



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

**DIRECTORATE OF CERTIFICATION OF ATS PERSONNEL  
RAJIV GANDHI BHAWAN, NEW DELHI-110003**

[File No. AAI/CAP/2-002/2021]

**Doc. Id: ED/CAP/2021/200204/CAPC/PROC**

**CAPC**

**CERTIFICATION OF ATS PERSONNEL CIRCULAR NO. 04 of 2021**

**AUTHORIZATION TO PERFORM ATC DUTY TEMPORARILY WITHOUT  
ENDORSEMENT OF THAT RATING ON THE LICENCE**

**1 Introduction:**

1.1 Rule 97 (3) of the Aircraft Rules 1937, states the following :

97 (3) Notwithstanding anything contained in sub-rule (1), the Director-General or any other organisation specifically authorised by the Director-General for this purpose may authorise —

(ii) deployment of an air traffic controller to perform air traffic control duties temporarily at an airport without endorsement of that airport on his licence, provided he holds similar ratings for another airport with higher air traffic density and is assessed as fit for such duties by an air traffic controller holding the rating for the airport of temporary duty.

1.2 Airports Authority of India provides Air traffic control services in almost 88 airports in India. At some of these airports, due to limited aircraft operations and watch hours, the air traffic controllers deployed to provide air traffic control are bare minimum to sustain aircraft operations.

1.3 At such airports, there may be an immediate requirement of deploying air traffic controllers to perform air traffic control duties temporarily without the endorsement of that airport on ATCOs licence. Such requirement may arise due to sudden shortage of manpower arising due to illness, medical unfitness, quarantine or self-isolation during calamities like COVID-19, training of ATCOs at training organisation/regional training centres or any other training institute.

1.4 Rule 97 Sub Rule (3) of the Aircraft Rules 1937, empowers the Director-General or any other organisation specifically authorised by the Director-General to authorise an air traffic control licence holder to perform air traffic control duties temporarily at an airport on meeting the conditions specified in the Sub-Rule (3) (ii) of Rule 97.

1.5 In exercise of the powers conferred in the above mentioned Rule, the Director-General vide letter no. DGCA-21035(11)/27/2021-ATCO dated 25.05.2021 has



delegated to Airports Authority of India, the function of authorising an air traffic control licence holder to perform air traffic control duties temporarily at an airport without the endorsement of that airport on ATCOs licence, subject to the conditions specified in Annexure 5 to that letter.

*Note: The term "airport(s)" will hereinafter be referred as ATS Station(s) or stations in this CAPC, consistent with the term used in the Aircraft Rules 1937, DGCA CARs, CAPCs and RTM, for airport(s) where air traffic services are provided by AAI.*

- 1.6 DGCA will carry out the oversight of delegated function to ensure continued compliance and safety at all times.
- 1.7 DGCA may withdraw or revoke the above delegation at any time if in the opinion of Director-General it is necessary to do so in the public interest.

## **2 Purpose:**

- 2.1 Purpose of this circular is to establish procedure to authorise an air traffic control licence holder of Airports Authority of India by ED (CAP) to perform air traffic control duties temporarily at an ATS station without the endorsement of that station on ATCO's licence.

## **3 Applicability:**

- 3.1 This CAPC is applicable to all the holders of Air Traffic Controller's licence (hereinafter also referred as ATCO) deputed to perform duty temporarily at an ATS station, ATS In-charges of the concerned stations, GM (ATM)-Region(s) concerned, personnel of CAP Directorate and ATM directorate at CHQ.

## **4 Procedures:**

### **4.1 Requirements for authorisation**

- 4.1.1 As far as practicable, leaves and tours should be managed within the available manpower at the ATS station, deployment of an air traffic controller to perform air traffic control duties temporarily without the endorsement of that station on ATCOs licence should only be undertaken as a contingency measure.
- 4.1.2 The authorisation to perform air traffic control duties temporarily without the endorsement of the rating of that station on ATCOs licence will only be issued for ATS stations under Category D<sub>term</sub> and E<sub>term</sub>, based on average air traffic movement per day at these categories of airports.
- 4.1.3 The categorisation of ATS stations of Airports Authority of India is based on per day average of volume of traffic in preceding two years taken on 1st October of each year.
- 4.1.4 The ATCO deployed for performing air traffic control duties temporarily at a station will be an Air Traffic controller holding similar valid rating for another station with higher air traffic density and atleast six months of working experience in that unit at the station. The ATS station from where ATCOs will be deployed can be either in higher category or in same category but with higher traffic density.



## 4.2 Procedure for authorisation

- 4.2.1 The request for deploying ATCO on tour for temporary duty will be sent to the respective GM (ATM)- region by ATS In-charge of the station where there is a requirement for temporary duty.
- 4.2.2 GM (ATM) of the respective region will identify the suitable ATCOs from the stations within the region, who are holding the similar valid rating of a station with higher density of traffic and having atleast six months of working experience in that unit at the station. If such ATCOs are not available in the region, then the GM (ATM)-region may in coordination with ED (ATM) and GM (ATM)-region of any other region may identify such ATCO from a station in that region.
- 4.2.3 Once such ATCO is identified, he/she will be sent on tour to the station of temporary duty sufficiently in advance to fulfil the requirement of familiarisation and assessment before commencing air traffic control duty temporarily.
- 4.2.4 ATS In-charge of the station from where the ATCO is deployed will issue a letter mentioning the Category of station based on the volume of traffic of their station in the format provided in Appendix -2.
- 4.2.5 ATCO deployed on tour to the station of temporary duty, will self -familiarise himself/herself with the Aerodrome layout, airspace structure, ATC procedures, contingency procedures and coordination procedures applicable at that station.
- 4.2.6 At Category E<sub>term</sub> stations or at Category D<sub>term</sub> stations where scheduled aircraft operations are either suspended or are not on daily basis, the ATCOs deployed on tour shall self-familiarise themselves and take briefing from the ATCO holding the rating of that unit at the station of temporary duty. The self-familiarisation and briefing from the rated ATCO of the station of temporary duty, will be followed by a viva-voce by an air traffic controller holding the rating for the station of temporary duty.
- 4.2.7 ATCO deployed on tour to Category D<sub>term</sub> Airports will perform duties under the supervision of an instructor/ air traffic controller holding the rating of that unit, for atleast:
- i. 10 hours in not less than three days for category D<sub>term</sub> stations with average daily traffic movement of more than 10 and
  - ii. 5 hours in not less than two days for category D<sub>term</sub> stations with average daily traffic movement of 10 or less.

*Note: Average daily traffic movement in these cases will be taken account by excluding the training flights.*

- 4.2.8 The duty under the supervision of instructor/ air traffic controller holding the rating of that unit will be recorded in the ATCOs logbook under the OJT column and the



entries in the logbook will be countersigned by the instructor/ air traffic controller under whose supervision the duty was performed.

- 4.2.9 On completion of duty under the supervision of an instructor/ air traffic controller as mentioned in para 4.2.7 above, the ATCO on tour will be subjected to on-the-job assessment by an air traffic controller holding the rating for the station of temporary duty.
- 4.2.10 If the ATCO is assessed as fit after the viva-voce or the assessment in accordance with para 4.2.9 above, then the ATS In-charge of the station of temporary duty, shall forward a copy of documents as listed in Appendix-1 along with application for authorisation complete in all respect, in form CAP-04/032 to ED(CAP) for issuance of authorisation.
- 4.2.11 ED (CAP), on being satisfied, will issue authorisation in form CAP-04/033 to the controller deployed on tour in the format given in Appendix-3, to perform air traffic control duties temporarily at that station for a period not exceeding three months.
- 4.2.12 Provided that, the request for extension of authorisation is submitted at least one week before the expiry of the validity of authorisation, ED CAP) may extend the validity of authorisation further for a period of maximum three months if situation so warrants and in the opinion of GM (ATM)-region or ED (ATM) it is prudent from operational point of view.
- 4.3 ED (CAP) will inform ATCO licensing division (ALD), DGCA of any such authorisation issued to an ATCO.

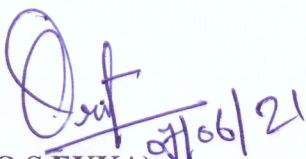
## 5 Queries:

- 5.1 Any queries or further guidance required on the contents of this CAPC should be addressed to:

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

## 6 Validity

- 6.1 This CAPC comes into force with immediate effect and will remain in force until further notice.

  
(O S EKKA)

**EXECUTIVE DIRECTOR [CAP]**  
**AIRPORTS AUTHORITY OF INDIA**  
**Dated: 07-06-2021.**

**APPENDIX- 1****Documents to be attached with the application form for grant of authorisation to perform ATC duty temporarily without endorsement of rating of that ATS unit:**

- i. Letter from ATS in charge of the ATS station from where the ATCO is deployed on tour to perform temporary duty, mentioning the Category of Airport based on the volume of traffic of their station, in the format given in Appendix-2.
- ii. Where applicable, copy of the extract from the ATCOs logbook as record of duty under the supervision of the air traffic controller rated for that unit
- iii. Copy of assessment/viva-voce result duly signed by the ATS In-charge of station of temporary duty
- iv. Copy of ATCOL and the endorsement of similar rating at airport of higher traffic density
- v. Copy of Valid Class 3 medical assessment
- vi. Copy of Valid AELP certificate

**Documents to be attached with the application form for grant of extension of authorisation:**

1. Copy of ATCOL and endorsement of similar rating.
2. Copy of Valid Class 3 medical fitness certificate
3. Copy of Valid AELP Certificate
4. Copy of previous authorisation issued
5. Copy of extract of ATCO's Logbook with record of duty performed in the unit during the period of authorisation.

**APPENDIX- 2**

The following letter shall be printed on the letter-head of the station from where the ATCO is deputed to perform temporary duty.

Date: {date of issue}

To

The Executive Director (CAP),  
Airports Authority of India,  
Corporate Headquarters,  
Rajiv Gandhi Bhawan,  
Safdarjung Airport,  
New Delhi. 110003

**Subject: Intimation on controller's Experience and volume of air traffic for authorisation to perform ATC duty temporarily at a station without the endorsement of that rating.**

Mr/Ms {Name of the air traffic controller's licence holder}, {designation}, Employee Id {employee Id} posted at {name of present station of posting} is having air traffic controller's licence {ATCOL number} and endorsement of {name of rating} rating issued on {date of issue of endorsement of rating by DGCA} has a working experience of {working experience in months/year} while performing duty in {name of relevant similar ATS unit} Unit at {Name of ATS station} and his rating is valid.

{Name of ATS station of present posting} falls under category {category of ATS station as per the concerned unit based on the average daily movement of aircraft} and the average daily movement of aircraft in the {name of relevant similar ATS unit} Unit is {average daily movement of aircraft} which is higher than the average daily movement of aircraft at {station of temporary duty}.

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{Signatures of ATS In-Charge}

{Name & Designation}

{Stamp}

**APPENDIX-3***(To be issued in form CAP-04/33)***File no.:****Date:****Authorisation to perform air traffic control duty temporarily in an ATS unit  
without endorsement of that unit**

In exercise of the powers delegated to Airports Authority of India by DGCA vide letter no. DGCA-21035(11)/27/2021-ATCO dated 25.05.2021 for authorisation to perform air traffic control duty temporarily in an ATS unit without endorsement of that unit;

Mr/Ms {Name of the ATCO}, {designation}, Employee Id {employee Id} ATCOL number {ATCOL number} deployed from {name of station from where ATCO is deployed}, is hereby authorised to perform air traffic control duty temporarily in {name of ATS unit} unit at {name of ATS station} without endorsement of that unit on his licence in accordance with Rule 97 sub Rule 3 (ii) of Aircraft act 1937.

This authorisation is without prejudice to compliance of applicable Rules, Civil Aviation Requirements/Circulars etc. and subject to validity of the licence and the ratings of the ATCO.

This authorisation is valid up to {date of validity}, unless withdrawn or revoked.

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{Signatures}

{Name}

Executive Director (CAP)

To :

Mr/Ms {Name of the ATCO}, {designation}

- CC: 1. ATS In-charge, {name of ATS station of temporary duty}
2. GM (ATM-Region), {name of concerned region}
  3. ED (ATM)
  4. ATCOs Licensing Division, DGCA