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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 'C' PART XII
ISSUE II DATED XX-NOV-2025

EFFECTIVE: FORTHWITH

F. No. 14015/14/2016- AT1

Subject: REQUIREMENTS FOR GRANT OF AIR OPERATOR CERTIFICATE FOR SCHEDULED COMMUTER AIR TRANSPORT SERVICES (PASSENGER).

1. INTRODUCTION

- 1.1 Sub-rule 1 of Rule 134 of the Aircraft Rules, 1937 specifies that no person shall operate any scheduled air transport service from, to, in, or across India except with the permission of the Central Government. Accordingly, DGCA grants an Air Operator Certificate to operate Scheduled Air Transport Services in pursuance to sub rule (1) of Rule 134 of Aircraft Rules, 1937.
- 1.2 In order to promote/enhance Regional Connectivity, the concept of Scheduled Commuter Air Transport Services has been introduced. This Civil Aviation Requirement contains the minimum requirements for grant of Air Operator Certificate to operate Scheduled Commuter Air Transport Services.
- 1.3 The Air Operator Certificate for Scheduled Commuter Operations shall be granted in two categories i.e. Scheduled Commuter (Small) for aircraft Maximum Certified Take off Weight (MCTOW) up to 5700kg and Scheduled Commuter Operator (Large) for aircraft MCTOW more than 5700 kg and up to 40,000 kg. In case of mixed fleet of aircraft the requirements of Scheduled Commuter Operator (Large) shall have to be complied with.
- 1.4 This CAR is issued under provisions of Rule 134 and Rule 133A of the Aircraft Rules, 1937.

2. DEFINITIONS

'Air Operator Certificate (AOC)' means certificate authorizing an operator to carry out specified commercial air transport operation

'Operator' means a person, organisation or enterprise engaged in or offering

to engage in aircraft operation and includes an AOC holder as well as an applicant for grant of AOC for undertaking scheduled commuter air transport service.

‘Scheduled Commuter Air Transport Service’ means an air transport service undertaken between two or more places/routes except on Category I routes, operated according to a published time table or with flights so regular or frequent that they constitute a recognizably systematic series, each flight being open to use by members of public.

Note: *Category I routes are those routes which are defined in Route Dispersal Guidelines as amended from time to time.*

3. ELIGIBILITY CRITERIA

- 3.1 A Scheduled Commuter Air Operator Certificate, for operating Scheduled Commuter Air Transport Services shall be granted only to a person or a company or Body Corporate meeting the criteria specified in Paragraph – 1 of Scheduled – XI to the Aircraft Rules, 1937, as amended from time to time.
- 3.2 The applicant shall meet the following Paid up Capital requirements, as confirmed with a certificate from the banker or chartered accountant:
 - (i) For Operating with aircraft having MCTOW up to 5700 kg:
 - a) Up to 3 aircraft. – Rs. 05 crores
 - b) For each addition of aircraft paid up capital of Rs. 2 crores will be required subject to a maximum of Rs 15 crores after which no further equity enhancement is required.
 - (ii) For Operating with aircraft having MCTOW more than 5700kg and upto 40,000 kg:
 - a) Up to 3 aircraft. – Rs. 10 crores
 - b) For each addition of aircraft paid up capital of Rs. 3 crores will be required subject to a maximum of Rs 25 crores after which no further equity enhancement is required.

Note1: A Certificate indicating the paid-up capital of the company/entity, issued by Chartered Accountant and countersigned by Company Secretary, or by the CMD/MD of the company where the provision of Company Secretary is not applicable shall be submitted.

Note2: Full equity as required shall be available with the Company at the time of application for NOC from MoCA in order to demonstrate their commitment, seriousness and genuineness.

- 3.3 The Applicant/Company and its Board of Directors shall be required to be security cleared from Ministry of Home Affairs (MHA). The positions of the Chief Executive Officer (CEO) and/or Chief Financial Officer (CFO) and/or Chief Operating Officer (COO), and /or any other similar Designation(s) exercising management control, if held by foreign nationals, would also require security clearance from MHA.
- 3.4 The provisions of FDI policy from Government of India and guidelines from Ministry of Civil Aviation in this regard shall be followed for any foreign direct investment (FDI).
- 3.5 The applicant shall obtain No Objection Certificate from Ministry of Civil Aviation (MoCA) as per provisions of Schedule XI of the Aircraft Rules, 1937.

4. SECURITY CLEARANCE

- 4.1 Grant and continuation of AOC is subject to security clearance from MHA. Denial/Withdrawal of Security Clearance by MHA at any stage will lead to rejection of the application for AOC, and AOC if already issued, shall be liable to be cancelled/withdrawn.
- 4.2 Ministry of Home Affairs (MHA) is the competent authority for grant of Security Clearance. The request for grant/renewal of security clearance shall be submitted to the Ministry of Civil Aviation through eSAHAJ portal (<https://esahaj.gov.in/>). Ministry of Civil Aviation shall convey the decision on security clearance based on inputs from MHA.
- 4.3 The validity of security clearance for the Company and Board of Directors shall be co-terminus with the validity of AOC, and a fresh security clearance shall be required for renewal of AOC.
- 4.4 Any change in the Board of Directors of the Company, or induction of foreign national as CEO/COO/CFO/ any other similar Designation(s) exercising management control at any time shall not be effected unless approved by Ministry of Civil Aviation and the security clearance has been obtained from MHA through MoCA.
- 4.5 Any change in the shareholding pattern of the Company involving a change of 10% or more shall not be effected, unless the security clearance is obtained from Ministry of Home Affairs through Ministry of Civil Aviation.
- 4.6 The Applicant/AOC holder shall provide information to Ministry of Civil Aviation and DGCA regarding criminal case(s), if any, registered against the company, owner, promoter or any of its Directors at any point of time.
- 4.7 Induction of Directors or other management personnel requiring security clearance, or changes in shareholding pattern, without prior security clearance shall invite penal provisions as per provisions of the Aircraft Rules, 1937.

5. GRANT OF INITIAL NOC FROM MINISTRY OF CIVIL AVIATION

- 5.1 An applicant desirous of obtaining an AOC for Scheduled Commuter Air Transport Services shall apply for an initial No-Objection Certificate (NOC) to the Ministry of Civil Aviation, New Delhi, in the proforma prescribed in Annexure I, along with a fee of Rs. 200000/- (Rupees Two Lakh only) to be paid in a manner as prescribed by Director General in favor of the Pay and Accounts Office, Director General of Civil Aviation, Ministry of Civil Aviation, New Delhi.
- 5.2 The initial NOC shall initially be valid for a period of three years from the date of issue and shall stand automatically cancelled if the applicant is not able to obtain the AOC for Scheduled Commuter Air Transport Services within this period.

6. APPLICATION FOR GRANT OF AOC

- 6.1 Based on the initial NOC granted by the Ministry of Civil Aviation, the applicant shall take necessary steps in accordance with Air Operator Certification Manual for obtaining Air Operator Certificate for Scheduled Commuter Air Transport Services.
- 6.2 The applicant shall submit a formal application to DGCA along with a fee of Rs 10, 00,000/- (Rupees Ten lakhs only) to be paid in a manner as prescribed by Director General in favor of the Pay and Accounts Office, Director General of Civil Aviation, Ministry of Civil Aviation, New Delhi along with duly filled Appendices A/B/C of Air Operator Certification Manual and requisite manuals as specified therein.
- 6.3 The applicant shall obtain approval of their security programme from BCAS and submit the same during the certification process.

7. AIRCRAFT REQUIREMENTS

- 7.1 As prescribed in Schedule XI to the Aircraft Rules, 1937, scheduled commuter operations shall be permitted only with a multi-engine aircraft having MCTOW up-to 5700kg for Scheduled Commuter Operator (Small) and MCTOW above 5700kg and up to 40,000 kg for Scheduled Commuter Operator (Large).
- 7.2 Notwithstanding the requirements mentioned in para 7.1, the turbine-powered single-engine aeroplane having MCTOW below 5700kgs and turbine-powered single engine helicopter having MCTOW below 3175 kg may be used for operations under the Scheduled Commuter air transport services provided that;
- (i) The number of certified passenger seats shall not exceed nine;
 - (ii) The aeroplane shall be equipped with minimum equipment for operation at night and instrument meteorological conditions; and

- (iii) The helicopter shall be flown under day Visual Flight Rules (VFR) only.
- 7.3 The applicant shall import/acquire a fleet of minimum 03 aircraft in three years either by outright purchase or through commercial dry lease. However, to facilitate the start of operations, operator shall be permitted to operate with one aircraft and will be given three years' time from the date of commencement of operations, to have the fleet size of three aircraft.
- 7.4 The applicant shall obtain permission from DGCA for import/ acquisition of aircraft as per Air Transport Circular 02/2017 as amended from time to time.
- 7.5 The operator shall ensure that aircraft : -
- i. has a type certificate issued or validated or accepted by DGCA;
 - ii. is maintained in an approved maintenance organization and certified by licensed personnel;
 - iii. continuous airworthiness is managed by an approved Continued Airworthiness Management Organization(CAMO);
 - iv. remains airworthy during its operation and complies with applicable Aircraft Rules 1937 and Civil Aviation Requirements;
 - v. is fitted with appropriate instruments and equipment suitable for the type of operations in which it is engaged.

8. PERSONNEL REQUIREMENTS

- 8.1 The applicant shall have an organisation to the satisfaction of DGCA, which shall be adequately staffed with qualified and trained personnel to conduct operations safely and regularly as per applicable regulatory requirements.
- 8.2 The applicant shall appoint an Accountable Manager, who has corporate authority for ensuring that all the operations of the operator can be financed and carried out to the standard required for the issue of an Air Operator Certificate. The Accountable Manager so appointed shall be required to have an acceptance from DGCA.
- 8.3 The Accountable Manager shall nominate suitable persons serving full time in the organisation for post holder positions as per requirements given in Annexure-III to this CAR. Such persons shall be required to have an acceptance from DGCA.
- 8.4 The applicant must state in the general policy provisions of the operations manual as per applicable CARs and regulations, the duties, responsibilities and authority of such post holders. The names and business addresses including email & contact number of the post holders shall be listed in the operations manual.
- 8.5 The applicant shall have sufficient number of flight crew, cabin crew as applicable commensurate to their operations/flight schedule, taking into

account the FDTL requirements etc. under their own employment. The flight crew should hold current licenses and the cabin crew, as applicable, should have appropriate authorization as per the requirements of the DGCA and having appropriate endorsements on the type of aircraft operated.

Note: DGCA may, permit a few appropriately qualified foreign licensed pilots to fly Indian registered aircraft after containment of authorization on their foreign licenses for a limited period to enable the operator to recruit and train Indian pilots for them to acquire aircraft type endorsement on their licenses. However, foreign cabin crew shall not be permitted.

- 8.6 The operator shall have technical personnel to oversee the Continued Airworthiness and Maintenance including contractual maintenance, as required under CAR M.

Note: - DGCA may allow, with the approval of the competent authority, a few appropriately qualified and licensed foreign engineers to carry out and certify maintenance work of Indian registered aircraft for a limited period to enable engineers of the operator to acquire necessary maintenance experience for acquiring the type endorsement.

- 8.7 The operator shall ensure that both operational and ground staff dealing with passengers, baggage, and cargo undergo initial and recurrent Dangerous Goods training programme in accordance with CAR Section 11 Series C Part I.

9. FACILITIES

- 9.1 The operator shall have adequate operational management organisation to the satisfaction of DGCA which shall be adequately staffed with qualified and trained personnel to conduct operations safely and regularly as per applicable regulatory requirements.
- 9.2 The operator shall have adequate arrangement for ground handling, preparation of load and trim sheet, flight dispatch and passenger/cargo handling. The staff should have undergone the training and checks as specified by DGCA.
- 9.3 The operator shall have facilities for conducting pre-flight medical examination of flight crew and cabin crew as per the requirements.
- 9.4 The operator shall have approved arrangements/ facilities and manpower for imparting training to their flight crew, cabin crew, flight dispatchers and other operational staff. And should conduct refresher courses as per the requirements laid down by DGCA.
- 9.5 The operator shall either have their own computerized system or an arrangement for analysis of Digital Flight Data Recorder (DFDR) / Solid State Flight data Recorder (SSFDR) data of all flights to determine exceedances in flight operations and to ensure compliance of operating procedures.

- 9.6 The operator shall regularly carry out monitoring of Cockpit Voice Recorder (CVR) readout as part of his accident and incident prevention programme and to ensure compliance of operating procedures.
- 9.7 The operator shall have an approved main operational base which may be supported by sub-bases commensurate with scale of operations. The main base shall have appropriate mechanism to supervise and monitor the entire operations.

10. DOCUMENTATION

- 10.1 The operator shall ensure that the maintenance control manual (MCM), Maintenance programme requirements, maintenance record-keeping, modification and repair data approval requirements, AMO and maintenance release requirements specified in the Aircraft Rule 1937 and Civil Aviation requirements are compiled, and the aircraft remains in a safe condition throughout the operational life of the aircraft and continues to conform to the approved design data.
- 10.2 The operator shall have all necessary operational documents and publications like operations manual, CARs, AICs, NOTAMs, aeronautical maps and charts, operational circulars etc. for reference by flight crew personnel at the main base and also at the night stopping stations. The operator shall have a system to maintain these documents up to date and disseminate the information to all concerned operational personnel.
- 10.3 The operator shall have a Flight Safety Manual laying down the policies and procedures for ensuring safety of operations, investigation of occurrences, implementation of safety recommendations, accident/incident prevention programmes and safety enhancement measures. Proactive safety measures should be adopted to the maximum extent.
- 10.4 The operator shall establish Safety Management System as per CAR Section 1 Series C Part I.
- 10.5 An operator shall have a Ground Handling Procedures Manual which explains in sufficient details verifying that the lines of responsibilities are clearly defined for Ground Handling functions and associated with the following when applicable both at Home Base and proposed destinations of operations,
- a. Ramp Operations
 - b. Passenger Services
 - c. Baggage Services
 - d. Cabin Services
 - e. Weight & Balance Control
 - f. Ground Support Equipment
 - g. Fuel Services

Note: Guidance on preparation of Ground Handling Procedures Manual is given in Air Transport Circular 1/2022.

- 10.6 Ground Handling Procedure Manual shall also contain; ground handling training requirements, subcontracting policies, handling processes, procedures and practices for all ground handling operations.
- 10.7 Ground Handling Procedure Manual shall include procedures for informing passengers as to the types of goods which they are forbidden from transporting aboard an aircraft as provided in the ICAO Technical Instructions (DOC 9284).
- 10.8 All operators of passenger aircraft shall provide passenger safety information briefing card at every passenger seat location.
- 10.9 The Operator shall submit the description of aircraft livery. The livery shall be in accordance with Sub Rule (2) of Rule 37A of the Aircraft Rules, 1937.

11. GRANT OF AIR OPERATOR CERTIFICATE

- 11.1 The Air Operator Certificate for Scheduled Commuter Air Transport Services shall be granted upon successful completion of the process as contained in Air Operators Certification Manual wherein the applicant would be required to demonstrate, to the satisfaction of DGCA, an adequate organization, method of control and supervision of flight operations, training programmes as well as ground handling and maintenance arrangements consistent with the nature and extent of the intended operation.
- 11.2 Upon successful completion of document evaluation and demonstration phase of the certification process, the applicant shall submit the following documents for issuance of Air Operator Certificate:-
 - i. A current comprehensive insurance policy covering Aircraft, Passengers & Cargo, Third Party liabilities, Crewmembers, Applicant's staff & general properties, Victim Protection Plan in case of an accident.
 - ii. List of Board of Directors.
 - iii. Copy of valid C of R, C of A and ARC of the aircraft.
 - iv. Any other documents that may be required by DGCA.
- 11.3 The Air Operator Certificate shall be initially issued for a period of three years and may be extended for a period of another two years upon augmentation of the aircraft fleet to a total number of three aircraft and meeting the other applicable renewal requirements except payment of fees and fresh security clearance.

12. GENERAL REQUIREMENTS AND CONDITIONS FOR OPERATION

- 12.1 The AOC holder shall ensure continued compliance with all the requirements applicable for issuance of AOC at all times.

- 12.2 The operator shall carry out operations in accordance with the scope of the AOC and the Operations Specifications.
- 12.3 The Operator shall ensure that before deploying an aircraft for operations, the aircraft has been endorsed on the AOC and Operations Specifications for the aircraft have been issued by DGCA.
- 12.4 Prior to commencement of operation, the operator shall get their flight schedule approved by DGCA at least 30 days in advance and operate services in accordance with the flight schedules so approved.
- 12.5 The operator shall ensure that operations are conducted only to/from airports suitable for the type of aircraft. For operations to Defence airfields, requirements stipulated in CAR Section 3, Series 'D' shall be complied with.
- 12.6 The operator shall ensure that all the security requirements stipulated by Bureau of Civil Aviation Security are strictly followed in respect of their operations at all airports.
- 12.7 For carriage of dangerous goods by air to/ from/ within/ over India, the provisions of the Aircraft (Carriage of Dangerous Goods) Rules, 2003 shall be strictly complied with.
- 12.8 Arms, ammunition, munitions of war, explosives etc. shall be carried to, from, within or over India only with the written permission from DGCA and subject to the terms and conditions of such permission.
- 12.9 The Air Operator Certificate shall be displayed in the office of the Accountable Manager and a copy of the AOC along with the Operations Specifications shall be carried on board the aircraft when operating such services.
- 12.10 The operator shall ensure that all flight operations are conducted within India as per approved Schedule to/from airports duly licensed/approved for Public Use under Rule 78 of the Aircraft Rules 1937 within the framework of Aircraft Act, 1934, the Aircraft Rules, 1937 and all other instructions issued by DGCA from time to time.
- 12.11 During the validity of AOC, the Operator shall comply with all applicable regulations for operation, airworthiness, and any other directions issued by Director General from time to time.
- 12.12 Scheduled Commuter operators can conduct charter/ non-scheduled operations provided such flights do not affect their normal approved operating schedule.
- 12.13 The Air Operator Certificate issued to a Scheduled Commuter Operator shall not be transferable as specified in Schedule XI of the Aircraft Rules, 1937
- 12.14 Prior permission from the Ministry of Civil Aviation shall be required for:
- a) Change in management of the Company arising out of changes in the equity holdings of the Company;

- b) Merger, Acquisition or Amalgamation of the company;
 - c) Changes in the equity holding of 10% or more including preferential shareholders of the Company.
- 12.15 Prior permission from DGCA shall be obtained for any changes in the name of the Company.
- 12.16 The scheduled commuter operators shall issue passenger tickets in accordance with the provisions of the Carriage By Air Act, 1972 and any other requirements which may be prescribed by DGCA. The tickets shall stipulate the conditions of carriage including the liability of the operator. A sample copy of the ticket shall be submitted to DGCA.
- 12.17 The operator shall maintain a current insurance for an amount adequate to cover its liability towards passengers and their baggage, crew, cargo, hull loss and third party risks in compliance with the requirements of the Carriage by Air Act, 1972, or any other applicable law.
- 12.18 The operator may enter into code-share arrangement with any domestic/international Scheduled Air Transport Service provider.
- 12.19 The operator shall submit to DGCA, statistical data regarding their operations such as capacity deployed, passengers carried, aircraft hours flown, cargo carried etc. as per the prescribed proforma (Annexure IV) on a monthly basis so as to reach DGCA office before the tenth day of the next month.

13 RENEWAL OF AOC

- 13.1 The validity of security clearance shall be co-terminus with the validity period of AOC. Therefore a fresh security clearance is required for renewal of AOC. Accordingly the operator shall submit the request for fresh security clearance through 'e-sahaj' portal at least 180 days prior to expiry of their AOC.
- 13.2 The operator shall apply for renewal of AOC at least 90 days prior to expiry along with the followings:
- i. Appendix L of Air Operator Certification Manual along with requisite documents.
 - ii. Copy of e-sahaj request for fresh security clearance.
 - iii. Fee for renewal Rs. 500,000/- (Rupees five lacs only) to be paid in a manner as prescribed by Director General in favor of the Pay and Accounts Office, Director General of Civil Aviation, Ministry of Civil Aviation, New Delhi
- 13.3 The operator shall demonstrate continued capability to conduct the operations authorized under the Air Operator Certificate as per process laid down in Air Operator Certification Manual (CAP3300/3400). DGCA may carry out an

inspection of the operator's facilities and operations, if considered necessary.

14 AMENDMENTS TO AIR OPERATOR CERTIFICATE

14.1 Addition of same type of Aircraft

14.1.1 The operator shall ensure the compliance of paid up capital requirements commensurate to the type and number of aircraft as laid down in para 3.2 of this CAR.

14.1.2 The request for induction/endorsement of aircraft of same type shall be submitted with appendix M of the Air Operator Certification Manual along with following documents:

- i. Copy of valid C of R, C of A, and ARC.
- ii. Insurance coverage for Aircraft, Passengers & Cargo, Third Party liabilities, Crew members.
- iii. Requisite supporting documents along with approvals for the operations specifications proposed to be endorsed for the aircraft.
- iv. Any other document which may be required by DGCA.

14.2 Addition of new type of Aircraft

The operator shall submit a formal application with dully filled Appendices A/B/C of Air Operator Certification Manual along with updated manuals for the purpose of certification for the new type of aircraft as per Air Operator Certification Manual.

14.3 Foreign Registered Aircraft on Dry/Wet/Damp Lease

14.3.1 An operator may operate a civil aircraft which is leased to it without crew and is registered in a country which is a party to the Convention on International Civil Aviation and meets the requirements specified in CAR Section 3 Series C Part XIII.

14.3.2 An operator may also operate foreign aircraft on wet/damp lease from a foreign operator subject to compliance of requirements specified in CAR Section 3 Series C Part I.

14.4 Deletion of Aircraft

The request for deletion of any aircraft from the AOC shall be submitted along with the copy of certificate of de-registration in respect of the aircraft.

14.5 Changes in Operations Specifications of Aircraft

The request for change of Operational Specifications shall be submitted with Appendix M of Air Operator Certification Manual along with a copy of requisite

approvals for the revised Operations specification elements.

15 Removal of Aircraft from AOC

- 15.1 The operator shall ensure that the aircraft which have been deregistered are removed from the AOC. Request for removal of any aircraft from the AOC shall be submitted along with the copy of certificate of de-registration in respect of the aircraft.
- 15.2 Any of the aircraft endorsed on the AOC which has not been utilized for scheduled operations for a period of one year, or is likely to be grounded for a period beyond one year shall be removed from the AOC, unless a permission has been obtained from DGCA to retain any such aircraft on the AOC. However, the operator shall remain responsible for regulatory compliances in respect of such aircraft as long as the aircraft is not de-registered. The aircraft so removed can be added back to the AOC after complying the applicable requirements for addition of aircraft.
- 15.3 DGCA may also remove any such aircraft from the AOC, where the aircraft has not been utilized for scheduled operations for a period of one year, or it is reasonably expected that the aircraft is likely to remain grounded for a period beyond one year due any reason, or the operator does not have the required crew/personnel/resources for operating such aircraft/fleet.

16 PENAL PROVISIONS

Any violation of applicable regulatory provisions i.e. the aircraft Act 1934, The Aircraft Rule, 1937, or Civil Aviation Requirements, Circulars, Orders/Directions issued under the said act or rule and as amended from time to time, shall invite disciplinary/penal action including but not limited to;

- a) Air Operator Certificate shall be liable to alteration, suspension or cancellation.
- b) Partial/Total suspension of flight schedule approved by DGCA.

(Faiz Ahmed Kidwai)
Director General Civil Aviation

**APPLICATION FOR GRANT OF N.O.C. TO OPERATE
SCHEDULED COMMUTER AIR TRANSPORT SERVICES**

1. Applicant's details

A. In case of an individual

- a) Name
- b) Nationality
- c) Address in India with Telephone, Telex, Fax numbers

B. In case of a company or a corporate body

- a) Name of the company/corporate body with details of registration
- b) Address with telephone, telex, Fax numbers of the registered office
- c) Address of principal office of business, including operations and maintenance bases
- d) Full details of any other business the company is engaged in.
- e) Names and nationality of the Board of Directors and Chairman/ CEO.
- f) Details of the shareholding of the company
- g) Percentage share of foreign nationals or company, if any, in the capital

of the company

- h) A copy each of the certificate of incorporation and Memorandum and Articles of Association
- i) State whether air transport operation is one of the objectives of your company .
- j) Details of experience in civil aviation field/activities

2. **Particulars for Security clearance (applied through e-sahaj portal website www.esahaj.gov.in):** Copy of acknowledgement received from e-sahaj shall be submitted with the application.

3. **Financial resources**

- a) Authorized equity capital
- b) Subscribed equity capital
- c) Other resources

(Attach supporting documents such as balance sheet, bank certificates etc.)

4. **Details of Organisation**

- a) Overall set up including details of operational, management, engineering quality control set up, flight safety cell etc.
- b) Proposed maintenance facility with details of organisation, equipment and approved program.
- c) Staff strength of the proposed maintenance personnel and plans of their training

- d) Number of flight crew with details of their licenses and plans of their training for each type of aircraft in the fleet
- e) Sources of pilots and engineers
- f) Main maintenance base and operational bases
- g) Place(s) where the aircraft will night stop with Number of aircraft at each place.

5. **Details of aircraft proposed to be operated**

- a) Whether the aircraft is acquired on outright purchase or dry lease or lease finance
- b) Name and address of Owner /Lessor for the purpose of registration of aircraft.
- c) Number and type of aircraft.
- d) Passenger capacity of each type of aircraft.
- e) Maximum all up weight
- f) Whether the aircraft has a type certificate issued or validated or accepted by DGCA
- g) Arrangements for ground handling equipment at each airport of proposed operations.
- h) Details of personnel to handle dangerous goods

5. **Details of routes proposed to be operated with the type of aircraft.**

6. **Potential need for the proposed services**

7. **Projected profitability**

(A copy of feasibility study as given in Annexure II may be enclosed)

8. State if the applicant has at any time contravened any provision of the Aircraft Act, 1934, and/or the rules made thereunder. If so, give details.

9. Particulars of fees (to be paid in a manner as prescribed by Director General in favor of the Pay and Accounts Office, Director General of Civil Aviation, Ministry of Civil Aviation, New Delhi), -Please attach documentary evidence.

10. Statement showing compliance with the Civil Aviation Requirements (CAR Section 3 Series 'C' Part I, if the aircraft are leased by the operator.

11. By what time the operations are proposed to be started.

12. Details of Security programme filed with Bureau of Civil Aviation Security.

13. Any other relevant information.

Certified that the statements made/information given in this application are true.

(Signature of the Applicant/Authorised signatory.)

Note: Eight copies of the application are required to be submitted to the Ministry of Civil Aviation. All copies of the application should be supported by documents wherever necessary.

Annexure II

PROJECT FEASIBILITY REPORT

- I. The applicant's project feasibility report should clearly indicate the following:-
- i) The applicant's background and credentials.
 - ii) Estimates of market demand.
 - iii) Proposed route; pattern.
 - iv) Aircraft type, number and source including aircraft lease/purchase terms.
 - v) Source of crew and technical personal.
 - vi) Source and deployment of funds.
 - vii) Profitability projections.
 - viii) Details of Foreign investment/equity participation and para wise comments on AIC on FDI.
 - ix) Arrangements for maintenance and training of aircraft maintenance engineers and crew.
- II. Other details should include:-
- i) Ownership pattern and proposed financial structure.
 - ii) Acceptable proof of the applicant's activity to run air transport services on a sustained basis.
 - iii) Time-frame in which the project would be operationalised, schedule of activities and time frame for each activity.

NOMINATED POST HOLDERS – EXPERIENCE AND QUALIFICATION REQUIREMENTS

1. Accountable Manager

Responsible for the overall functioning of the operation and has the corporate authority to ensure that all operations and maintenance activities can be financed and carried out to the standards required by the DGCA.

2. Nomination of Post Holders

2.1 The applicant shall nominate persons having required qualification and experience for the post holder position as given in Para 3.

2.2 The nomination for a post holder position shall be submitted along with duly filled Performa (CA Form 4) given as attachment to this Annexure.

2.3 Any change in post holder or any vacancy in position listed in Para 3 shall be notified to DGCA in writing, not less than 30 days of the intended change/vacancy along with duly filled prescribed Performa for acceptance/approval of DGCA.

2.4 The persons nominated for Post Holder positions given in Para 3 must:

- a) Be qualified and experienced for the said position;
- b) To the extent of their responsibilities, have full understanding of the following with respect to the AOP holder operations:
 - i) Aviation safety standards and safe operating practices.
 - ii) Applicable Regulations and CARs.
 - iii) Operations specifications and relevant manuals.
 - iv) Discharge their duties to meet applicable legal requirements and to maintain safe operations.

3. Post Holder Positions:

FLIGHT OPERATIONS:

3.1 Director Flight Operations

The person so nominated should have the following qualifications and experience:

- Having or have held Indian ATPL/ CPL /FATA with rating(s) appropriate to

the proposed category of operation.

- Minimum 1000 hours flight time including 500 hours in command experience.
- Managerial experience is desirable.

3.2 Director Training

The person so nominated should have the following qualifications and experience:

- Having or have held Indian ATPL/ CPL /FATA with rating(s) appropriate to the proposed category of operation.
- 500 hours in command experience of aircraft on the type/ similar type of aircraft proposed to be inducted/operated
- Shall be or had been a Check Pilot/LTC/TRI/TRE/DE.

Note: The positions of Director Flight Operations and Director Training may be combined, depending on the size and complexity of the Operation, if the management structure is acceptable to DGCA.

3.3 Chief Pilot of a Fleet (if applicable)

Chief Pilot for a fleet shall be mandatory only in case the operator is having more than 5 aircraft with AUW>5700kg. The person so nominated should have the following qualifications and experience:

- 3.3.1 Having a current Indian ATPL/ CPL/FATA with type rating(s) appropriate to the applicable type.
- 3.3.2 Total flying experience should be 500 hours flight time including total 300 hours experience as pilot-in-command.
- 3.3.3 Having minimum 100 h as PIC on the type except in the case of induction of a new type of aircraft when successful completion of requisite training may be considered to fulfil this requirement.

3.4 Director Cabin Safety (if applicable)

This post holder shall function under the authority of the Director Flight Operations. The person so nominated should have the following qualifications and experience:

- Two years' experience as an instructor handling cabin crew; or
- Person acceptable to the DGCA with knowledge in related regulations pertaining to aviation.

3.5 Cabin Safety Training Manager (if applicable)

The holder of this position should be accepted by DGCA and it must be filled with the person who satisfies the requirements as stipulated in CAR 7/M/I.

Note: The positions of **Director Cabin Safety** and **Cabin Safety Training Manager** may be combined, depending on the size and complexity of the Operation, if the management structure is acceptable to DGCA.

AIRWORTHINESS

3.6 Continuing Airworthiness Manager (CAM)

CAM is responsible for the management and supervision of continuing airworthiness activities.

The holder of this position should be accepted by DGCA and it must be filled with the person who satisfies the requirements as stipulated in CAR M.

3.7 Quality Manager (QM)

QM is responsible for the quality standards of continuing airworthiness management organisation.

The holder of this position should be accepted by DGCA and it must be filled with an officer who satisfies the requirements as stipulated in CAR M.

FLIGHT SAFETY

3.8 Chief of Flight Safety (CFS)

CFS responsibility and qualifications are stipulated in CAR Section 5 Series F Part I.

3.9 Safety Manager (SM)

SM shall be responsible for the implementation and maintenance of the Safety Management System (SMS) and shall meet the requirements as stipulated in CAR Section 1 Series C Part I.

SECURITY

3.10 Chief Security Officer

Responsible for compliance of security requirements as specified by Bureau of Civil Aviation Security (BCAS).

- As required and acceptable by Bureau of Civil Aviation Security (BCAS).

Note – It is not obligatory to use the titles above; however, the offices responsible for the duties listed in paragraph above must be clearly identified.

DRAFT

ATTACHMENT

CA FORM 4



DIRECTORATE GENERAL OF CIVIL AVIATION

MANAGEMENT PERSONNEL REQUIRED TO BE ACCEPTED

1. Name:
2. Designation:
3. Qualification relevant to the item (2) designation:
4. Work experience relevant to the item (2) designation:

Signature..... Date.....

On completion, please send this form under confidential cover to DGCA.

DGCA USE ONLY

Name, Designation and Signature of DGCA Official Accepting this person:

Signature..... Date

Name..... Office

PROFORMA FOR SUBMISSION OF STATISTICAL/TRAFFIC RETURNS

1. Form A
2. Form B
3. Form C
4. Form D
5. Form EF (Part 1-3)
6. Form EF(Part 4)

DRAFT

INTERNATIONAL CIVIL AVIATION ORGANIZATION
AIR TRANSPORT REPORTING FORM
TRAFFIC - COMMERCIAL AIR CARRIERS

Contact person: _____
Organization: _____
Tel: _____
Fax: _____
E-mail: _____

State: _____
Air carrier: _____
Month (s) : _____
Year: _____

ICAO code	Description	Unit	TOTAL ALL SERVICES (passenger, mail and freight including all-freight)		ALL-FREIGHT SERVICES ONLY (included in columns c and d data)	
			Classified by flight stage		Classified by flight stage	
			International	Domestic	International	Domestic
	a	b	c	d	e	f
	SCHEDULED REVENUE FLIGHTS					
1010	1. Aircraft kilometres	000				
1020	2. Aircraft departures	number				
1030	3. Aircraft hours	number				
1040	4. Passengers carried	number			--	--
1050	5. Freight tonnes carried	number				
1060	6. Passenger-kilometres performed	000			--	--
1070	7. Seat-kilometres available	000			--	--
1080	8. Passenger load factor	%			--	--
	9. Tonne-kilometres performed					
1091	a) passengers (incl. baggage)	000			--	--
1092	b) freight (incl. express)	000				
1093	c) mail	000				
1094	d) total (9a to 9c)	000				
1100	10. Tonne-kilometres available	000				
1110	11. Weight load factor	%				
	NON-SCHEDULED REVENUE FLIGHTS					
2010	12. Aircraft kilometres	000				
2020	13. Aircraft departures	number				
2030	14. Aircraft hours	number				
2040	15. Passengers carried	number			--	--
2050	16. Freight tonnes carried	number				
2060	17. Passenger-kilometres performed	000			--	--
2070	18. Seat-kilometres available	000			--	--
	19. Tonne-kilometres performed					
2091	a) passengers (incl. baggage)	000			--	--
2092	b) freight (incl. express)	000				
2093	c) mail	000				
2094	d) total (19a to 19c)	000				
2100	20. Tonne-kilometres available	000				
	NON REVENUE FLIGHTS					
2330	21. Aircraft hours	number				

Remarks (including a description of any unavoidable deviation (s) from reporting instructions):

INTERNATIONAL CIVIL AVIATION ORGANIZATION

AIR TRANSPORT REPORTING FORM

ON-FLIGHT ORIGIN AND DESTINATION

COMMERCIAL AIR CARRIERS

Scheduled and Non-Scheduled Services (Revenue) - International Operations

Contact person: _____
Organization: _____
Tel: _____
Fax: _____
E-mail: _____

State: _____
 Year: _____
 Air carriers: _____

Reporting Period (check X)

1st quarter (Jan-Feb-Mar)

2nd quarter (Apr-May-Jun)

3rd quarter (Jul-Aug-Sep)

4th quarter (Oct-Nov-Dec)

Traffic type (check X)

Frame type
Scheduled

Non-Scheduled

[illegible]

Remarks (including mention of any unavoidable deviation from instructions):	
---	--

** This column is only to be used by States submitting combined reports for more than one air carrier (see the reporting instructions)*

Please use additional sheets as required.

INTERNATIONAL CIVIL AVIATION ORGANIZATION
AIR TRANSPORT REPORTING FORM
TRAFFIC BY FLIGHT STAGE (TFS)
 Scheduled Services (Revenue) - International Operations

Contact person: _____
Organization: _____
Tel: _____
Fax: _____
E-mail: _____

State: _____
Airline: _____
Year: _____

Stations				Capacity available		Revenue traffic		
From	To			Passenger seats (number)	Total payload capacity (tonnes)	Passengers (number)	Freight (tonnes)	Mail (tonnes)
a	b	c	d	e	f	g	h	i

INTERNATIONAL CIVIL AVIATION ORGANIZATION
AIR TRANSPORT REPORTING FORM
FLEET AND PERSONNEL - COMMERCIAL AIR CARRIERS

Contact person: _____
Organization: _____
Tel: _____
Fax: _____
E-mail: _____

State: _____
Air carrier: _____
Year ended: _____

Part I - FLEET[illegible]

Part II - PERSONNEL

Category of personnel ²			Total annual expenditures for each category Currency:
	Number of personnel		
	Mid-year	Year-end	
a	b	c	d
Pilots and co-pilots			
Other flight crew			
Cabin crew			
Maintenance and overhaul personnel			
a) Licensed aircraft maintenance engineers			
b) Other maintenance and overhaul personnel			
Ticketing and sales personnel			
All other personnel			
TOTAL			

1 Use/Version Codes

Report one of the following codes in column b for each aircraft entry in column a.

Version codes for aircraft used by operator for commercial air transport:

P - Passenger version of aircraft.

F - Freighter version of aircraft, no provision for passengers.

M - Combination ("Combi") version of aircraft i.e aircraft capable of carrying both

Code for aircraft not used by operator for commercial air transport:

O - Aircraft used for other purposes, such as training, aerial work, etc.

2 Small carriers (see the reporting instructions) may include maintenance, overhaul, ticketing and sales personnel in "all other personnel".

Remarks (including mention of any unavoidable deviation from the instructions):

INTERNATIONAL CIVIL AVIATION ORGANIZATION
AIR TRANSPORT REPORTING FORM
FINANCIAL DATA - COMMERCIAL AIR CARRIERS

The published Annual Report of the Airline should be forwarded, if possible, with this form.

Contact person: _____
Organization: _____
Tel: _____
Fax: _____
E-mail: _____

State: _____
Air Carrier: _____
Year ended: _____
Currency: _____
Units: _____

PART 1 – PROFIT AND LOSS STATEMENT

DESCRIPTION		AMOUNTS	
		SUB-ACCOUNTS	MAIN ACCOUNTS AND RESULTS
R E V E N U E S	1. Scheduled services (total).....		
	1.1 Passenger		
	1.2 Excess baggage.....		
	1.3 Freight, express, and diplomatic bags.....		
	1.4 Mail.....		
	2. Non-scheduled operations (total).....		
	2.1 Passenger and excess baggage.....		
	2.2 Freight (including express and diplomatic bags) and mail.....		
	3. Other operating revenues (total).....		
	3.1 Incidental transport related revenues.....		
3.2 Miscellaneous operating revenues.....			
4. TOTAL OPERATING REVENUES (sum of lines 1, 2 and 3)			
E X P E N S E S	5. Flight operations (total).....		
	5.1 Flight crew salaries and expenses.....		
	5.2 Aircraft fuel and oil.....		
	5.3 Flight equipment insurance.....		
	5.4 Flight equipment rentals.....		
	5.5 Other expenses.....		
	6. Flight equipment maintenance and overhaul.....		
	7. Depreciation and amortization (total).....		
	7.1 Depreciation - flight equipment.....		
	7.2 Amortization of capital leases - flight equipment.....		
	7.3 Depreciation and amortization - ground property and equipment.....		
	7.4 Other.....		
	8. User charges (total).....		
	8.1 Landing and associated airport charges.....		
	8.2 Air navigation charges.....		
	9. Station expenses.....		
	10. Passenger services (total).....		
	10.1 Cabin crew salaries and expenses.....		
	10.2 Other expenses.....		
	11. Ticketing, sales, and promotion (total).....		
11.1 Commission expenses.....			
11.2 Other expenses.....			
12. General and administrative.....			
13. Other operating expenses (total).....			
13.1 Incidental transport related expenses.....			
13.2 Miscellaneous operating expenses.....			
14. TOTAL OPERATING EXPENSES (sum of lines 5 through 13 above).....			
15. OPERATING PROFIT OR (LOSS) (line 4 less line 14).....			

N O N - O P E R A T I N G I T E M S	16. Interest expense (total).....			
	16.1 Interest on debt.....			
	16.2 Interest on capital leases.....			
	17. Capital gain or (loss) on retirement of equipment and other assets.....			
	18. Payments from public funds.....			
	19. Affiliated companies.....			
	20. Other non-operating items.....			
	21. NON-OPERATING ITEMS (sum of items 16 through 20 above).....			
	P R O F I T / L O S S	22. PROFIT OR (LOSS) BEFORE INCOME TAXES (sum of lines 15 and 21).....		
		23. Income taxes.....		
24. PROFIT OR (LOSS) AFTER INCOME TAXES (sum of line 22 and line 23).....				
25. Extraordinary items.....				
26. PROFIT OR (LOSS) AFTER extraordinary items (sum of line 24 and line 25).....				
Remarks, Part 1 (including description of any unavoidable deviations from reporting instructions):				

PART 2 - BALANCE SHEET

ASSETS	AMOUNTS	
	SUB-ACCOUNTS	MAIN ACCOUNTS AND TOTALS
1. Current assets (total).....		
1.1 Cash, bank balances , and short-term investments.....		
1.2 Current accounts and notes receivable.....		
1.3 Other Current assets.....		
2. Special funds (total).....		
2.1 Investments in affiliated companies.....		
2.2 Equipment purchase funds.....		
2.3 Other special funds.....		
3. Operating property and equipment (total).....		
3.1 Flight equipment - owned		
3.1.1 Less - flight equipment - reserve for depreciation		
3.2 Ground property and equipment - owned		
3.2.1 Less - ground property and equipment - reserve for depreciation		
3.3 Flight equipment under capital leases		
3.3.1 Less - flight equipment - accumulated amortization		
3.4 Ground property and equipment under capital leases		
3.4.1 Less - ground property and equipment - accumulated amortization		
3.5 Land		
4. Non-operating property and equipment (total).....		
4.1 Non-operating property and equipment.....		
4.1.1 Less - allowance for depreciation and amortization.....		
5. Other assets (total).....		
5.1 Deferred charges.....		
5.2 Intangible assets.....		
5.3 Investments in associated companies.....		
5.4 Other assets.....		
6. TOTAL ASSETS (sum of lines 1 through 5 and equal to line 11 below).....		
LIABILITIES		
7. Current liabilities (total).....		
7.1 Accounts, traffic balances, and notes payable.....		
7.2 Air traffic liability.....		
7.3 Other current liabilities.....		
8. Non-Current liabilities (total).....		
8.1 Long-term debt.....		
8.2 Long-term obligations under capital leases.....		
8.3 Advances from affiliated companies.....		
8.4 Reserves.....		
8.5 Other non-current obligations.....		
9. Deferred credits.....		
10. Stockholder's equity (total).....		
10.1 Capital stock.....		
10.2 Capital surplus.....		
10.3 Retained earnings (Equal to line 5 of Part 3 below).....		
11. TOTAL LIABILITIES AND STOCKHOLDER'S EQUITY (sum of lines 7 through 10, and equal to line 6 above).....		

PART 3 - STATEMENT OF RETAINED EARNINGS

DESCRIPTION	SUB-ACCOUNTS	MAIN ACCOUNTS AND RESULTS
1. Net balance of unappropriated retained earnings for previous years, as shown in item 5 of last year's Statement of Retained Earnings.....		
2. Profit or (loss) after extraordinary items for this year (item 26 of Part 1).....		
3. Adjustments (total).....		
3.1 Transfer to reserves.....		
3.2 Amount paid as bonus, dividends, etc.....		
3.3 Other (Specify: _____).....		
4. Appropriations.....		
5. Net balance of unappropriated retained earnings for the current year, (equal to line 10.3 of Part 2).....		
Remarks, Parts 2 and 3 (include description of any unavoidable deviations from reporting instructions):		

PART 4 - TRAFFIC AND CAPACITY DATA

DESCRIPTION	UNIT	TOTAL ALL REVENUE SERVICES		
		SCHEDULED FLIGHTS a	NON-SCHEDULED FLIGHTS b	OVER-ALL TOTALS a+b
1. Passenger-kilometres performed	000			
2. Seat-kilometres available	000			
3. Tonne-kilometres performed				
3.1 passenger (incl. baggage)	000			
3.2 freight (incl. express)	000			
3.3 mail	000			
3.4 total (sum of lines 3.1, 3.2 and 3.3)	000			
4. Tonne-kilometres available	000			
Remarks, Part 4 (including a description of any deviation(s) from the reporting instructions or differences with the data reported on Form A, Traffic - commercial air carriers):				