



GOVERNMENT OF INDIA
CIVIL AVIATION DEPARTMENT

OFFICE OF DIRECTOR GENERAL OF CIVIL AVIATION

File No: 8/2/2008-LII(Pt)

Dated 24th November, 2009

TRAINING & LICENCING DIRECTORATE
FLIGHT CREW LICENSING CIRCULAR No. 3/2009

Subject: Renewal of Licenses in Regional offices.

Keeping in view the proposed strengthening of regional offices and to facilitate speedy renewal of pilot licences, it has been decided that all licences required to be renewed by the operators/ individuals shall be submitted to respective regional offices of DGCA at Delhi, Kolkata, Mumbai and Chennai. All operators/individuals as per their base of operations are required to submit the applications for renewal of the crew licenses to respective regional offices stated above in the prescribed performa available at DGCA website.

2. Regional offices shall renew the flight crew licenses as per the requirements specified in relevant sections of Schedule II of the Aircraft Rules, 1937.
3. If during the examination of documents for renewal of licenses, it is found that there is any violation of the requirements of the applicable aircraft rules/ CAR/ AIC etc. during the previous validity of license; the license will be forwarded to DGCA HQ (Directorate of Trg. & Licensing)for necessary action and the applicant intimated.
4. If a licence has expired upto a period of two years, it should be submitted for renewal to the Regional Office. For licences which have expired for more than two years, Regional offices shall forward the renewal application to the Hqrs.
5. On receipt of the application for renewal, the Regional Office will give a receipt to the applicant.
6. After renewal, the license shall be returned to the applicant. A copy of the same will also be sent to DGCA HQ (DTL) for record. Files on the flight crew shall be maintained both in the Regional Office and the HQrs.

7. Till regular posting of "Operation's Officers" in the Licensing section of regional offices where there is no Operation's Officer posted at present, Deputy Director General of the region shall designate a CAW from Airworthiness Unit to discharge the work of renewal of pilot licences. Such designated airworthiness officers will be given 2-3 days training at DGCA HQrs.
8. No operator shall roster any pilot who does not possess any updated and current qualification for any flying duties; and no pilot who does not possess current qualification and documents related to that qualification, shall operate any flight.
9. Regional offices shall submit a statement to DTL at DGCA headquarters showing progress of renewal cases disposed off in the month as per Annexure-I.
10. Concerned Dy. Director General of the region shall be responsible for implementation of this system from 1.1.2010.

This issues with approval of Director General.

Sd/-
(A. Sardana)
Director (Training and Licensing)

DGCA Regional Office, Delhi/ Mumbai/ Kolkata/ Chennai

Statement of Crew Licences Renewal in

_____ (Month, year)

S.No.	Name	Licence Type & No.	Orgn.	File No.	Validity From	To

No. of applications:

	Received	Renewed	Pending with reason
PPL			
CPL			
ATPL			