



**DIRECTORATE GENERAL OF CIVIL AVIATION  
AIR TRANSPORT DIRECTORATE**

**PROCEDURES AND TRAINING MANUAL**

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## **PREFACE**

The Air Transport Procedure and Training Manual has been prepared for use and guidance of officers of Air Transport Directorate in the performance of their day to day duties. The manual contains the guidelines to be followed for issue/renewal of Scheduled/Non-Scheduled Operator's Permit under Rule 134 of the Aircraft Rules 1937 and related Civil Aviation Requirements as contained in CAR Section 3 Series 'C' Part II/ III/ IV/ V/ VIII. The Manual also contains procedure for issue of non-scheduled flight clearances to foreign registered aircraft as given in Aeronautical Information Publication, India as approved by Committee of Secretaries, Government of India and also the procedure for issue of clearances to non-scheduled domestic flights going abroad including aero sports activities and other related matters. Further, the Manual also contains the training procedure for the new officers joining the Directorate.

**Sd/-**  
**(R.K. Maheshwari)**  
Joint Director General of Civil Aviation  
22<sup>nd</sup> Sept., 2009

## REVISIONS

The revisions are carried out as and when required to accommodate the amendments made in Aircraft Rules, Civil Aviation Requirements.

The space below is provided to keep a record of such revisions.

### RECORD OF REVISIONS

No.	Date of Revision	Remarks

## **CHAPTER - 1**

### **GENERAL**

The Directorate General of Civil Aviation (DGCA) is the regulatory body in field of Civil Aviation primarily dealing with safety issues. It is responsible for regulation of air transport services to/from/within India and for enforcement of civil air regulations, air safety and airworthiness standards. It also co-ordinates all regulatory functions with International Civil Aviation Organization.

The headquarters are located in New Delhi with regional offices in the various parts of India. Directorate General of Civil Aviation is an attached office of the Ministry of Civil Aviation. There are 14 (fourteen) Regional/Sub-regional Airworthiness Offices located at Bangalore, Chennai, Delhi, Kolkata, Mumbai, Bhopal, Bhubaneswar, Cochin, Guwahati, Hyderabad, Kanpur, Lucknow, Patiala and Patna. Apart from the Regional Airworthiness Offices, there are 5 (five) Regional Air Safety offices located at Delhi, Mumbai, Chennai, Kolkata and Hyderabad. In addition one Regional Research & Development Office is located at Bangalore and the Gliding Centre at Pune.

India is participated in ICAO by the Representative of India.

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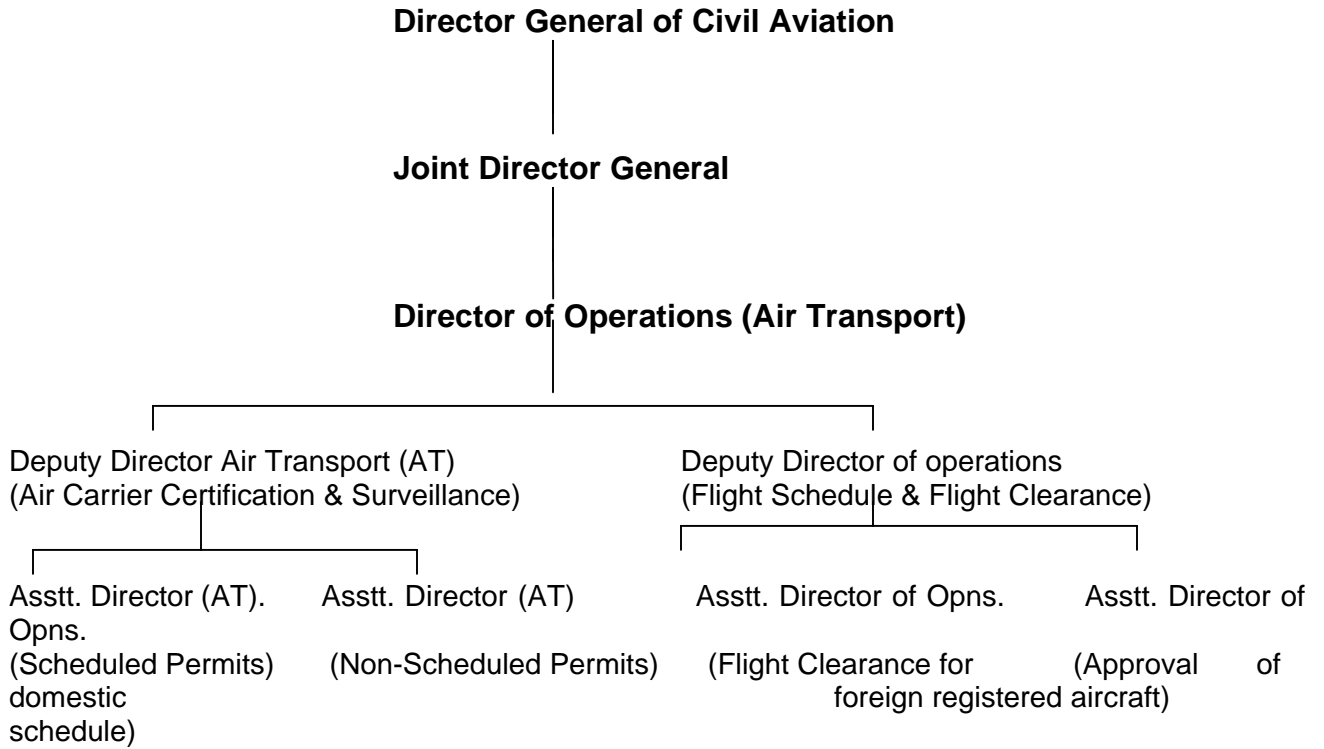
## **CHAPTER - 2**

### **Structure of DGCA**

DGCA has the following 10 Directorates;

- (i) Administration Directorate
- (ii) Aerodrome Standards Directorate
- (iii) Air Safety Directorate
- (iv) Air Transport Directorate
- (v) Airworthiness Directorate
- (vi) Flight Inspection Directorate
- (vi) Information & Regulation Directorate
- (viii) Research & Development Directorate (Aeronautical Engineering Division)
- (ix) Training & Licensing Directorate
- (x) Flying Training Directorate

## Structure for Air Transport Directorate



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## CHAPTER - 3

### **Functions of Air Transport Directorate**

- i) Examination and issue/renewal of Scheduled/Non-Scheduled Operators Permit in passenger/cargo/charter categories including holding of the preparedness meeting before issue of permit.
- ii) Endorsement/deletion of the aircraft on the Operator's Permit;
- iii) Processing, Examination and Issue of permission for import/acquisition of aircraft to Scheduled/Non-Scheduled operators;
- iv) Public complaints pertaining to the Scheduled Operators;
- v) Examination and Issues relating to the security clearance of the agencies seeking flight clearances and change in the Board of Directors of the Scheduled/Non-Scheduled Operators;
- vi) Process, examine and Issues flight clearances to foreign registered aircrafts including VIPs/tourist charter flights/cargo flights/ambulance flights, which are overflying/ landing/ technical landing to/across India. Issues flight clearances to Indian registered aircraft also operating outside the country for revenue/non-revenue purposes and clearances for the Ballooning flights;
- vii) Processing the cases of foreign registered aircraft staying in India for more than 14 days;
- viii) Flight clearances in respect of cloud seeding operation and aerial survey etc;
- ix) Approval of the charter flights by Indian Scheduled/Non-Scheduled operators within the country.
- x) Reply of parliamentary questions.
- xi) Monitoring, surveillance & control of all the approved agencies involved in obtaining the flight clearances.
- xii) Compilation of the data for all the flight clearances granted to different operators.

- xiii) To ensure compliance of the rule & regulations, instructions in the form of AIC/CAR from time to time by the Government.
- xiv) Co-ordination with other Directorate of DGCA, Airports Authority of India for the smooth and efficient air transport service.
- xv) Collection of Air Transport Statistics in respect of International and Domestic Scheduled/Non-Scheduled Airlines
- xvi) Approval of Domestic Scheduled

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## **CHAPTER - 4**

### **Issue of Scheduled/Non-Scheduled Operator's Permit**

The Scheduled Operator's Permit in passenger/cargo/regional categories is issued under Rule 134 of the Aircraft Rules, 1937 after meeting the minimum requirements as contained in CAR Section 3 Series C Part II, IV and VIII respectively. The Non-Scheduled Operator's Permit in passenger/charter/cargo categories is issued under Rule 134(3) of the Aircraft Rules, 1937 after meeting the minimum requirements as contained in CAR Section 3 Series C Part III, IV and V respectively.

The issuance of Scheduled/Non-Scheduled Operator's Permit basically involves a four Stage procedure as given below:

#### **Stage -1**

Grant of initial NOC to operate Scheduled/Non-Scheduled Air Transport Services in the country is issued by the Ministry of Civil Aviation. The applicant is required to be submitted as per annexure given in Civil Aviation Requirements, Section 3 Series C Part II, III, IV & V, as applicable (available on website [www.dgca.nic.in](http://www.dgca.nic.in)) along with the requisite fee and other documents as prescribed therein. The proposal of the applicant is considered by a Committee in the Ministry of Civil Aviation consisting of the Additional/Joint Secretary & FA, the Joint Secretary (Domestic Transport), DGCA, Chairman, Airports Authority of India and Commissioner, Bureau of Civil Aviation Security. Before the proposal is put up to the Committee, the Ministry carries out a preliminary examination of the proposal and satisfies itself about the requirements to be met by the Company with regard to the minimum paid up capital, the composition of the Board of Directors etc. The Ministry also obtains security clearance of the Directors of the applicant Company from Ministry of Home Affairs. The proposal is then placed before the Committee, where the business plan of the Company is considered together with the factors like type of aircraft being imported by the Company, area of operations, and availability of parking space with the Airports Authority of India. The Company is also permitted to make a presentation before the Committee. After considering all the aspects of the proposal in the meeting, if the proposal is agreed to, an initial NOC to operate Scheduled/Non-Scheduled Air Transport Services in the country is issued by the Ministry of Civil Aviation to the applicant, with a copy to the Director General of Civil Aviation. The initial NOC may or may not be accompanied with permission for import of aircraft.

## **Stage-2**

- A. After initial issue of NOC, the applicant company starts its preparation depending upon the type of aircraft to be imported. When they approach DGCA's office after getting the initial NOC, they are asked to prepare Manuals and submit their Operations Manual in three sets to the Air Transport Directorate for vetting by Flight Inspection Directorate/Air Safety Directorate/Research and Development Directorate, which are then circulated to these Directorates by the Section Officer in-charge through his sectional staff of AT-1 Section. The applicant is required to submit Security Manual to the Bureau of Civil Aviation Security directly, Flight Safety Manual to the Air Safety Directorate and Cabin Crew Training Manual to Flight Safety Division of Air Safety Directorate directly, if applicable and Dangerous Goods Manual to Directorate of Regulations & Information directly, if applicable, for approval., set up maintenance organisation, recruit and train manpower etc.

Simultaneously, the applicant is asked to apply to the Ministry of Civil Aviation for obtaining permission for import of aircraft, if not already granted. The request of the applicant for permission to import the aircraft/helicopter is again considered in the Aircraft Acquisition Committee meeting. After the decision of the Committee, Ministry of Civil Aviation issues the permission to import the aircraft into the country;

- B. In pursuance of the permission granted by the Ministry of Civil Aviation, the applicant submits all the required Manuals for vetting in DGCA/BCAS and sets up necessary organisation for operation and maintenance of aircraft. Once it is indicated by the applicant that it has taken reasonable action for proper operation and maintenance of aircraft, a preparedness meeting is called in the office of DGCA to assess the technical capability of the applicant vis a vis the type of aircraft to be imported, item-wise as per the checklist given below:

### **S.NO. PARTICULARS**

- 1. NAME OF THE OPERATOR**
- 2. INITIAL NOC GRANTED (VALID UPTO)**
- 3. TYPE AND NO. OF AIRCRAFT PROPOSED TO BE INDUCTED**

4. **MODE OF INDUCTION (OUTRIGHT PURCHASE)**

5. **AGE OF THE AIRCRAFT/DATE OF MANUFACTURE:**

6. **MANAGEMENT PERSONNEL EMPLOYED ON FULL TIME BASIS**  
**(Details to be submitted to DGCA):**

- a. C.E.O./ACCOUNTABLE MANAGER
- b. Director/Chief of Operations
- c. Director of Engineering/Chief Engineer
- d. Quality Control Manager
- e. Chief of Flight Safety
- f. Nodal Officer

7. **MANUALS:**

- a. Operations Manual
- b. Flight Crew/Cabin Crew Training Manual
- c. Maintenance Organisation Exposition under CAR 145
- d. Maintenance System Manual
- e. MEL/CDL (configuration deviation list)
- f. Component Operating Storage Limitations (COSL)
- g. Security Manual
- h. Flight Safety Manual
- i. Ground Handling Manual/Procedure

8. **MANPOWER:**

- a. Flight Crew (3 sets for each aircraft)
- b. AMEs - (Category wise)
- c. Cabin Attendant (3 sets)
- d. Load and Trim Sheet Personnel
- e. Flight Dispatcher
- f. Security Personnel

9. **TRAINING:**

- a. Cabin Attendant: As per CAR Sec. 7 Series M Part I and their approval

- b. Commercial Staff for Load and Trim Sheet as per CAR Sec. 2 Series F Part XXII and their approval
- c. Flight Dispatcher as per CAR Sec. 7 Series M Part II and their approval
- d. Training programme for ground handling including Marshellers and their approval

**10. SECURITY CLEARANCE AND APPROVAL OF FOREIGN PILOTS/AME (As per AIC 17/1994)**

**11. QUALITY CONTROL SET UP OF THE ORGANISATIONS WITH TRAINED MANPOWER ON AIRCRAFT TYPE**

- a. Delay, defect and engineering incident investigation and analysis
- b. Reliability analysis, Engine Performance monitoring and component life control
- c. Compliance of Service bulletins, modifications, inspection schedules, maintenance of tech. Records, issue of tech. Circulars etc.
- d. **Maintenance Inspection Schedules includes special inspection schedules for aircrafts based on Manufacturer Maintenance Planning Document to be submitted to RAW for approval:**
  - i. For Scheduled Operator: Establish his own facilities to carryout inspection schedule at least up to Flight Release Certification of the aircraft
  - ii. List of Major Component indicating the reliability control system of the component – history card/equivalent system

**12. AIRWORTHINESS REQUIREMENT:  
MANDATORY MODIFICATION AS  
PER CAR**

- a. Cockpit door modification (for Sked Operator)
- b. Installation of EGPWS/TCAS/ACAS I
- c. Facilities for**
  - i. Non Destructive Testing (NDT)
  - ii. Battery Shop
  - iii. Wheel Brake Shop
  - iv. Engine change
  - v. CVR readout (two hours)
  - vi. DFDR readout OR (Arrangement exist with DGCA approved agency)
- d. Environment controlled bonded store equipped with suitable racks, stands and  
bis for storing spares and rotables including spare CVR and FDR DFDR
- e. Tools and Equipments including special tools required for each maintenance inspection schedule to be performed on the aircraft
- f. Availability of up-to-date copies of Aircraft Flight Manual/Flight Crew Operating Manual, Maintenance Planning Document, maintenance Manual, Illustrated Parts Catalogue, Structural Repair Manual, Wiring Diagram Manual and Weight & Balance Manual and other document etc.
- g. Availability of Hanger space/arrangements

**13. SECURITY PROGRAMME: AS PER  
BCAS**

**14. SETTING UP OF OPERATIONS  
OFFICE AND SAFETY CELL**

## **HAVING:**

- a. Flight Dispatcher (Trained on the type)
- b. Operations Officer (For monitoring FDTL, validity of licences, IR, medical checks, refresher courses, updating of operations documents etc.
- c. Safety Cell for safety audit
- d. Load and Trim Personnel
- e. Arrangement for premedical check of cockpit crew and cabin attendant
- f. Approved cockpit checklist
- g. Briefing for operating procedures etc. and Flight follow up

### **15. SETTING UP OF COMMERCIAL DEPARTMENT**

- a. Load Control Cell
- b. Proper baggage trollies, step ladder, cargo container, tractor, towing bar etc.
- c. Baggage identification procedure with adequate security
- d. Proper documentation for passenger handling like tickets etc.
- e. Display signs like CHECK IN etc.
- f. Citizen Charter
- g. Computer Reservation System

### **16. CARRIAGE OF DANGEROUS GOODS REQUIREMENTS**

- a. Compliance with the Aircraft (carriage of Dangerous Goods) – rules 2003
- b. **Establishment of Dangerous Goods Training Programmes as required by rule 12 of the Aircraft (Carriage of Dangerous Goods) Rules, 2003 and approved in accordance with CAR Section 3 – Air Transport, Series ‘L’ Part III**

### **17. Flight Safety Documentation System as per attachment in CAR**

**Section 2 Series O Part II and CAR  
Section 5 Series F Part I**

**18. ARRANGEMENTS FOR GROUND  
HANDLING**

- a. Ramp Operations
- b. Passenger Service
- c. Baggage Service
- d. Cabin Service
- e. Weight and Balance Control
- f. Ground Support Equipment
- g. Fuel Service

The minutes of the meeting are issued and the applicant is asked to submit the compliance of the deficiencies observed during the meeting. The Operator then, submit the compliance, status of the minutes of the meeting, which are scrutinized by this Directorate and upon compliance of the minimum requirements, finally NOC for import of aircraft/helicopter is issued by O/o DGCA, based on which the aircraft is actually allowed to enter into the country by the Customs.

**Stage-3**

After the import of the aircraft, the applicant is asked to get the aircraft registered in India and submit following documents for issue of Permit as given below:-

1. Letter of NOC
2. Fees for issue of SOP/NSOP
3. Issue of NOC by this office for import of aircraft
4. Security clearance for the Directors (List of Board of Directors)
5. BCAS approval of the Company's Security Manual.
6. Approval of the base of operation.
7. Preparedness meeting
8. Company's Operation Manual.
9. Flight Safety Manual.
10. Approval of Training Programme and Compliance with the Aircraft (carriage of dangerous goods ) Rules, 2003
11. Flight Safety documentation System as per CAR
12. Training Manual for Pilots/Engineers.
13. Ground Handling arrangements including Ground Handling Manual/Procedure
14. List of trained/licenced Flight Crew.
15. Certificates of Registration of aircraft to be endorsed on the permit.
16. Certificate of Airworthiness of aircraft.
17. Proof of requisite insurance coverage of aircraft.
18. Approval of Maintenance Organisation Exposition (MOE)
19. Firm's approval under CAR 145
20. MEL/CDL
21. Component overhaul and storage limitations (COSL)
22. Approval of Load<sub>7</sub> & Trim Sheet..
23. CAR Compliance report by the

The documents are then scrutinized by the Section Officer in-charge through his sectional staff of AT-1 Section. as per the above checklist. Review preparedness meetings are taken, if required. Once the minimum requirements, as per Civil Aviation Requirements as mentioned above, are met, the Scheduled/Non-Scheduled Operator's Permit is issued to the applicant by DGCA with the due approval of DG/JDG.

#### **Stage -4**

After the issue of Permit, the Scheduled Operator's are required to get their Schedule approved for operations. However, the Non-Scheduled Operator's Permit holder are free to operate anywhere within India without prior approval of DGCA.

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## **CHAPTER - 5**

### **Renewal of Scheduled/Non-Scheduled Operator's Permit**

For renewal of the Scheduled/Non-Scheduled Operator's Permit, the following documents/information along with the requisite fee are scrutinized by the Air Transport Directorate, as submitted by the Operator/applicant:

- 1. Name and address of the operator**
- 2. Fees for renewal  
DD. No and type**
- 3. Registration and type of aircraft entered on the permit**
- 4. C of A validity of aircraft entered on the permit**
- 5. Internal Audit report in triplicate**
- 6. Any change in board of Directors since last renewal**
- 7. Action taken or pending for violation of permit conditions**
- 8. Name of foreign pilot/Manager/Engineers if employed by Operator**
- 9. Validity of authorization for each pilot/Engineer**
- 10. Insurance cover for the aircraft entered on the permit and its validity**
- 11. Approval of organization for Maintenance of aircraft**

**12. Information regarding equity**

**13. Whether, monthly/yearly returns, as required, by conditions of Operations are being/have been submitted to Statistical Division of Air Transport-II Section, O/o DGCA**

The applications shall submit all the above documents at least two months before the date of renewal for scrutiny by the Section Officer in-charge through his sectional staff. Once the above documents are found in order, the renewal of Scheduled/Non-Scheduled Operator's Permit is done as per respective CAR with the due approval of JDG.

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## CHAPTER - 6

### Induction/import/Acquisition of aircraft

For induction/import of aircraft by the existing Operator, the operator's are required to submit their application to Ministry of Civil Aviation for their approval. Once the approval is obtained from the Ministry, the import permission by DGCA is issued, if it is same type of aircraft, as is being operated by the operator. If it is a new type of aircraft, being inducted by the Operator, the preparedness of the Operator is again assessed in terms of manpower and infrastructure, as per the following items of the checklist by calling a preparedness meeting:

#### **S.NO. PARTICULARS**

- 1. NAME OF THE OPERATOR**
  
- 2. INITIAL NOC GRANTED (VALID UPTO)**
  
- 3. TYPE AND NO. OF AIRCRAFT PROPOSED TO BE INDUCTED**
  
- 4. MODE OF INDUCTION (OUTRIGHT PURCHASE)**
  
- 5. AGE OF THE AIRCRAFT/DATE OF MANUFACTURE:**
  
- 6. MANAGEMENT PERSONNEL EMPLOYED ON FULL TIME BASIS (Details to be submitted to DGCA):**
  - a. C.E.O./ACCOUNTABLE MANAGER
  - b. Director/Chief of Operations
  - c. Director of Engineering/Chief Engineer
  - d. Quality Control Manager
  - e. Chief of Flight Safety
  - f. Nodal Officer
  
- 7. MANUALS:**
  - a. Operations Manual
  - b. Flight Crew/Cabin Crew Training

- Manual
- c. Quality Control Manual
- d. Maintenance System Manual
- e. MEL/CDL (configuration deviation list)
- f. Component Operating Storage Limitations (COSL)
- g. Security Manual
- h. Flight Safety Manual
- i. Ground Handling Manual/Procedure
- 8. MANPOWER:**
  - a. Flight Crew
  - b. AMEs - (Category wise)
  - c. Cabin Attendant
  - d. Load and Trim Sheet Personnel
  - e. Flight Dispatcher
  - f. Security Personnel
- 9. TRAINING:**
  - a. Cabin Attendant: As per CAR Sec. 7 Series M Part I and their approval
  - b. Commercial Staff for Load and Trim Sheet as per CAR Sec. 2 Series F Part XXII and their approval
  - c. Flight Dispatcher as per CAR Sec. 7 Series M Part II and their approval
- 10. SECURITY CLEARANCE AND APPROVAL OF FOREIGN PILOTS/AME (As per AIC 17/1994)**
- 11. QUALITY CONTROL SET UP OF THE ORGANISATIONS WITH TRAINED MANPOWER ON AIRCRAFT TYPE**
  - a. Delay, defect and engineering incident investigation and analysis
  - b. Reliability analysis, Engine Performance monitoring and component life control
  - c. Compliance of Service bulletins, modifications, inspection schedules, maintenance of tech. Records, issue

- of tech. Circulars etc.
- d. **Maintenance Inspection Schedules includes special inspection schedules for aircrafts based on Manufacturer Maintenance Planning Document to be submitted to RAW for approval:**
- ii. List of Major Component indicating the reliability control system of the component – history card/equivalent system
- 12. **AIRWORTHINESS REQUIREMENT: MANDATORY MODIFICATION AS PER CAR**
  - a. Cockpit door modification (for Sked Operator)
  - b. Installation of EGPWS/TCAS/ACAS I
  - c. **Facilities for**
    - i. Non Destructive Testing (NDT)
    - ii. Battery Shop
    - iii. Wheel Brake Shop
    - iv. Engine change
    - v. CVR readout (two hours)
    - vi. DFDR readout OR (Arrangement exist with DGCA approved agency)
  - d. Environment controlled bonded store equipped with suitable racks, stands and  
bis for storing spares and rotables including spare CVR and FDR DFDR
  - e. Tools and Equipments including special tools required for each maintenance inspection schedule to be performed on the aircraft
  - f. Availability of up-to-date copies of Aircraft Flight Manual/Flight Crew Operating Manual, Maintenance Planning Document, maintenance

Manual, Illustrated Parts Catalogue, Structural Repair Manual, Wiring Diagram Manual and Weight & Balance Manual and other document etc.

- g. Availability of Hanger space/arrangements

**13. SECURITY PROGRAMME: AS PER BCAS**

**14. SETTING UP OF OPERATIONS OFFICE AND SAFETY CELL HAVING:**

- a. Flight Dispatcher (Trained on the type)
- b. Operations Officer (For monitoring FDTL, validity of licences, IR, medical checks, refresher courses, updating of operations documents etc.
- c. Safety Cell for safety audit
- d. Load and Trim Personnel
- e. Arrangement for premedical check of cockpit crew and cabin attendant
- f. Approved cockpit checklist
- g. Briefing for operating procedures etc. and Flight follow up

The minutes of the meeting are issued and the applicant is asked to submit the compliance of the deficiencies observed during the meeting. The Operator then, submit the compliance, status of the minutes of the meeting, which are scrutinized by this Directorate and upon compliance of the minimum requirements, finally NOC for import of aircraft/helicopter is issued by O/o DGCA, based on which the aircraft is actually allowed to enter into the country by the Customs.

As per the powers delegated, DGCA is empowered to issue permission to acquire private category of aircraft for commercial use by the Operator. Accordingly, the preparedness of the Operator is assessed, if it is a new type of aircraft being inducted by the Operator in its fleet. If the Operator is having the same type of aircraft already in their fleet, then the Operator is asked to submit papers for endorsement of the same, as given in the next Chapter.

Once the preparedness for induction/import of new aircraft is assessed, DGCA issues NOC for import based on the approval granted by the competent authority. For import of similar type of aircraft, which is already endorsed on the Operator's Permit, the Operator is issued NOC for import by DGCA, based on the approval granted by the competent authority. For local acquisition also, if the aircraft to be acquired from private for commercial, permission for acquisition of the same is issued by DGCA. The import/local acquisition permission is issued as follows:

NO OBJECTION FOR IMPORT/PROCUREMENT OF AIRCRAFT/HELICOPTER FOR OPERATING AIR TRANSPORT SERVICES VIDE MINISTRY OF COMMERCE PUBLIC NOTICE NO. 274 (PN)/92-97 DATED 23<sup>RD</sup> FEBRUARY, 1995

1. Name and address of the Air Transport: \_\_\_\_\_
2. Name and Addresses of Directors of \_\_\_\_\_ :  
the Operator's Organisation
3. a) Whether the aircraft is acquired on \_\_\_\_\_ :  
purchase/lease (wet/dry) or lease finance
- b) If the aircraft is acquired on lease :  
finance, the Names and addresses of \_\_\_\_\_ :  
owner/lessor (for purpose of registration  
of the aircraft)
4. Purpose for which Aircraft is \_\_\_\_\_ : \_\_\_\_\_ .  
required  
{(Scheduled/Non-Scheduled Air  
Transport (Air Taxi)}
5. Details of the Aircraft:
  - a) Type and Make
  - b) Nationality & Registration : \_\_\_\_\_
  - c) Year of Manufacture \_\_\_\_\_ :
  - d) Name of Manufacturer \_\_\_\_\_ .
  - e) S.No. of aircraft
  - f) No. of pax. Seats \_\_\_\_\_ :
  - g) Max. All-up Weight \_\_\_\_\_ :
  - h) No. of hrs. flown since new:
  - i) No. of landings since new : \_\_\_\_\_
  - j) No. of pressurization cycles \_\_\_\_\_ :

- k) Since new  
Engine type mounted on aircraft
- l) Source from which aircraft:  
is being imported/acquired

6. Validity of import permission:

This no objection for the acquisition of the aircraft has been given only for air transport operations. The aircraft may be cleared only if it conforms to the description given above and subject to other customs regulations. Clearance will automatically lapse after the date mentioned in the item-6 above. The operator has to obtain RBI/Department of Economic Affairs clearance for any foreign exchange involved before import vide DGCA Circulars No. AV-14015/7/92-AT (I) dated 30.11.92 and 19.2.93.

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## CHAPTER - 7

### Endorsement of Aircraft on the Permit

After the import/acquisition of the aircraft, the following documents are scrutinized, as submitted by the Operator for endorsement of the same in their Scheduled/Non-Scheduled Operator's Permit:

- i) Copy of Certificate of Registration
- ii) Copy of Certificate of Airworthiness
- iii) Copy of Insurance, covering hull all risk
- iv) A copy of CAR compliance report issued by Director of Airworthiness, Region;
- v) Copy of NOC issued by DGCA;
- vi) For endorsement of Special Operations, like RNAV, RNP-1/5/10, ETOPS, RVSM, MNPS, CAT-II/III/III-A/B, the copy of the Airworthiness and Operational approval issued by DAW Region, if applicable;

After scrutiny of the above documents, the aircraft is endorsed in Appendix-1/4, as applicable, of the Permit.

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## **CHAPTER - 8**

### Deletion of aircraft from the Permit

For deletion of aircraft from the Permit, the following documents are verified as submitted by the Operator:

- i) Request of the Operator for deletion;
- ii) Deregistration Certificate issued by DAW;
- iii) Appendix-1 of the Permit in Original in case of Non-Scheduled Operators
- iv) Appendix-1 and Appendix 4 in case of Scheduled Operators in original

After scrutiny of the above documents, the aircraft is deleted from Appendix-1/4, as applicable, of the Permit.

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## **CHAPTER - 9**

### Change of Name of Airlines

As per the powers delegated, the DGCA may change the name of the Airline on their Scheduled/Non-Scheduled Operator's Permit. The following procedure is followed for the same:

The following papers are scrutinized for affecting the change of the name in the Permit, submitted by the applicant in the O/o DGCA:

1. A copy of the fresh Certificate of Incorporation, consequent upon change of name, issued by the Registrar of Companies.
2. Certified true copy of Memorandum and Articles of Association in the changed name;
3. Certificate stating that all the assets/liabilities, duties, rights, obligations, contracts and agreements of the present company will be taken over by the company under the new name;
4. A Certificate that there is no change in the Board of Directors of the Company, duly signed by Company Secretary.
5. Confirmation that name change has been affected in all the Manuals including Operations Manual and Technical Manuals;
6. A copy of the current insurance pertaining to the subject aircraft in the changed name;
7. A copy of the C of A/C of R in the changed name.

Once all the documents are found in order, the name of the Airline is changed in the permit, after due approval of DG/JDG.

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## **CHAPTER - 10**

### Flight Clearing Agency

To become an Agency to obtain flight clearances from this office, following procedure is adopted and papers are scrutinized accordingly:

1. It should be a company or a body corporate provided that it is registered and has its principal place of business within India and the majority of Directors on the Board of the company shall be 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.
2. Application in four sets as per the prescribed proforma at Annexure 'A'
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 as per Annexure 'B'.;
4. It is essential that the Promoters/Directors of the Company shall have sufficient aviation experience.

**NOTE:** If any agency is failed to obtain a flight clearance within a period of two years from the date of receipt of its security clearance, a fresh security clearance shall be required from Ministry of Home Affairs.

After scrutiny of the papers, the same is forwarded to Ministry of Home Affairs for obtaining requisite security clearance in respect of Directors and firm itself.

On receipt of the security clearance from Ministry of Home Affairs in respect of firm and its Directors, the same is conveyed to the company/firm for obtaining non-scheduled flight clearances from this office.

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**CHAPTER - 11**

**Issue of Non-Scheduled Flight clearances to Foreign Registered Aircraft**

The application submitted by the flight clearing agencies/diplomatic missions in India, and by the foreign scheduled operator's operating to/from India, for issue of non-scheduled flight clearance as per the prescribed format is scrutinized by the Section Officer through its Sectional Staff of AT-1 Section, by checking the following parameters :

**OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION**  
**AIR TRANSPORT – I**

**DY. NO.....DATED.....**  
**R&I NO.....DATED.....**

A letter / Fax received from  
M/s.....

To operate.....flight of  
A/Co.....

With ACFT.....Regn  
No.....

Captain.....Nationality.....  
...

Plus.....Crew and.....PAX on board. The application received  
on.....

The date of operation  
is.....

On  
sector.....

**CHECKLIST :**

- 1. OVERFLYING / TECHNICAL LANDING / LANDING
- 2. NOTICE PERIOD : ADEQUATE / SHORT NOTICE
- 3. OPERATOR'S REQUEST : ATTACHED / NOT ATTACHED
- 4. (a) TCAS-II / ACAS-II : REQUIRED / NOT REQUIRED  
(b) IF REQUIRED : FITTED/NOT FITTED

**REMARKS:-**

Application meets the requirements / does not meet the requirement,

If agreed to, a draft signal is put up for approval please.

Once all the above said parameters are checked, and found in order, the flight clearance to the foreign registered aircraft operating Non-Scheduled flight is issued in the form of AFTN message, which is referred as YA Number.

While issuing the flight clearance, the following procedure, which has been laid down in Aeronautical Information Publication India, as approved by Committee of Secretaries, Government of India, is followed for issue of Non-Scheduled flight clearances to foreign registered aircraft.

### **General**

No prior permission is required for aircraft operating outside the Indian territory which includes territorial waters but within Indian Flight Information Regions (FIRs).

If an operator intends to perform a (series of) non-scheduled flight(s) 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 5.2 and 5.3 respectively.

Flights are not permitted to pick-up passengers/load at any place in India and disembark/discharge at any other place in India.

Due 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 filled with Air Traffic Control Centre.

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.

Any aircraft after landing in India in accordance with para 5.1.5 shall require specific permission of DGCA for undertaking any further flight.

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.

## **Notice Period**

Application for operating non-scheduled flight(s) is required to be submitted in advance with a minimum notice period as follows:

1. Seven working days for flights for traffic purposes; and
2. Three working days for flights (or non-traffic purposes i.e. overflight(s)/technical halts.
3. The minimum notice period requirements, however, may not be insisted upon in the following cases:
  - a. Ambulance flight (name and address of the patient and the doctor to be given);
  - b. Relief aircraft of scheduled passenger airline necessitated due to grounding of aircraft;
  - c. Relief flights in case of natural calamities.

## **Application**

Application form for obtaining flight clearances at Annexure 'C'.

The application shall be signed by the Operator/owner of the aircraft or his authorized representative and submitted to the DGCA (Attn: Deputy Director Air Transport). Sri Aurobindo Marg, Opposite Safdarjung Airport, New Delhi-110003.

Any application submitted with incomplete information would be summarily rejected.

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:

Series of Tourist Charter flights (total duration not less than one month) provided the following conditions are met:

1. Application for such flights must be submitted by the operators at least one month in advance;
2. Permission in such cases would be given only to recognized airlines provided the antecedents of the airlines is certified by DGCA of the country where the airline is registered;
3. Cargo flights operated by International Airlines operating scheduled passenger service to/from India;

4. Series of passenger/tourist flights over flying 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.

### **Special Permissions**

Special permission from the Government of India shall be required in the following cases, which may take a longer period of clearance of the flight, than stipulated in previous paras:

1. Stay of any aircraft for more than 15 days;
2. Flight of an aircraft registered in a State not a member of ICAO; and
3. Passenger charter flights to India not covered by Tourist Charter guidelines.

### **Changes in flight clearance**

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 such that the notice period stipulated at Para 5.2 of the original application is not met.

### **Applications forwarded by Ministries/Department of Government of India**

Applications forwarded by Ministries/Departments of Government of India, Indian Missions abroad and by the mission 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.

### **Aircraft capable of air-dropping**

Request for operating flights with aircraft capable of air-droppings require detailed scrutiny/check-up of the application. In such cases, it may not be possible to clear these flights with in the period stipulated at para 5.2 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 droppings would not be permitted and a technical landing at an International Airport located nearest to the international border would be insisted.

**For landing at Defence air-field**

For an aircraft landing at Defence airfield, 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.

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**CHAPTER – 12**

**Issue of Non-Scheduled Flight Clearance to Domestic Operator**

For operation of Non-scheduled revenue/non-revenue flights to foreign destination by domestic operator, the application receipt from the Scheduled/Non-Scheduled Operators is scrutinized by the Air Transport Directorate as follows:

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION  
AIR TRANSPORT – I

**DY. NO.....DATED.....**  
**R&I NO.....DATED.....**

A letter / Fax received from  
M/s.....

To operate.....flight of  
A/Co.....

With ACFT.....Regn  
No.....

Captain.....Nationality.....  
...

Plus.....Crew and.....PAX on board. The application received  
on.....

The date of operation  
is.....

On  
sector.....

**CHECKLIST :**

- 5. OVERFLYING / TECHNICAL LANDING / LANDING
- 6. NOTICE PERIOD : ADEQUATE / SHORT NOTICE
- 7. OPERATOR'S REQUEST : ATTACHED / NOT ATTACHED
- 8. (a) TCAS-II / ACAS-II : REQUIRED / NOT REQUIRED
- (b) IF REQUIRED : FITTED/NOT FITTED

**REMARKS:-**

Application meets the requirements / does not meet the requirement,

If agreed to, a draft signal is put up for approval please.

While scrutinizing the applications, the following guidelines are followed before issue of flight clearance:

As per the Air Transport Circulars, No prior permission of DGCA is required for Scheduled Operators in the following cases:-

- i) To operate a flight with changed equipment;
- ii) To operate a flight to an airport, where crew training will be carried out, provided the flight is non-revenue;
- iii) 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;
- iv) 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;
- v) 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;

### **For Operation of Revenue/Non-Revenue flight by Scheduled/Non-Scheduled Operator's Permit Holders**

#### **1. International Cargo flights by Indian Operator:**

- a. The flights shall be operated on non-scheduled basis;
- b. The flights will be operated outside the purview of the bilateral Air Services Agreements;
- c. The operation of these flights will not confer any right on the private operator for allotment of slots on grounds of historicity.

#### **2. Non-revenue Passenger Charter flights by Indian Operators**

- a. By Private Aircraft owned by individuals – Only the family members of the owner of the aircraft may be permitted as passenger
- b. 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;
- c. 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

### 3. Revenue chartered flights

- a. The operator must have a current non-scheduled/scheduled operator's permit or an equivalent document;
- b. The Operations Manual of the Operator should have the flight duty time limitations;
- c. One working 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;

### 4. Conditions for Operation

- a. The application shall be submitted as per the proforma at Appendix 'C';
- b. 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, Jeppesen 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;
- c. The operator shall establish the weather minima for international flights;
- d. 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;
- e. 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.
- f. The aircraft should be fitted with mandatory equipment/instruments stipulated by the regulatory authority of the destination country;
- g. 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;
- h. The aircraft shall be properly insured;
- i. 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;

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 :

- a) Name of the aircraft owner (person/company)
- b) Registration and the passenger capacity of the aircraft
- c) Names of the flight crew
- d) 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
- e) The purpose of the flight, whether the flight is revenue or non-revenue;
- f) Names of the passengers and their relationship with the owner (for non-revenue flights)
- g) Name of the departure airport, time and date of departure. Name of the destination airport, time and date of arrival
- h) Details of return flight
- i) If any Ministry or Government Department has recommended the flight, the recommendation letter should be furnished
- j) Ground handling arrangement, including refueling facility
- k) Any other relevant information

No prior permission of DGCA is required by Private/Non Scheduled Operators to operate any flight within India.

After scrutiny of the application as above, flight clearance to domestic Scheduled/Non-Scheduled Operator to foreign destination is issued in the form of YA Number.

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**CHAPTER – 13**

**Issue of Flight Clearance to ITP Tourist Charter Flights**

The applications for issue of flight clearances to ITP Tourist Charter flights are received from the flight clearing agencies/Tour Operators, who are approved by Department of Tourism, as an approved Tour Operator and cleared by Ministry of Home Affairs for seeking flight clearances.

The applications received as per Appendix ‘D’ are scrutinized by this office, after obtaining the slot clearances from Airports Authority of India and on receipt of AOR, from Naval Hqrs./Air Hqrs., as follows:-

**OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION**  
**AIR TRANSPORT – I**

**DY. NO.....DATED.....**  
**R&I NO.....DATED.....**

A letter / Fax received from  
M/s.....

To operate.....flight of  
A/Co.....

With ACFT.....Regn  
No.....

Captain.....Nationality.....  
...

Plus.....Crew and.....PAX on board. The application received  
on.....

The date of operation  
is.....

On  
sector.....

**CHECKLIST :**

- 9. OVERFLYING / TECHNICAL LANDING / LANDING
- 10. NOTICE PERIOD : ADEQUATE / SHORT NOTICE
- 11. OPERATOR'S REQUEST : ATTACHED / NOT ATTACHED
- 12. (a) TCAS-II / ACAS-II : REQUIRED / NOT REQUIRED
- (b) IF REQUIRED : FITTED/NOT FITTED

**REMARKS:-**

Application meets the requirements / does not meet the requirement,  
If agreed to, a draft signal is put up for approval please.

Once the applications are found in order, the flight clearance is issued in the form of YA Number.

The guidelines for issue of clearances to ITP Tourist Charter flights are followed as contained in Aeronautical Information Circular No. 12 of 2008, as given below:-

**Inclusive Tour Package (ITP)** is defined as a round trip for a predetermined period for one or several pre-determined places charging an inclusive consolidated price for the airfare for all segments, hotel accommodation and other ground arrangement services like visit to tourist places.

### **Application For The Tourist Charter Flights**

The application for operating inclusive tourist charter flights to India shall be submitted to the Director General of Civil Aviation (Attn: Deputy Director Air Transport: Fax No. 91-11-2462 8922) on the prescribed form (Appendix 'D') at least seven working days prior to the proposed date of operation of the first flight. Application may be filed by an approved Indian Tour Operator or flight clearing agencies having security clearance.

One or more than one tour operator can apply for the same tourist flight. In such a case, the application should clearly state the number of tourists booked by each tour operator on the flight and authorised signatory of each tour operator should jointly sign the application, as this information would be used while processing the applications for outbound tourist charter flights.

It may be noted that any application submitted with incomplete information would be summarily rejected. However, series of tourist charter flights (total duration not less than one month) operated by airlines approved by their DGCA for international passenger charter operations may be cleared without information relating to the registration of aircraft and name and nationality of pilot, provided that the application is submitted at least one month in advance and the aircraft is not capable of air dropping.

Application for operating outbound tourist charter flights from India with Indian registered aircraft may be submitted three working days prior to the proposed date of operation of the first flight along with additional information on the prescribed form (Appendix 'E'). In case any tour operator proposes to use an aircraft belonging to Indian scheduled airlines for outbound tourist charters, a notice period of three working days will be required and the airline would be

required to satisfy DGCA that there would be no cancellation or delay to the scheduled flights operated by him.

## **Conditions for Operation of ITP Charter Flights**

### **Foreign ITP Charter Flights to India (Inbound Tourist Charters)**

- a. The foreign ITP charter flights shall originate from any place outside India.
- b. All tourists carried on these flights should have booked the inclusive tour package in the originating countries.
- c. All arrangements in India for the tourists will be through Indian Tour Operators recognised by the Ministry of Tourism and the charges for arrangements will be paid in advance.
- d. Indian passport holders are also permitted to travel by ITP charter flights.
- e. ITP charter flights may be operated to any airport in India without any limitations on frequency of flights or size of the aircraft provided customs and immigration facilities are available.
- f. ITP charter flights can also be operated to other airports and these facilities would be made available on either ad-hoc or seasonal basis by Customs and Immigration authorities on the request of tour operator.
- g. Tourists flying on ITP charter flights can only fly into India and out of the country by using the services of same charter operator.
- h. The charter operators may be permitted to carry one-way passengers not availing 'Inclusive Tour Package', on the first leg of outward operation and on the last leg of inward operation, subject to the condition that the charter operations are in a series of at least eight flights to any metro destination (Delhi, Mumbai, Chennai, Kolkata, Bangalore and Hyderabad) and at least four flights to any other destination.
- i. The Indian Tour Operator may send two bonafide representatives on such charter flights to finalise arrangements with the principals. The principal tour operators of foreign countries may also send not more than 4 bonafide representatives in one season on such charter flights to finalise arrangements with the principals provided the application is received through the Indian Tour Operators

applying for clearance of such flights to DGCA and undertaking the responsibility of such representatives.

- j. Tourists availing ITP charter flights would not be permitted to fly on inward or outward journeys using a scheduled airline. In emergency cases like medical etc., DGCA may permit tourists, arriving on a charter flight to depart on scheduled flights or vice versa.
- k. The embarkation point to India and the final destination out of India need not be the same. ITP charter flight may also transport the tourists brought into the country on domestic sectors in India as part of the package. However, the initial place of arrival and the final place of departure from India shall be from the airports wherein customs and immigration facilities are available.

The tour operator shall ensure the following:

- i) All foreign aircraft operators operating ITP charter flights must be in possession of valid Air Operator's Certificate (AOC) or equivalent document issued by their DGCA as per ICAO requirements.
- ii) The flight crew operating such flight(s) are familiar with the regulations, operating procedures, limitations, and restrictions in respect of airport, airspace and facilities intended to be used, that may be in force at the time of operation of the flight(s) in India.
- iii) The aircraft is fitted with ACAS-II/TCAS-II – Change 7 in accordance with the Aeronautical Information Circular (AIC) 5 of 1998.
- iv) Advance coordination with the concerned agencies like airport, customs and immigration authorities so that the services and facilities necessary for the operation of the flights are available at the concerned airports in India.
- v) The ITP charter flights will not be permitted to be used for purposes other than carrying bona fide ITP tourists and for carriage of cargo under 'Open Sky Policy'.
- vi) The ITP charter flights shall operate to the airport(s) in India as specified in the flight clearance issued by DGCA. For any change, the operator shall obtain prior approval of Director General of Civil Aviation.
- vii) Handling of the ITP charter flights shall be done by any authorized handling agency.

- viii) The tour operator shall furnish to DGCA the names and description of the tourists brought by them on the ITP charter flights in the first week of the following month for the tourists carried in the previous month for counting the same for outbound charters.
- ix) The flights shall be operated in accordance with the approved flight schedules.
- x) All ITP charter flights shall operate on promulgated ATS routes for international operations.
- xi) All registered baggage carried on the ITP charter flights shall be subjected to mandatory checks as specified by the Bureau of Civil Aviation Security.
- xii) Compliance with any other condition considered necessary by DGCA.

#### **ITP Charter Flights from India (Outbound Tourist Charters)**

- a. ITP charter flights may originate from any place in India.
- b. All tourists carried on these flights should have booked their inclusive tour package in India.
- c. Only Tour operators recognised by the Ministry of Tourism and cleared by security agencies will be entitled to operate ITP outbound charters.
- d. All arrangements for the tourists will be through Indian Tour Operator recognised by the Department of Tourism and the charges for arrangements will be paid in advance as part of the ITP charter flight.
- e. There shall be no restriction on frequency of flight and size of the aircraft.
- f. The tour operator shall be responsible for making necessary payments towards navigational charges, landing fees and parking charges to the concerned authorities abroad.

The tour operator shall ensure the following:

- i) The Indian aircraft operator operating charter flights has a valid non-scheduled/scheduled operator's 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 airline operator has obtained necessary authorisation for operation of the flights directly from the foreign aeronautical authorities concerned and would comply with their rules, regulations and procedures. For this purpose, DGCA India may give the operator necessary letter of comfort.
- iv) The aircraft to be operated has a valid Certificate of Airworthiness 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 operations on international routes intended to be flown and has the required documents like Jeppesen Charts, route guides etc. for planning the flight. The flight crew is experienced and competent to operate the proposed foreign flights and is aware of the operating procedures of the destination airports.
- vii) For operating charter flights with aircraft of Indian scheduled airlines, tour operator shall submit their application at least 3 working days in advance with a certificate from the scheduled airlines that there shall be no cancellation or delay to their scheduled flights. If any flight is to be delayed or cancelled, the same should be clearly indicated along with the alternate arrangements made by the scheduled airlines.
- viii) The aircraft and the passengers are properly insured.
- ix) The tour operator shall submit the passenger manifest to DGCA within three working days of completion of the tourist charter flight to confirm that the number of outbound passengers had not exceeded the stipulated limits for outbound charters.
- x) The tour operator shall submit a statement, by tenth of each month, containing details regarding flight clearance obtained, flights operated and tourist carried by him to/from India with details of embarkation/ disembarkation abroad during the previous month.
- xi) Compliance with any other condition considered necessary by DGCA.

## **Safeguards and Penalties**

The following penalties would be imposed in the event of violation of above guidelines:

- i) All clearances given earlier by DGCA for operation of charter flights by tour operator would stand cancelled.
- ii) Automatic de-recognition of tour operator by Ministry of Tourism.
- iii) Blacklisting of the tour operator and/ or the airline concerned for undertaking any future ITP Charter or any other flight for minimum two years.

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**CHAPTER – 14**

**Clearance of Aerial/Geophysical Survey with Foreign Registered Aircraft**

Applications for carrying out Aerial/Geographical Survey with foreign registered aircraft is scrutinized, as submitted by the applicant as follows:-

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION  
AIR TRANSPORT – I

**DY. NO.....DATED.....**  
**R&I NO.....DATED.....**

A letter / Fax received from  
M/s.....

To operate.....flight of  
A/Co.....

With ACFT.....Regn  
No.....

Captain.....Nationality.....  
...

Plus.....Crew and.....PAX on board. The application received  
on.....

The date of operation  
is.....

On  
sector.....

**CHECKLIST :**

- 13. OVERFLYING / TECHNICAL LANDING / LANDING
- 14. NOTICE PERIOD : ADEQUATE / SHORT NOTICE
- 15. OPERATOR'S REQUEST : ATTACHED / NOT ATTACHED
- 16. (a) TCAS-II / ACAS-II : REQUIRED / NOT REQUIRED
- (b) IF REQUIRED : FITTED/NOT FITTED

**REMARKS:-**

Application meets the requirements / does not meet the requirement,

If agreed to, a draft signal is put up for approval please.

In addition to the above, it is also ensured that the application is accompanied along with the following documents :-

1. A copy of the clearance from the Ministry of Defence;
2. A copy of the permit issued by Directorate of Regulations and Information to carry out the subject survey;
3. A copy of the retention permission issued by DGCA/MOCA;

On receipt of the above documents and scrutiny of application, flight clearance is issued in the form of YA Number to carry out the subject survey with the following conditions:-

- (i) Aircraft is flown in visual meteorological conditions;
- (ii) The pilots shall hold current professional pilots licence and currency of medical;
- (iii) The Pilot-in-Command who undertakes the flights should have previous experience in similar type of flight operations. Those pilots before being utilized to fly as Pilot-in-Command should fly in the capacity of co-pilot with an experienced pilot at least for 25 hrs. Co-pilot also should have at least 1000 hrs of flying experience
- (iv) Before undertaking flights, the pilots shall familiarize with the areas of operations specially with relation to obstructions by referring to maps of the area to be flown. All observations like hills etc. shall be clearly marked on the map, which should be carried on board the flight;
- (v) One of the pilots (pilot not flying) shall keep constant look out for avoiding obstructions;
- (vi) Prior clearance is obtained from ATS Units of the nearest aerodrome and must obtained ADC number, wherever applicable;
- (vii) The all-up-weight of the aircraft is to be used for the purpose shall be reduced to a level at which satisfactory climb will be established with one engine inoperative keeping in view the obstacles located in the areas;
- (viii) The flights are restricted to the areas as indicated in the map sheets referred to above;
- (ix) Normal security precautions are observed;

- (x) Before undertaking flight, full details and requirements shall be discussed with the concerned Airport Director/Airport in-charge of Airports Authority of India to enable them to take proper NOTAM action;
- (xi) The aircraft shall have the valid certificate of Airworthiness and properly insured;
- (xii) Aircraft shall be continuously maintained in airworthy condition during the period of operation in India;
- (xiii) Operation will continue only till the validity of Air Operating Certificate;
- (xiv) The Operator must comply with the security and Air Defence requirements laid down by the Ministry of Defence.

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## **CHAPTER – 15**

### **Clearance for Aero Sports Activities like Hot Air Balloons, Powered Hang Gliders etc.**

The applications for the issue of clearance for above mentioned activities are scrutinized on files and the permission letter is issued based on the following guidelines:

#### **There are two type of Balloon flights:**

- a) Balloon flights for adventure sports purposes, without any hire and reward;
- b) 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/ATS units of Airports Authority of India and nearest ATC units.

#### **Conditions to undertake balloon flights for Balloon flights for adventure sports purposes, without any hire and reward are as follows.:-**

- (i) The balloon shall have a valid Certificate of Airworthiness;
- (ii) The Indian pilot shall have a valid license to fly the type Balloon;
- (iii) 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;
- (iv) Necessary permission is obtained from the concerned State Authorities;
- (v) The balloon should be equipped with appropriate radio receiver communications
- (vi) facilities with the nearest ATC units; and
- (vii) 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.
- (viii) The balloon shall not be used for hire and reward purposes.

## **Hang Gliders including Powered Hang Gliders**

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

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## CHAPTER – 16

### **Flight Clearances to Foreign Registered Aircraft for Cloud Seeding**

The application for issue of permission to undertake cloud seeding operations with foreign registered aircraft are scrutinized as follows:

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION  
AIR TRANSPORT – I

**DY. NO.....DATED.....**  
**R&I NO.....DATED.....**

A letter / Fax received from  
M/s.....

To operate.....flight of  
A/Co.....

With ACFT.....Regn  
No.....

Captain.....Nationality.....  
...

Plus.....Crew and.....PAX on board. The application received  
on.....

The date of operation  
is.....

On  
sector.....

**CHECKLIST :**

- 17. OVERFLYING / TECHNICAL LANDING / LANDING
- 18. NOTICE PERIOD : ADEQUATE / SHORT NOTICE
- 19. OPERATOR'S REQUEST : ATTACHED / NOT ATTACHED
- 20. (a) TCAS-II / ACAS-II : REQUIRED / NOT REQUIRED
- (b) IF REQUIRED : FITTED/NOT FITTED

**REMARKS:-**

Application meets the requirements / does not meet the requirement,

If agreed to, a draft signal is put up for approval please.

In addition to the above, it is also ensured that the application is accompanied with the following documents:

- i) A copy of the Permit issued by Directorate of Regulations & Information;
- ii) A copy of the retention permission issued by DGCA/MOCA;

The permission is issued in the form of YA number with the following conditions:-

- (i) The aircraft shall be operated as per the operations limitations as laid down by the State of Registry;
- (ii) The aircraft and the crew/engineers shall be under the surveillance of DGCA under;
- (iii) The pilots shall hold current professional license and currency of medical fitness;
- (iv) The pilots who undertakes the flights should have previous experience of similar type of flight operations;
- (v) Before undertaking flight, full details and requirements shall be discussed with the concerned aerodrome in-charge to enable them to take proper NOTAM action, if required;
- (vi) Prior clearance is obtained from concerned ATC units;
- (vii) No Aerial photography is permitted;
- (viii) No flight is carried over restricted/prohibited areas;
- (ix) All the aircraft are appropriately insured;
- (x) The cloud seeding operations must be conducted in accordance with the terms and conditions as laid down by the concerned agencies;
- (xi) The Operator must comply with the laid down safety and the security requirement strictly;
- (xii) Only crew members, who are security cleared by the Ministry of Home Affairs, Revenue Intelligence and Bureau of Narcotics are used for the operations;

- (xiii) The concerned agencies shall deploy one pilot and engineer, who are convergent with the Indian Aircraft Rules 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;

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## **CHAPTER – 17**

### **Clearance of Foreign Military Aircraft**

As per Rule 158 of the Aircraft Rules, 1937, the flight clearance to foreign military aircraft shall be issued by the Central Government and as per the procedure in vogue, Diplomatic Missions in India or abroad are required to apply to Ministry of External Affairs for clearance of the same. Based on the clearance by Ministry of External Affairs, Air Hqrs. issues necessary AOR number for operation of such aircraft, whether the foreign military aircraft overflying Indian air space or landing at any Indian airport, whether civil or defence or operating to any defence airport. Authority from Naval Hqrs. is required to operate for operations to the Naval airfield.

**DGCA does not issue any flight clearance to such flights.**

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## **CHAPTER – 18**

### **Retention and Operation of Foreign Registered Aircraft**

Applications for retention of foreign registered aircraft in India are received in Air Transport Directorate. These applications are processed as per the guidelines given below:

Retention of foreign registered aircraft in India is generally not permitted 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:

- (i) Aircraft arriving in India for participating in National/ International Air Show ;
- (ii) Aircraft is being utilized by the Government institutions for the research purposes, survey for mineral explorations, cloud seeding projects etc.
- (iii) Aircraft is being utilized for the purpose of taking equipments from one place to another for covering the cricket match or any other such national/international events.
- (iv) Aircraft bringing humanitarian relief material and is transported from one place to another in the event of national calamities like earthquakes, flood etc.
- (v) Aircraft fully equipped for medical purposes being brought to run Eye Camps etc.
- (vi) Tourist charter flights to different parts of India and also flights operated by Private aircraft owners for tourism purposes.
- (vii) Private visit by NRIs by their own aircraft attending various religions functions etc.
- (viii) Private foreign registered aircraft owned by Indian nationals used for personal/business purposes.
- (ix) Stay of foreign registered aircraft recommended by Ministries/Departments of Govt. of India.
- (x) Foreign registered aircraft brought in the country for the purpose of demonstration with prospective buyers.

- (xi) Foreign registered aircraft brought in the country for the purpose of maintenance in India at organisation like HAL facility, etc.

The applications for retention of foreign registered aircraft are processed on case to case basis, based on the above guidelines. If the stay of the aircraft is beyond a period of 15 days and upto 60 days, the same is issued with the due approval of Director General of Civil Aviation. 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. Once the approval of Ministry of Civil Aviation is received for retention of an aircraft for more than 60 days, the same is issued in a letter form to the applicant.

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## **CHAPTER - 19**

### **Approval of Summer and Winter Schedule**

#### **Domestic Scheduled of Airlines**

In accordance with Civil Aviation Requirements Section 3, Series C, Part II, the operator shall get his flight schedules approved by DGCA at least 30 days in advance and operate services in accordance with the flight schedules so approved.

As per the international practice, DGCA is approving two flight schedules in a year, namely, Summer Schedule effective from Sunday of the last week of March and Winter Schedule effective from Sunday of the last week of October. The above mentioned scheduling periods are followed as contained in IATA Worldwide Scheduling Guidelines.

#### **Schedule Filing and Examination**

The proposed schedules are filed by the airlines online two months prior to effectivity. The schedules are examined in respect of the following:

- i) Approved night parkings,
- ii) Aircraft rotation,
- iii) Adherence to approved North-East schedule,
- iv) Adherence to Route Dispersal Guidelines issued by the Government,
- v) Proposed filing vis-à-vis actual aircraft in the fleet.

The scheduled are processed using dedicated software developed by NIC and Airport Movement Report for all airports is generated, which is distributed to the following agencies for examination:

- i) Airports Authority of India
- ii) Bureau of Civil Aviation Security
- iii) Air Headquarters (for Air Force airports)
- iv) Naval Headquarters (for Naval airports)
- v) Bangalore International Airports Ltd. (for Bangalore)
- vi) Cochin International Airports Ltd. (for Cochin)
- vii) Delhi International Airports Ltd. (for Delhi)
- viii) Hyderabad International Airports Ltd. (for Hyderabad)
- ix) Mumbai International Airports Ltd. (for Mumbai)

## **Slot Clearance and Approval of Schedule**

The slots are finalised in a Coordination Meeting convened by Airports Authority of India, who is a designated Slot Coordinator in India.

The flights scheduled of the airlines are finally approved after incorporating the changes agreed to in the Coordination Meeting.

## **Amendment to the Schedules**

The concerned airline files amendments to all concerned for consideration. The amendments to schedules are approved after the slot clearance is obtained from the Slot Coordinator.

## **Monitoring of Schedule**

Monitoring of the flight schedule is ensured on monthly basis in the following way:

- i) ASKM deployment requirements, contained in Route Dispersal Guidelines issued by the Government, of various scheduled domestic airlines and suggesting various measures in case ASKM deployment in different categories is marginal.
- ii) On-Time Performance (OTP).
- iii) Scheduled adherence in respect of flight cancellations.

## **International Scheduled of Indian Carriers**

As per the international practice, DGCA is approving two flight schedules in a year, namely, Summer Schedule effective from Sunday of the last week of March and Winter Schedule effective from Sunday of the last week of October. The above mentioned scheduling periods are followed as contained in IATA Worldwide Scheduling Guidelines. IATA Scheduling Guidelines are also followed for slot clearance.

## **Filing Practice**

Eligible Indian Carriers operating international passenger services file the flight schedules as per international practice.

In the month of May (for Winter Schedule) and Oct (for Summer Schedule), all airlines file slots with respective slot coordinators, of the countries they operate, for Level 2 and Level 3 airports.

## **Eligibility Criteria**

The eligibility criteria is given in Aeronautical Information Circular 8 of 2009, which is as follows:

- (i) a valid permit for operation of scheduled air transport services;
- (ii) a minimum of five years' experience of continuous operation of domestic scheduled air transport services; and
- (iii) at least twenty aircraft in its fleet.

### **Examination of Schedules**

The proposed schedules are examined in respect of the following:

- i) Approved night parkings,
- ii) Aircraft rotation,
- iii) Adherence to the traffic rights granted by the Government.

### **Slot Clearance**

IATA Scheduling Conference is convened in June (for Winter Schedule) and Nov (for Summer Schedule), where the slots are finalised.

The flight schedules are approved on receipt of slot clearance from Indian Slot Coordinators viz. Airports Authority of India, Air Headquarters, Naval Headquarters, BIAL, CIAL, DIAL, GHIAL, MIAL, etc.

### **Monitoring of Schedule**

Monitoring of the flight schedule is ensured on monthly basis in the following way:

- i) Monitoring of ASKM deployment requirements of eligible Indian Carriers operating scheduled international services.
- ii) Monitoring of international operations of Indian Carriers with respect to utilisation of traffic rights.

### **Preparedness for New International Destinations**

Review of preparedness of Indian Carriers is undertaken for their operations to new international destinations in respect of their familiarisation of rules and regulations of country of operation, allocation of traffic rights & designation as Indian carrier, operations, engineering, ground facilities, commercial arrangements, etc.

After successful demonstration of preparedness, the AOP is endorsed for new international destination and flight schedule approved accordingly.

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## **CHAPTER – 20**

### **Training**

There are following two Divisions in Air Transport Directorate:

1. Air Carrier Certification & Surveillance Division
2. Flight Schedule & Flight Clearance Division

#### **Air Carrier Certification & Surveillance Division**

The Officers posted in Air Carrier Certification & Surveillance Division shall be trained in house as per the procedure manual in the following areas:

1. For issuance/renewal of Scheduled/Regional Scheduled Operator's Permit
2. For issuance/renewal of Non-Scheduled Operator's Permit
3. For endorsement/deletion of aircraft on the Permit;
4. For carrying out day to day job related to scheduled/non-scheduled Operator's Permit holders;

#### **Flight Schedule & Flight Clearance Division**

The Officers posted in Flight Schedule & Flight Clearance Division shall be trained in house as per the procedure manual in the following areas:

1. For issuance of Non-Scheduled Flight clearances to foreign registered aircraft;
2. For issuance of Non-Scheduled Flight clearances to domestic Scheduled/Non-Scheduled Operator's Permit holders
3. Operation and retention of foreign registered aircraft in India beyond 15 days;
4. Approval of Summer and Winter Schedule in respect of the Domestic Scheduled/Regional Scheduled Operator's Permit holder;
5. Requirement for the Domestic Scheduled Operator for undertaking international operations on scheduled basis, as per Aeronautical Information Circular;
5. Any other matter related to flight clearances/flight schedules.

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## CHAPTER – 21

### ANNEXURE- A

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

<b>S.No.</b>	<b>PARTICULARS</b>	<b>DETAILS</b>
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**

<b>S.No.</b>	<b>PARTICULARS</b>	<b>DETAILS</b>
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

**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**

**APPENDIX 'D'**

**APPLICATION FOR INCLUSIVE TOURIST PACKAGE (ITP)  
CHARTER FLIGHTS TO AND FROM INDIA**

<b>Sl. No.</b>	<b>PARTICULARS</b>		<b>DETAILS</b>
<b>1.</b>	<b>Name(s) of the Tour Operator(s)</b>		
<b>2.</b>	<b>Details of Tour Package</b>		
	i ii iii	Arriving From/Going To (Country) Tour itinerary – Including Mode of Transport Cost a) Land segment b) Air Segment	
<b>3.</b>	<b>Aircraft Operator</b>		
	i. ii. iii. iv.	Name Nationality Address (with Tel./Fax Nos.) Aircraft Operators Certificate/Permit No. and Validity	
<b>4.</b>	<b>Aircraft Details</b>		
	i. ii. iii. iv. v. vi. vii. viii. ix	Type State of Registry/Nationality Registration Number Telephony Designator (Flight No./Call Sign.) Whether the aircraft is capable of air dropping (Yes/No) Whether the maximum certified seating capacity of the aircraft is more than 30 seats (Yes/No) Whether the maximum payload capacity of the aircraft is more than 3 tonnes (Yes/No) Whether the aircraft is fitted with ACASII/TCAS-II – Change 7 in accordance with AIC 5 of 1998 Seating capacity of Aircraft	
<b>5.</b>	<b>Pilot in Command</b>		
	i. ii.	Name Nationality	

<b>6.</b>	<b>On Board Details:</b>		
	i.	Number of Crew	
	ii.	Number of Tourists *	
	iii.	General Description of goods carried	
	iv.	Any Arms, Ammunitions, Explosives, Radioactive material, War Equipment or Dangerous Goods. if so, attach a copy of DGCA Permit	
	v.	Any special equipment like Aerial Photography, Remote Sensing Cameras, Nigh Vision Cameras on board. If so, attach a copy of DGCA Permit	
<b>7.</b>	<b>ATS route to be flown</b>		
	i	Entry and exit point in Indian Air Space	
	ii	Complete Route itinerary of the proposed flight with the dates and timings (including true origin and true destination)	
	iii	Arrival and Departure time in Airports in India	
	iv	Airport of last departure before entering Indian air space and Airport of first landing after leaving Indian air space	
<b>8.</b>	<b>Tonnage of cargo to be uplifted from and set down in India</b>		
<b>9.</b>	<b>Undertaking by the Tour Operator(s)</b>		
	i.	The Charges for arrangements has been paid in advance as part of inclusive Tourist Charter Flight(s)	
	ii.	The flight crew operating inclusive tourist charter flight(s) are familiar with the regulations, operating procedures, limitations and restrictions in respect of airport, air space and facilities intended to be used that may be in force at the time of operation of the flight(s) in India	
	iii.	Coordination with the concerned agencies like airport, custom and immigration authorities has been achieved. (copies of approval from the concerned agencies to be enclosed when operating to and from an airport where customs and immigrations facilities have been arranged)	

**Note :** The names and descriptions of the tourists on the inclusive Tourist Charter Flight(s) shall be submitted within 3 working days of arrival in India.

\* If the Charter Flight is operated by more than one tour operator, each will submit details of tourists brought by them.

**Certified that the information given above is correct.**

**Signature of Authorised Signatory of Approved Tour Operator(s)**

**APPENDIX – ‘E’****ADDITIONAL INFORMATION FOR  
OPERATIONS WITH INDIAN REGISTERED AIRCRAFT**

The Indian Tour Operator(s) operating Inclusive Tour Package (ITP) charter flights with Indian registered aircraft shall furnish the following additional information:

<b>Sl. No.</b>	<b>PARTICULARS</b>	<b>DETAILS</b>
<b>1.</b>	<b>Name of the Scheduled/Non-scheduled operator</b>	
<b>2.</b>	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.	
<b>3.</b>	Name of the departure airport, time and date of departure. Name of the Destination airport, time and date of arrival.	
<b>4.</b>	<b>Undertaking:</b>	
	<ul style="list-style-type: none"> <li>i The Indian aircraft operator operating inclusive tourist charter flight has a valid non-scheduled/scheduled operators permit</li> <li>ii The Operations Manual of the airline Operator has flight duty time limitations and weather minima for international operations at Destination and alternate airports</li> <li>iii The necessary authorization has been obtained directly from the foreign aeronautical authorities concerned and would comply with their rules, regulations and procedures</li> <li>iv The Certificate of Airworthiness is valid and no major inspection falls due, when the aircraft is abroad</li> <li>v The aircraft is fitted with mandatory equipment/instruments stipulated by the regulatory authority of the destination country</li> <li>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</li> <li>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</li> <li>viii The aircraft and passengers are properly insured</li> </ul>	

**Certified that the information given above is correct.**

**Signature of Authorised Signatory of Approved Tour Operator(**