



**भारतीय विमानपत्तन प्राधिकरण**  
**AIRPORTS AUTHORITY OF INDIA**  
**DIRECTORATE OF AIR TRAFFIC MANAGEMENT**  
**RAJIV GANDHI BHAWAN, NEW DELHI-110003**

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## ATMC

### AIR TRAFFIC MANAGEMENT CIRCULAR No. 03 of 2025

#### Eligibility and Admissibility of ATCOs Rating and Stress Allowance

**1. Introduction:**

- 1.1 At present the rating allowance for ATCOs are being governed by CHRM Circular No. 13 (a) of 2024 dated 13th January 2025 and CHRM Circular No. 13 of 2024 dated 24<sup>th</sup> April 2024, which came into effect with the approval of competent authority.
- 1.2 Implementation of ATCOs Rating and Stress Allowance circulars, CHRM Circular No. 13 of 2024 and 13 (a) of 2024 have created a lot of operational challenges at ATS stations and other establishments where ATCOs are posted.
- 1.3 Revised CHRM Circular No. 07/2025 dated 27<sup>th</sup> August 2025 has been promulgated to address the operational challenges mentioned above.

**2. Purpose:**

- 2.1 Purpose of this ATMC is to establish the eligibility and admissibility criteria for Rating and Stress Allowance to ATCOs.

**3. Scope:**

- 3.1 This ATMC is applicable to all ATM personnel of AAI.

**4. Rating Structure:**

- 4.1 The rating structure, until further reviewed, will be as under:
  - i. AERODROME CONTROL RATING (*Tower, SMC, Clearance Delivery, ASMGCS etc.*)
  - ii. APPROACH CONTROL PROCEDURAL RATING
  - iii. AREA CONTROL PROCEDURAL RATING [(*Area procedure unit/Area planning unit*) & ADS-C/CPDLC]
  - iv. OCEANIC CONTROL RATING (OCC) [*Oceanic Control Unit & ADS-C/CPDLC*]

**4.2. Rating Stream Allocation:**

- 4.2.1. At four Metros i.e., Delhi, Mumbai, Kolkata and Chennai the following rating



streams will be allocated to ATCO's only after successful completion of surveillance control course (SCC):

- i. *TERMINAL STREAM*
- ii. *ENROUTE STREAM*

**5. Admissibility of Rating Allowances:**

- 5.1. ATCO's, on successful completion of ab-initio training at DGCA approved Air traffic service training organizations (ATSTO), will be deemed to have proficiency in Flight Data Processing system (FDPS), hence FDPS Rating allowance will be admissible to them after obtaining Student Air Traffic Controller's license (SATCOL) from the date of initial posting to an airport or ATFM (Air Traffic Flow Management) Unit.
- 5.2. Joint Control and Analysis Centre (JCAC) allowance is admissible to ATCOs having all the procedural and surveillance unit rating of Enroute Stream of Delhi.
- 5.3. The ATCOs who qualify the ATC rating requirements will only be eligible for the Rating Allowance as per the CHRM Circular in vogue in respect of ATCOs Rating and Stress Allowance.

**6. ATC unit rating recency requirement:**

- 6.1. Licenced ATCO shall maintain the recency\* of the rating for the respective units as per the prevailing regulatory requirements. In case an ATCO fails to comply with the recency requirements, due to any reasons, he/she shall not be entitled to draw Rating Allowance applicable for that particular ATC Unit at the station.  
*\*Recency requirement as given in para 9 of Section A, Schedule III of the Aircraft Rules 1937.*

**7. Rating Allowance applicability in the event of transfer/posting:**

**7.1. In the event of transfer of an ATCO to another airport**

- 7.1.1. If the same unit is functional at that airport, the Rating Allowance of that unit drawn by him will cease to be paid until and unless he/she acquires corresponding unit rating as detailed below:
  - a. Aerodrome Control Rating: Within Four months from the date of assuming charge at that station.
  - b. Approach Control Procedural Rating /Area Control Procedural or Area Planner Rating/ Oceanic Control Rating /ADS-C/CPDLC: Within Eight months from the date of assuming charge at that station.
  - c. Surveillance Rating:
    - i. At stations where Area Control unit is functional - Within Twelve months from the date of assuming charge at that station.



- ii. At all other stations - Within Eight months from the date of assuming charge at that station.
- 7.1.2. If the same unit is not functional at that aerodrome, ATCO will continue to be paid 50% of the allowances drawn by him/her in respect of the ratings in his/her previous stations subject to maximum permissible cap. ATCO may not be required to maintain ATC recency requirement.
- 7.1.3. An ATCO having aerodrome control rating at any aerodrome, when posted at Civil enclave, will be eligible for aerodrome control rating allowance [SMC + ADC] along with FDPS allowance and will continue to draw the allowance provided he/she acquires the Aerodrome Control Rating (TWR/SMC) at the Civil Enclave within a period of four months of either assuming charge at that station (if SMC unit already exists) or until the time the SMC unit is established and the ATCO acquires the Aerodrome Control Rating (TWR/SMC) at the civil enclave within a period of four months.
- 7.1.4. In case if an ATCO fails to acquire the ATC ratings at the new station of posting within the stipulated period as mentioned in 7.1.1-a, b & c, his/her rating allowance paid for the respective ratings held at the previous airport shall be discontinued, except the FDPS allowance which will continue to be paid to him/her.
- 7.2. **Rating Allowance payable to ATCOs posted at Corporate Hqrs./ Regional Hqrs./ ATSTOs/ other establishments etc.**
- 7.2.1. The executives of ATM discipline posted at CHQ, RHQ, CATFM, CARO, ATSTOs will be eligible to draw rating allowance, as per prevailing rates (i.e. @100% up to GM level & @50 % for ED's) for the ATC units for which they had been drawing the rating allowance at the previous station, without the requirement to maintain recency of their ratings of those ATC units. However, they shall not be entitled for any stress allowance.
- 7.2.2. The executives of ATM discipline, during their posting to ICAO/ MoCA/DGCA, while remaining on AAI pay rolls will be eligible for rating allowance at par with CHQ posting.
- 7.2.3. Rating allowance to executives of ATM discipline who move to ex-cadre posts will be governed by AAI policy in vogue. These executives on repatriation to their parent cadre (i.e. ATM discipline) will be eligible for rating allowance due to them from the date of their joining in parent cadre subject to recency requirement, as was being paid to them before they had taken over charge of the ex-cadre posts.
8. **Non-Payment of Rating Allowance**
- 8.1. **In the event of ATC incident/suspension of unit rating:** In the event of an ATCO being withdrawn from a particular ATC Unit, as a result of being removed from roster (de-rostered) in accordance with MATS Part-I, Chapter-3 or due to



the suspension of license/rating by DGCA/CAP Directorate, the Rating Allowance Payable for the concerned unit will be suspended till the conclusion of the inquiry. If, after the inquiry, the ATCO's license/Rating is not suspended/ cancelled/ withdrawn by the Regulatory authority/ CAP Directorate then the Rating Allowance, so suspended, will be restored with retrospective effect.

8.2. **In the event of an ATCO license being suspended on account of tested positive in Breath Analyzer (BA) test:** In the event of suspension of license of an ATCO due to being tested positive in BA test, ATCO will not be eligible for any rating allowance admissible to him/her during the period of suspension of the licence, as per the relevant CAR.

8.3. **In the event of Non-Negative Psychoactive Substances test:** ATCO who has tested non-negative in the confirmatory test for consumption of psychoactive substances will not be eligible for any rating allowance from the day he has tested non-negative, until he/she resumes his/her ATC operational duty (time-in-position), as per regulatory approval.

#### 9. **Stress Allowance:**

9.1. **Stress Factor based on Traffic Density:** The ATCOs posted at the airports and performing ATC duties will only be entitled to an additional allowance i.e. "Stress Allowance" as per the rates given in the CHRM Circular in vogue in respect of ATCOs Rating and Stress Allowance and the conditions as stated in the CHRM. The rates indicated in terms of percentage of the applicable Rating Allowance admissible to an ATCO for the ATC units' ratings acquired at the airport. The stress factor has been worked out on the criteria of traffic density and will be reviewed from time to time.

#### 9.2 **Admissibility of Stress Allowance:**

9.2.1. ATCO will be eligible for Stress Allowance for the functional operational units of the airport for which ATCO has acquired rating.

9.2.2. An ATCO performing on an average of Sixty Hours of ATC duties in shift on active ATC channel in a block of two consecutive calendar months, starting from April onwards, shall be entitled to draw the maximum admissible Stress Allowance applicable at the station of posting. For this purpose, the duties performed as an Authorized Instructor [OJTI] & WSO/CMD shall also be counted for stress allowance. ATCOs who perform lesser ATC duty hours than the above applicable period shall be entitled for stress allowance on pro-rata basis.

9.2.3. Duties performed as Tower/Approach/Area supervisor, Alpha positions and other supportive ATS Units like FIC, RCC, ARO, Error Queue etc. shall also be counted for stress allowance, subject to following conditions:

- a. A weightage of only 50% of total duty hours performed by an ATCO will be considered for calculation of the total number of entitled hours for stress allowance



and

b. The weightage is limited to a maximum of 25% of total entitled hours for stress allowance i.e. 15 hours (25% of 60) of duty will be counted for stress allowance by performing 30 hours of duty.

9.2.4. ATCOs who are performing operational ATC functions other than shift e.g. SQMS, DMS (ATM Automation), SAR, AIS, EMA, OPS, IATS, TRG, ASM etc. shall perform a total of thirty hours of ATC Operational duty (Time-in-position) in a two-month period, to draw the maximum admissible Stress allowance. However, ATCOs who perform lesser duty hours, during the above period shall be entitled for the pro-rata amount of stress allowance. This provision will ensure the availability of additional ATCO for active ATC duty.

**10. General Conditions:**

- 10.1. In case an ATCO is on leave (paid leave) for a continuous period exceeding 120 days, the rating allowance shall not be paid from 121<sup>st</sup> day onwards till such time he/she reports for duty and meets the recency requirements as per regulation in vogue. However, in case of maternity leave this period is extended to 180 days. The period of leave without pay is not eligible for payment of any Rating Allowances.
- 10.2. If there is any change in recency requirements of Air traffic controller's licence (ATCOL), then, period of 120 days & 180 days will be reviewed accordingly by ATM Dte.

**11. Queries:**

Any queries, suggestions, comments or further guidance required on the contents of this ATMC should be addressed to:

Executive Director [ATM]  
Airports Authority of India  
Rajiv Gandhi Bhawan Safdarjung Airport  
New Delhi-110003  
E-mail: [edatm@aai.aero](mailto:edatm@aai.aero)

**12. Validity:**

- 12.1. This ATMC shall be effective from the 27<sup>th</sup> August 2025 and will remain valid until further notice.

*Purbita*

**(PURBITA THAKUR SINHA)**  
**EXECUTIVE DIRECTOR (ATM)**  
**AIRPORTS AUTHORITY OF INDIA**  
**Dated: 04-09-2025**