gets delayed beyond 48 hours, it will require fresh clearance from the DGCA.
- 3.1.8 The aircraft shall carry mandatory equipment on board such as TCAS etc., as required under Civil Aviation Requirements of India.

3.2 Notice Period

- 3.2.1 Applications for operating non-scheduled flight(s) are required to be submitted in advance with a minimum notice period as follows:
 - 3.2.1.1 Three working days for flights for traffic purposes, except as stated in 3.2.1.2
 - 3.2.1.2 Seven working days for flights originating from PRC countries
 - 3.2.1.3 One working day for flights for non-traffic purposes i.e. overflight (s)/technical halts except as stated in 3.2.1.4
 - 3.2.1.4 Three working days for flights for non-traffic purposes i.e. overflight(s)/technical halts originating from PRC countries.
- 3.2.2 The minimum notice period requirements, however, may not be insisted upon in the following cases:
 - 3.2.2.1 Ambulance flights (name and address of the patient and the doctor to be given in each case);
 - 3.2.2.2 Relief aircraft of scheduled passenger airline necessitated due to grounding of aircraft;
 - 3.2.2.3 Relief flights in case of natural calamities.
 - 3.2.2.4 Non-revenue traffic by aircraft owned by ICAO member states.

3.3 Application

- 3.3.1 Application form for obtaining flight clearances is at Annexure 'C', 'F' and 'G'
- 3.3.2 The application shall be signed by the Operator/owner of the aircraft or his authorized representative and submitted to the DGCA "(Attn: Asst Director Air Transport), Sri Aurobindo Marg, Opposite Safdarjung Airport, New Delhi-110003".
- 3.3.3 Any application submitted with incomplete information would be summarily rejected.
- 3.3.4 The registration of the aircraft and name and nationality of the Pilot-in-Command at item 7 (iii) and 8 respectively of the application form may not be insisted upon in the following cases, provided the aircraft is not capable of air-dropping:
 - 3.3.4.1 Series of Tourist Charter flights (total duration not less than one month) provided the following conditions are met:

- a) Application for such flights must be submitted by the operators at least one month in advance;
 - b) Permission in such cases would be given only to an airline holding valid Air Operator's Certificate issued by the regulatory authority of the country, where the airline is registered and also holding permission for operating the flights from such authority;
- 3.3.4.2 Cargo flights operated by foreign Airlines operating scheduled passenger services to/from India;
- 3.3.4.3 Series of passenger/tourist flights overflying Indian air space or making technical landings (total duration not less than one month) by major non-scheduled operator whose credentials are certified by their DGCA and Embassy/High Commission of that country in India.
- 3.3.5 Flight clearing agency or Operator or Airline, as the case may be, shall be responsible for the correctness of data as in Annexure F and G provided to DGCA

3.4 Special Permissions

- 3.4.1 Special permission from the Government of India shall be required in the following cases, due to which, it may take a longer period for clearance of the flight than stipulated in Para 3.2:
- 3.4.1.1 Stay of any aircraft for more than 15 days;
 - 3.4.1.2 Flight of an aircraft registered in a State not a member of ICAO;
 - 3.4.1.3 Passenger charter flights to India not covered by Tourist Charter guidelines; and
 - 3.4.1.4 Any flight with aircraft capable of air-dropping.

3.5 Changes in flight clearance

- 3.5.1 Any request for change in the flight clearance would normally not be accepted and would require fresh clearance with proper notice. However, in exceptional circumstances, changes may be accepted provided the replacing aircraft is not capable of air dropping or the approved flight schedule time is not preponed to such an extent that the notice period requirement stipulated at Para 3.2 is not met, if reckoned from the date of filing of the original application.

3.6 Applications forwarded by Ministries/Departments of Government of India

- 3.6.1 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, may be given clearance notwithstanding the aforesaid guidelines. Such applications are required to be forwarded by the Ministries/Departments at the level of Deputy Secretary/Director and above.

3.7 Aircraft capable of air-dropping

3.7.1 Request for operating flights with aircraft capable of air-dropping require detailed scrutiny/check-up of the application. In such cases, it may not be possible to clear these flights within the period stipulated at para 3.2 except when these flights are operated by International Airlines operating scheduled passenger services to/from India. Over flying Indian territory with aircraft capable of air dropping would not be permitted and a technical landing at an International Airport located nearest to the international border would be insisted upon.

3.8 Flights landing at Defence air-fields

3.8.1 For an aircraft landing at a Defence airfield, an AOR number is also required in addition to the YA clearance. The applicants are required to submit their applications to Air Hqrs./Naval Hqrs., as the case may, through DGCA by giving the full details of the foreign pilots/foreign passengers with their passport numbers etc. at least 30/20 days prior to the operation of the flight respectively.

3.8.2 If a civil aircraft is to carry out a flight for military purposes and with military call sign, both YA clearance as well as AOR clearance would be needed. The application in such a case will have to be made both to the Ministry of Defence and DGCA through the Ministry of External Affairs.

4. REQUIREMENTS TO BECOME AN AGENCY FOR OBTAINING FLIGHT CLEARANCES.

4.1 An agency to obtain flight clearance means an agency whose Directors and the firm itself are cleared by Ministry of Home Affairs from security angle, and which is engaged in the work of obtaining flight clearances from DGCA on behalf of non-scheduled foreign operators as well as for non-scheduled flights of domestic scheduled non-scheduled operators;

4.2 To become an Agency to obtain flight clearances, following criteria is followed:

4.2.1 The applicant shall be a company or a body corporate that is registered and has its principal place of business within India and the majority of Directors on the Board of the company are Indian citizens. For a Private Limited Company, there shall be at least two directors and for a Limited Company, there shall be at least three Directors, as per Companies Act, 1956.

4.2.2 Application shall be submitted to DGCA in four sets as per the prescribed proforma at Annexure 'A'

4.2.3 Application shall be accompanied along with the copies of Certificate of Incorporation issued by Registrar of Companies, Memorandum and Articles of Association and financial status and details of Directors for seeking security clearance from Ministry of Home Affairs as per Annexure 'B';

- 4.2.4 It is essential that the Board of Directors of the Company has at least one person having five year aviation experience, failing which the company will employ such a person and submit his bio-data to DGCA for acceptance.
- 4.2.5 The bio-data of the Directors shall be forwarded by DGCA to the Ministry of Home Affairs for security clearance. Once the security clearance in respect of the firm and all the Directors has been received and the requirement of para 4.1.4 is fulfilled, the DGCA will issue a letter of acceptance.
- 4.3 The flight clearing agency shall be held responsible for the correctness of the information contained in the flight clearance application.

NOTE: If any agency does not obtain a flight clearance within a period of one year from the date of acceptance by this office on receipt of its security clearance, a fresh security clearance would be required from the Ministry of Home Affairs.

5. OPERATION OF INCLUSIVE TOUR PACKAGE (ITP) CHARTER FLIGHTS TO AND FROM INDIA -

Guidelines for clearance of such flights are to be followed as given in Aeronautical Information Circular No. 12 of 2008.

6. AERIAL PHOTOGRAPHY/GEOPHYSICAL SURVEYS

- 6.1 Seven copies of the application in prescribed format as per Annexure 'E' shall be submitted by an Indian Company holding Non-Scheduled Operator's Permit to the Directorate of Regulations and Information, O/o DGCA along with the maps indicating the area to be photographed;
- 6.2 The application shall be forwarded by the DGCA to the Ministry of Defence and other concerned Government agencies;
- 6.3 The permission shall be issued by DGCA after receiving NOC from Ministry of Defence and other agencies;
- 6.4 The permission to carry out Aerial Photography/Geophysical Survey shall be granted subject to the conditions, as enumerated in the proforma for application and any additional condition that may be decided by DGCA in each case and conveyed to the applicant:-

7. CLOUD SEEDING OPERATIONS

- 7.1 The application for issue of permission to undertake cloud seeding operations shall be submitted by an Indian Company holding Non-Scheduled Operator's Permit to Directorate of Regulations and Information, DGCA.
- 7.2 Import of foreign registered aircraft for cloud seeding operations on re-export basis for a period of 60 days will be issued by O/o DGCA;

- 7.3 Concurrence of Ministry of Civil Aviation would also be required, if operation and retention of foreign registered aircraft is required for more than 60 days;
- 7.4 The cloud seeding operation shall be permitted subject to the following conditions:-
- 7.4.1 The aircraft shall be operated as per the operations limitations as laid down by the State of Registry;
- 7.4.2 The aircraft and the crew/engineers shall be under the surveillance of DGCA;
- 7.4.3 The pilots shall hold current professional license and currency of medical fitness;
- 7.4.4 The pilots who undertakes the flights should have previous experience of similar type of flight operations;
- 7.4.5 Before undertaking the flight, full details and requirements shall be discussed with the concerned Airport Director/Airport in-charge of AAI to enable them to take proper NOTAM action, if required;
- 7.4.6 Prior clearance shall be obtained from concerned ATC units;
- 7.4.7 No Aerial photography shall be permitted;
- 7.4.8 No flight shall be carried over restricted/prohibited areas;
- 7.4.9 Aircraft shall be insured appropriately;
- 7.4.10 The cloud seeding operations shall be conducted in accordance with the terms and conditions as laid down by the concerned agencies;
- 7.4.11 The Operator shall strictly comply with the laid down safety and the security requirement;
- 7.4.12 The concerned agencies shall deploy one pilot and engineer, who are convergent with the Aircraft Rules, 1937 and Regulations to monitor such operations. Foreign crew shall be briefed by this pilot and engineer about the Indian Regulations in the aviation matters. DGCA shall be kept informed of any violation;

8. RETENTION OF FOREIGN REGISTERED AIRCRAFT IN INDIA

Retention of foreign registered aircraft in India would not be permitted normally beyond a period of 15 days. However, in following exceptional circumstances, DGCA may allow 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:

- 8.1 Aircraft arriving in India for participating in National/ International Air Show and the duration of the show is more than 15 days;
- 8.2 Aircraft brought to India for scientific/weather research purposes, geo-physical surveys for mineral explorations, cloud seeding operations etc.
- 8.3 Aircraft brought into India in connection with covering a cricket series or any other such national/international sports events, exhibition, etc.
- 8.4 Aircraft fully equipped for medical purposes brought into India to run Eye Camps, Cardiology Camps etc.
- 8.5 Multiple-leg tourist charter flights covering different points within India or a private aircraft carrying foreigners visiting different parts of the country;
- 8.6 Private aircraft brought by Indian nationals or NRIs into India for attending various religions/social functions or business commitments etc.;
- 8.7 Any foreign registered aircraft stay of which is recommended by a Ministry/Department of Govt. of India, or a State Government due to official commitments;
- 8.8 Foreign registered aircraft brought into the country for the purpose of demonstration with prospective buyers;
- 8.9 Foreign registered aircraft brought into the country for the purpose of maintenance in India at organisation like HAL facility or any other approved MRO, etc.;
- 8.10 Any foreign registered aircraft engaged in humanitarian relief work in India and the continued presence of which is justified in public interest;

Beyond a period of 60 days, the cases of retention and operation of foreign registered aircraft will be forwarded to Ministry of Civil Aviation for their decision on case to case basis.

9. PROCEDURE FOR CLEARANCE OF NON-SCHEDULED FLIGHTS BY INDIAN OPERATORS

- 9.1 No prior permission of DGCA is required for Scheduled Operators in the following cases:-
 - 9.1.1 To operate a flight with changed equipment;
 - 9.1.2 To operate a flight to an airport, where crew training will be carried out, provided the flight is non-revenue;
 - 9.1.3 To operate a relief flight with man and material for grounded aircraft within the country subject to the condition that there is no disruption to the approved schedule duty to operation of such relief flight;

9.1.4 To re-route flight to a station for picking up stranded passengers due to technical problem of the aircraft at that airport, provided such flights are given a suffix as 'R' to be identified as re-routed flight. Operators are required to inform each passenger of such re-routed flight so that inconvenience is known to them in advance;

9.1.5 To operate charter flights or extra-section flight after obtaining permission from concerned ATC unit, subject to the condition that they shall inform DGCA about it on the first available opportunity along with a confirmation that no scheduled flight was cancelled;

9.2. **International Cargo flights by Indian Operators**

9.2.1 The flights shall be operated on non-scheduled basis;

9.2.2 The flights will be operated outside the purview of the bilateral Air Services Agreements;

9.2.3 The operation of these flights will not confer any right on the private operator for allotment of slots on grounds of historicity.

9.3 **Non-revenue Passenger Charter flights by Indian Operators**

9.3.1 By Private Aircraft owned by individuals – Only the family members of the owner of the aircraft may be permitted as passenger

9.3.2 By Private aircraft owned by Companies/Corporation – Only the employees including Chairman and members of the Board of Directors of the Company may be permitted as passengers;

9.3.3 By aircraft belonging to Non-Scheduled/Scheduled Operators – Employees including the Chairman and members of Board of Directors of the company/corporation may be permitted as passenger

9.4 **Revenue chartered flights**

9.4.1 The operator must have a current non-scheduled/scheduled operator's permit or an equivalent document;

9.4.2 The Operations Manual of the Operator should have the flight duty time limitations;

9.4.3 One day notice period shall be required for operation of such flights. 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;

9.5 **Conditions for Operation of international non-scheduled flights by Indian operators**

9.5.1 The application shall be submitted as per the proforma at Annexure 'C' and 'D'

- 9.5.2 The operator will furnish information to satisfy DGCA that the flight crew is familiar with operations on international routes intended to be flown and has the required documents like AIP, Jeppeson charts etc. for planning the flight. The Pilot-in-Command of the aircraft should be well experienced and competent to operate the proposed foreign flights. He should be aware of the operating procedure of the destination airports. In addition, he should carry with him the route guides and appropriate charts of the area of operation;
- 9.5.3 The operator shall establish the weather minima for international flights;
- 9.5.4 The aircraft shall have valid Certificate of Airworthiness. The operator shall ensure that the aircraft is maintained in accordance with the maintenance procedures approved by the competent authority. The owner of the aircraft shall ensure that no major inspection falls due when the aircraft is abroad;
- 9.5.5 The necessary authorization for operation of the flights will be obtained by the operator directly from the foreign aeronautical authorities concerned and comply with their rules, regulations and procedures. For this purpose, the DGCA may give the operator the necessary letter of comfort and/or Certificate of Registration etc.
- 9.5.6 The aircraft should be fitted with mandatory equipment/instruments stipulated by the regulatory authority of the destination country;
- 9.5.7 The owner of the aircraft shall be responsible for making necessary payments towards navigational charges, landing fees and parking charges to the concerned authorities abroad;
- 9.5.8 The aircraft shall be properly insured;
- 9.5.9 For operation of charter flights by Scheduled Operators, an undertaking that there shall be no disruption to their Scheduled flights shall be submitted to DGCA;
- 9.5.10 In addition to the application for clearance of revenue/non-revenue flight to foreign destination, the Operators are also required to furnish following information to DGCA :
- 9.5.10.1 Name of the aircraft owner (person/company)
- 9.5.10.2 Registration and the passenger capacity of the aircraft
- 9.5.10.3 Names of the flight crew

- 9.5.10.4 Name of the Engineer (AME), who would carry out the maintenance checks abroad or the arrangements made for inspection of the aircraft during its stay abroad
 - 9.5.10.5 The purpose of the flight, whether the flight is revenue or non-revenue;
 - 9.5.10.6 Names of the passengers and their relationship with the owner (for non-revenue flights)
 - 9.5.10.7 Name of the departure airport, time and date of departure. Name of the destination airport, time and date of arrival;
 - 9.5.10.8 Details of return flight
 - 9.5.10.9 If any Ministry or Government Department has recommended the flight, the recommendation letter should be furnished
 - 9.5.10.10 Ground handling arrangement, including refueling facility
 - 9.5.10.11 Any other relevant information
- 9.6 No prior permission of DGCA is required by Private/Non Scheduled Operators to operate any flight within India.

10. CLEARANCES FOR AERO SPORTS ACTIVITIES / BALLOON FLIGHTS / POWERED HANG GLIDERS/MICROLIGHT AIRCRAFT.

10.1 **Balloon flights:** There are two types :-

- 10.1(a) Balloon flights by NSOP holders for commercial purposes, for which no prior permission of DGCA is required to operate within India provided prior coordination is achieved with State authorities/nearest ATC units.
- 10.2(b) The balloon flights for the purpose of adventure sports, without any hire and reward, shall be permitted subject to the following conditions:-
 - 10.2.1 The balloon shall have a valid Certificate of Airworthiness;
 - 10.2.2 The Indian pilot shall have a valid license to fly the type Balloon;
 - 10.2.3 Prior approval/clearance shall be required for conducting the tethered balloon flights from Airports Authority of India and requisite coordination is achieved with the nearest ATC units before conducting such flights;
 - 10.2.4 Necessary permission is obtained from the concerned State Authorities;
 - 10.2.5 The balloon should be equipped with appropriate radio receiver communications

- 10.2.6 Facilities with the nearest ATC units; and
- 10.2.7 The flights shall be flown under the guidelines of CAR Section 2 Series F, Part XV and all safety precautions and other rules shall be followed during the flight.
- 10.2.8 The balloon shall not be used for hire and reward purposes.

10.3 Powered Hang Gliders

- 10.3.1 For operation of Powered Hang Gliders, the applicant shall adhere to the requirements/guidelines as contained in CAR Section 2 Series O Part VI.

10.4 Micro light aircraft.

The operation of Micro light aircraft shall be governed as per the guidelines given in CAR Section 2 Series F Part XIV

11. CLEARANCE OF FOREIGN MILITARY AIRCRAFT

For clearance of flights by foreign military aircraft, the concerned Diplomatic Mission in India or abroad are required to apply to the Ministry of External Affairs with copy to Air Headquarters/Naval Headquarters (as the case may be) for clearance of such flights. After the clearance given by Ministry of External Affairs, Air Hqrs/Naval Headquarters will issue necessary AOR number for operation of such aircraft, whether it is overflying Indian air space or landing at any Indian airport (civil or defence). **DGCA does not issue any flight clearance to such flights and a copy of the application in such cases is also not required to be submitted to DGCA.**



(Arun Mishra)
Director General of Civil Aviation

ANNEXURE- A

**PROFORMA FOR THE AGENCY APPLYING FOR
FLIGHT CLEARANCES OF NON-SCHEDULED FLIGHTS**

S.No.	PARTICULARS	DETAILS
1.	Name of the Company (Pvt. Ltd.)	
2.	Mailing Address, Telephone & Fax No	
3.	A copy of Certificate of Incorporation and Memorandum of Articles	
4.	Name, Addresses, Passport, Telephone and Fax Nos. of the Board of Directors:	
5.	Give documentary evidence of financial Support/status of the individual firms, Enclosed a copy of the latest audited balance Sheet or Income Tax Clearance certificate	
6.	Details of Professional with the experience in Aviation, employed by the firm	
7.	Any other business of the company	

ANNEXURE 'B'

**INFORMATION REQUIRED FOR
SECURITY CLEARANCE OF DIRECTORS**

S.No.	PARTICULARS	DETAILS
1.	Name and Address of the organization	
2.	Name of the Applicant (in full)	
3.	Father's Name (in full)	
4.	Date and Place of Birth	
5.	Permanent Address in India	
6.	Present Address in India	
7.	Present Occupation	
8.	Qualification	
9.	Bankers	
10.	Passport Details (copy attached)	
11.	Any other relevant information	

Signature of the Applicant

ANNEXURE 'C'

APPLICATION FOR APPROVAL OF NON-SCHEDULED FLIGHTS

1. PURPOSE OF THE FLIGHT (VIP/
Tourist/ Cargo/ Ambulance/ Relief/
Private etc.)
2. Whether over-flying/ technical landing or
landing in India for traffic purposes
3. ATS Routes(s) to be flown (including
entry and exit in Indian airspace)
4. Complete route itinerary of the proposed
flight with dates and timings (including
true origin and true destination)
5. Arrival and departure timings at airports in
India, if any
6. Airports of last departure before entering
Indian airspace and airport of first landing
after leaving Indian airspace

7. Aircraft Details

- i) Type
- ii) State of Registry/ Nationality
- iii) Registration
- iv) Telephony designator (Flight No./
Call Sign)
- v) Is the aircraft capable of airdropping? YES/NO
- vi) Whether the maximum certified
passenger seating capacity of the aircraft
is more than 30 seats YES/NO
- vii) Whether the maximum payload
capacity of the aircraft is more than
3 tonnes YES/NO
- viii) Whether the aircraft is fitted with
ACAS-II/TCAS-II YES/NO

8. Pilot in Command

- i) Name
- ii) Nationality

9. Aircraft Operator

- i) Name

- ii) Nationality
- iii) Address (with telephone/ fax no.)
- iv) Aircraft operators certificate/ permit number, if any

10. On board details

- a) Number of crew
 - b) Number of passengers, if any
 - c) General description of the goods carried, if any
 - d) Any arms, ammunition, radio active material or dangerous goods? If so attach a copy of DGCA permit
11. Any special equipment like aerial photography, remote sensing cameras, night vision cameras on board? If so, attach a copy of DGCA permit.
12. Number of passengers or tonnage of cargo to be uplifted from and set down in India

13. Charterer details

- i) Name
- ii) Address (with telephone/ fax no.)

14. Travel/ cargo Agent in India

- i) Name
- ii) Address (with telephone/ fax no.)

Certified that the information given above is correct.

**(SIGNATURE OF CEO/ DIRECTOR
OF AIRLINE/ CHARTER PASSENGER/
CARGO HANDLING AGENT)**

(SEAL OF THE COMPANY)

DATE

NAME AND ADDRESS

ANNEXURE 'D'

**ADDITIONAL INFORMATION FOR
OPERATIONS WITH INDIAN REGISTERED AIRCRAFT**

The Indian Operator(s) operating revenue/non-revenue flights with Indian registered aircraft shall furnish the following additional information:

Sl. No.	PARTICULARS	DETAILS
1.	Name of the Scheduled/Non-scheduled operator	
2.	Name of the Engineer (AME) who would carry out the maintenance checks abroad or the arrangements made for inspection of the aircraft during its stay abroad.	
3.	Name of the departure airport, time and date of departure. Name of the Destination airport, time and date of arrival.	
4.	Undertaking:	
	<ul style="list-style-type: none"> i The Indian aircraft operator operating revenue/non-revenue flight(s) has a valid non-scheduled/scheduled operators permit ii The Operations Manual of the airline Operator has flight duty time limitations and weather minima for international operations at Destination and alternate airports iii The necessary authorization has been obtained directly from the foreign aeronautical authorities concerned and would comply with their rules, regulations and procedures iv The Certificate of Airworthiness is valid and no major inspection falls due, when the aircraft is abroad v The aircraft is fitted with mandatory equipment/instruments stipulated by the regulatory authority of the destination country vi The flight crew is familiar with the operations on international routes intended to be flown and has the required documents like AIP, Jeppesen Charts, route guide etc. for planning the flight vii The flight crew is experienced and competent to operate the proposed foreign flight and is aware of the operating procedure of the destination airports viii The aircraft and passengers are properly insured 	

Certified that the information given above is correct.

Signature of Authorised Signatory

ANNEXURE 'E'

APPLICATION FOR GRANT OF PERMISSION FOR AERIAL
PHOTOGRAPHY/REMOTESENSING SURVEY

(To be submitted in seven copies)

To

The Director General of Civil Aviation,
DGCA Complex, Opposite Safdarjung Airport,
New Delhi – 110003.

Subject:- Application for grant of permission for Aerial Photography / Remote Sensing Survey.

Dear Sir,

It is requested that your kind permission may kindly be granted as per the following particulars:-

1. Name and Detail of the company/agency seeking permission for aerial photography/Remote Sensing Survey with its registered office address.
2. Detail of the person(s)/company who is to take photographs/aerial survey on behalf of the agency at para 1 above.
 - (a) Name (Expanding Initials)
 - (b) Father's Name
 - (c) Date and Place of Birth
 - (d) Present Address
 - (e) Permanent Address
 - (f) Nationality (if foreigners, Information in Sr. No. (g) & (h) may also be provided)
 - (g) Passport No., Date of Issue & Issuing Authority
 - (h) Visa particulars including type, No., date, validity & issuing office
3. (a) Purpose of aerial photography/aerial survey

- (b) Objects to be photographed with the exact location with latitude / longitude (a copy of map scale 1:250,000 or a tracing of the same scale to be attached).
 - (c) Scale of photography
 - (d) Focal length of camera
 - (e) Height of the flight
 - (f) Format size
 - (g) Type of camera/sensor being used
 - (h) Type of Data
4. Proposed date when aerial photography/aerial survey is to be undertaken
5. Description of Aircraft, along with the name and address of the pilot and of the owner of the aircraft (If pilots / owners are foreigner, the information in serial No. 2 (g) and (h) be also provided).
6. Name of the aerodrome of take off
7. In case of the task is to be carried out for State/Central Government, a copy of authority from the concerned Government may be attached.
8. If permission is granted I/we undertake to comply with the flowing conditions and any other conditions as prescribed:-
- (i) The photography/remote sensing survey will be confined to the exact area as applied and cleared by the Ministry of Defence.
 - (ii) No photography/survey will be undertaken in the area so specified by the Ministry of Defence.
 - (iii) The exact date and time of actual photography/remote sensing survey will be intimated to Air Hqrs. (Directorate of Intelligence) at least two weeks in advance to enable them to detail a Security Officer.
 - (iv) The aircraft/helicopter used for aerial photography/remote sensing will have seating capacity for Security Officer apart from pilot and photographer.
 - (v) The Security Officer of the Ministry of Defence will accompany the flight undertaken for aerial photography, if considered necessary. The security officer when deputed will initial each film/digital media taken for aerial photography. His decision with regard to all photographic matters shall be final and binding.

- (vi) We shall take out an insurance policy for Rs. 20,00,000/- (Rupees twenty lakhs only) in favour of the security officer and assign it to the President of India to indemnify the Govt. of India from any charges on account of non-effective benefits admissible to the Security officer and/or his family in the event of any mishap to the aircraft.
- (vii) No defence installations will be photographed/over flown unless specifically cleared by the Ministry of Defence.
- (viii) Air Hqrs. (Directorate of Intelligence) will be intimated on completion of photo/survey task and for detailing another Security Officer to check the cover plots/photo products/digital data as required.
- (ix) In cases where it is not considered necessary to depute security officer by the Ministry of Defence, the exposed film will be processed and plotted but not issued for use till Security vetted by a representative of the Air Hqrs. (Directorate of Intelligence).
- (x) In case so specified by the Ministry of Defence in their clearance letter, the film/digital image after exposure will be processed in the presence of Air Force representative designated who will vet them from security angle before releasing them.
- (xi) Government will not be liable for any loss or damages of films/digital data while in their custody.
- (xii) Travelling allowance/daily allowance in respect of the Security Officer/Joint Inspection Team (specified by MOD on case to case basis) as admissible under the existing rules will be paid by us.
- (xiii) Where exposed films/digital data have to be conveyed outside India because facilities to develop/process them do not exist in the country, Ministry of Defence will be informed of this fact at the initial stage of application by us and we undertake to abide by the conditions/arrangements laid down/suggested by the Ministry of Defence.

Signature of the applicant

Dated :

ANNEXURE- F

Additional information for clearance of Foreign Non-Scheduled flights landing in India

A. Information pertaining to crew members/pax as per below mentioned format:-

Sl.	Name as in passport	Designation	parentage	Nationality	Dt.of birth	Passport no.	Dt.of issue	visa
1.								
2.								
3.								
4.								
5.								

Certified that the information given above is correct.

Signature of Authorised Signatory

ANNEXURE- G

Additional information for clearance of Foreign Non-Scheduled flights for crew/passenger **not having** Valid Visa

A. Basic Information

- (i) Operator
- (ii) Aircraft type :.....
- (iii) Aircraft Registration :.....
- (iv) Purpose
- (v) Sector for operation :.....
- (vi) Airport for arrival in India :.....
- (vii) Airport for departure from India:.....
- (viii) Flight schedule :.....
- (ix) No of crew :.....
- (x) No of pax :.....

B. Information pertaining to crew members/pax as per below mentioned format:-

Sl.	Name as in passport	Designation	parentage	Nationality	Dt.of birth	Passport no.	Dt.of issue
1.							
2.							
3.							
4.							
5.							

Certified that the information given above is correct.

Signature of Authorised Signatory