



**भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA**

**DIRECTORATE OF CERTIFICATION OF ATS PERSONNEL  
RAJIV GANDHI BHAWAN, NEW DELHI-110003  
[File No. AAI/CAP/2-002/2023]**

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**CAPC**

**CERTIFICATION OF ATS PERSONNEL CIRCULAR NO. 02 of 2023**

**RATING TRAINING MANUAL FOR PERSONNEL OF AIR TRAFFIC SERVICES**

**1 Introduction:**

- 1.1 Rule 98 of Aircraft Rule 1937 requires each air traffic service station to have a rating training manual detailing the syllabus for on the job training, examination and procedures to meet the requirement for rating as specified in schedule III of Aircraft Rules 1937 and obtain the approval of Director General.
- 1.2 Guidelines for preparation of Rating Training Manual and the contents of Rating Training Manual are described in DGCA CAR Section 9 Series L Part V.

**2 Purpose:**

- 2.1 Purpose of this circular is to sensitize the air traffic personnel of Airports Authority of India regarding the applicability of the Generic RTM and the station specific RTM approved by DGCA.

**3 Applicability:**

- 3.1 This CAPC is applicable to all GMs (ATM-Region), ATS In-charges and air traffic services personnel of AAI.

**4 Procedures:**

- 4.1 DGCA vide their office letter no. DGCA-21035(11)/26/2021-ATCO dated 20.04.2021 and subsequent amendment vide letter no. DGCA-21035(11)/26/2021-ATCO dated 17.10.2022 on the subject "Approved template to be used as Generic RTM and continuation of rating training, assessments and proficiency checks from 01.05.2021, as per Generic RTM, till the approval of specific RTMs of ATS stations" has approved the template submitted by AAI as a Generic RTM.
- 4.2 The Generic RTM is applicable for continuation of rating training, assessments and proficiency checks with effect from 01.05.2021 till the approval of specific RTMs of ATS stations.



- 4.3 In case of commencement of operations at a newly established ATS station, the following procedure regarding RTM shall be followed:
- Within a period of 3 months from the date of authorization of OJTI at station, the ATS In-charge shall send a request to ED (CAP) for authorization as Designated Officer for preparation and maintenance of Rating Training Manual.
  - If the eligible officer as per para 1.3.1 of Generic RTM, has not acquired the requisite training on preparation and maintenance of Rating Training Manual, ATS In-charge may put up a request to ED (CAP) through GM (ATM-region).
  - After undergoing requisite training, ATS In-charge shall submit the request for authorization for preparation and maintenance of RTM for ATS station.
  - Upon receipt of the authorization from ED (CAP), the Designated Officer shall prepare station specific RTM and submit to DGCA for approval through CAP Dte CHQ.
- 4.4 After the approval of Generic RTM, all the editions of MARC-Part 4, MSLTAR Part-1, MSLTAR Part-2 and any other instructions issued by ED (CAP) on the conduct of rating training are hereby annulled.
- 4.5 The approved Generic RTM hereby also supersedes/cancels the following CAPCs and ATMCs (Air Traffic Management Circulars):

S No.	CAPC	Remarks
1.	CAPC 03 of 2018 (Performance of ATC duties by ATC)	The power of revocation, suspension, cancellation of rating/licence lies with Central Government as per Rule 95 (5) and Rule 95 (6).
2.	CAPC 04 of 2020 (Maintenance of competency and recency to exercise the privileges of an air traffic control rating)	Incorporated in Chapter 8 & Chapter 9 of RTM
3.	CAPC 06 of 2020 (Proficiency Checks of Air Traffic Controllers)	Incorporated in Chapter 8 of RTM
4.	CAPC 07 of 2020 (Skill Assessment of ATCOs for Acquiring Rating)	Incorporated in Chapter 6 of RTM
5.	CAPC 08 of 2020 (Constitution of Boards for assessment at ATSTO and ATS Stations)	Incorporated in Chapter 7 of RTM
6.	CAPC 09 of 2020 (Qualification, Selection and Authorisation of Instructors and Examiner at ATS)	Incorporated in Chapter 5 of RTM



S No.	ATMC	Remarks
1.	ATMC 02 of 2020 (Training and rating procedures for area control procedural and surveillance rating at upper airspace harmonization centers)	Procedures for training and rating procedures included in Chapter 2 and Chapter 3 of RTM supersedes the provisions of this ATMC.

**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 supersedes CAPC 07 of 2021 and will remain in force until further notice.

(O S EKKA)

**EXECUTIVE DIRECTOR [CAP]  
AIRPORTS AUTHORITY OF INDIA**

**Dated: 17-05-2023**