



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

DIRECTORATE OF CERTIFICATION OF ATS PERSONNEL
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[File No. AAI/CAP/2026/2-002/CAPC]

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CAPC

CERTIFICATION OF ATS PERSONNEL CIRCULAR NO. 04 of 2024 (Rev. 1)

AUTHORIZATION TO PERFORM DUTY IN NEWLY ESTABLISHED ATS UNIT

1. **Introduction:**

1.1 Rule 97 sub-rule (1) of The Aircraft Rules 1937 stipulates that no person shall perform duty as an air traffic controller in an air traffic services unit unless his Licence contains the ratings for the said purpose.

1.2 Sub rule (3) of Rule 97 of the Aircraft Rules 1937 as amended on 12th March 2021 called as Aircraft (First Amendment) Rules, 2021 states that:

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:

(i) *The holder of an Air Traffic Controllers Licence to perform duty in a newly established air traffic services unit without endorsement of that unit on his Licence provided he has completed simulation training for the said unit and has been assessed as fit for such duties by an assessment board duly approved by the Director -General or by any other organisation specifically authorised by Director-General for this purpose.*

Provided that rating of such newly established air traffic services unit may be endorsed on the Licence, after the Licence holder gains the experience as specified by the Director-General, of the relevant section of Schedule III, where in requirement of Knowledge, Experience and Skill shall be considered to be complied with.

Explanation. — For the purpose of this clause, “simulation training” includes an automated or computer generated air traffic environment or a simple instructor-driven interactive role play.



1.3 In exercise of the powers conferred in Rule 97 Sub-rule (3) of the Aircraft Rules 1937, the Director-General vide letter no. DGCA-21035(11)/27/2021-ATCO dated 20.04.2021 has delegated to AAI, the function of authorisation to perform duty in a newly established air traffic service unit by the holder of an Air Traffic Controller's Licence without endorsement of that unit on his licence.

1.4 The authorisation to perform duty in a newly established air traffic service unit by the holder of an Air Traffic Controller's Licence, without endorsement of that unit on his licence, is to be issued in accordance with the Annexure 4 to the above-mentioned letter of DGCA for delegation of functions to AAI.

2. **Purpose:**

2.1 Purpose of this CAP circular is to establish procedure for authorisation by ED (CAP) to the holder of an Air Traffic Controller's Licence to perform duty in a newly established air traffic service unit without endorsement of that unit on his licence in accordance with Annexure 4 to the letter of delegation of function by the Director-General.

3. **Applicability:**

3.1 This CAPC is applicable to all the holders of Air Traffic Controller's licence deputed to perform duty in newly established ATS unit (hereinafter also referred as ATCO), ATS In-charge of the station of newly established unit, GMs (ATM-Region) of the concerned regions and the personnel of CAP, ASM and ATM directorates at CHQ.

4. **Procedures:**

4.1 **Criteria for deployment of licence holders to newly established unit**

4.1.1 ATCO nominated for simulation training shall be the holder of an Air Traffic Controller's Licence (ATCOL) and holding or having held similar rating at an airport with higher volume of traffic (hereinafter referred as qualifying rating for the purpose of this CAPC) with at least 6 months of working experience while performing duty as a holder of that rating.

Provided that qualifying rating shall not be invalid for a period of more than three and half years on the date of commencement of simulation training mentioned in para 4.2.1 below..

4.1.2 Depending upon the unit to be operationalised, the ATCO to be deputed:

- a) *In case of establishment of an aerodrome control tower only:* - shall be ATCO licence holder, who on his/her Licence, has endorsement of an aerodrome control rating of an airport having higher volume of traffic,
- b) *In case of establishment of approach control procedural unit either separately or combined with aerodrome control unit:* - shall be ATCO Licence holder, who on his/her Licence, has endorsement of aerodrome



control rating of same station or of a station with higher volume of traffic and approach control procedural rating of a station with higher volume of traffic.

- c) *In case of authorisation in newly established ATC units other than the aerodrome control and/or approach control procedural:* - shall be ATCO licence holder, who on his/her Licence, has experience of similar rating of a station with higher volume of traffic in that unit.

4.1.3 ATCO meeting the criteria in para 4.1.1 and para 4.1.2 above will be identified by GM (ATM- Region) for deputation for training in case of a new unit at a new station or by ATS In-charge in case of new unit established at an existing station.

Note: As far as practicable, GM (ATM-Region)/ATS In-charge will ensure that class 3 medical assessment and AELP for the ATCOs identified to be deputed on tour is valid for atleast next six months to avoid any disruption in the continuity of provision of air traffic services at the station of newly established unit.

4.1.4 The names of eligible officers identified by GM (ATM-Region) shall be forwarded to ED(ATM) and ED (CAP). ED(ATM) may decide deputation or posting of eligible ATCO to such new stations.

4.2 **General Procedure for training and assessment for Authorisation**

4.2.1 The quantum of training (simulation and theoretical) to be provided to such ATCOs for the newly established unit shall be decided in the concept-level safety assessment conducted by the section of ATM Directorate at CHQ responsible for the establishment of the unit. When circumstances so warrant, ED of the Directorate responsible for the establishment of the unit may authorise the GM (ATM-Region) of the concerned region to conduct the concept-level safety assessment. The SCARS document shall clearly mention the anticipated aircraft movements expected to operate in the newly established ATS unit.

4.2.2 The requirement of holding or having held the qualifying rating, the minimum experience required while performing duty by the ATCO in the unit with the qualifying rating, the type of aircraft operations, volume of traffic expected to operate, airspace structure and complexity of services to be provided etc. will be the factors to be considered in the safety assessment while deciding the training need for the newly established unit.

4.2.3 However, the number of simulation exercise shall not be less than 5 with each exercise of a duration of minimum **forty-five** minutes.

4.2.4 GM(ATM) region/ ATS in- charge may depute at least two ATCOs having Instructor/Examiner authorisation of unit similar to those to be established at a station with higher volume of traffic, for familiarization of operating environment of new unit. As far as practicable, preference may be given to the ATCOs having previous



- experience of creating/conducting simulation exercises at ATC Simulators or role play simulation scenario at an ATSTO.
- 4.2.5 Instructors/Examiners deputed to station of newly established unit, shall familiarise themselves with airspace under jurisdiction of that unit, Aerodrome layout (for aerodrome control unit and/or approach control unit) SOPs, LOAs and shall collect relevant data to create simulation exercises as per training plan and identified training need in the safety assessment. These instructors/examiners shall record this familiarization in their personal ATC LOGBOOK.
- 4.2.6 ATCO deputed for simulation training shall be provided with the related material covering the subjects in Para 1 (a) of the relevant section of Schedule III of the Aircraft Rules 1937 and shall contain airspace and route structure, aerodrome data and layout (if required for the unit), airspace restrictions, SOPs, LoAs, Airport Emergency plan etc. The related material for training can also be in the form of relevant AIP Supplements, AICs, Aerodrome Manual, etc.
- 4.2.7 If required, theoretical classes for the duration as decided in the safety assessment may be conducted for such ATCO.
- 4.2.8 ATCO shall demonstrate the knowledge in the subjects specified in the relevant section of Schedule III of the Aircraft Rules 1937, specific to the unit(s) by successfully passing in the theory examination with **minimum 80%** marks.
- 4.2.9 GM(ATM) region shall submit the training plan comprising of training programme (schedule), details of Trainee(s)/Instructor(s) along with safety assessment report to ED(CAP) **at least 15 days** prior to scheduled commencement of training.
- 4.2.10 The simulation training of such ATCO shall commence only after having qualified in the written examination.
- 4.2.11 After the completion of prescribed simulation training, the performance of the ATCO shall be assessed in simulation environment by an assessment board constituted by ED (CAP). One of the member of the board shall be an instructor/examiner having the similar rating of another station with higher volume of traffic.
- 4.3 **Procedure for Authorization of ATCO to perform duties in newly established ATS unit(s)**
- 4.3.1 If the ATCO is assessed as fit in the assessment by the board, then the ATS In-charge of the station where the simulation training has been conducted, shall forward a copy of documents as listed in Appendix-1 along with application for authorisation complete in all respect, in form CAP-04/030 to ED(CAP) for issuance of authorisation.
- 4.3.2 Subject to fulfilment of all necessary requirements, ED (CAP) will issue the authorisation to ATCO to perform duty in newly established unit without the endorsement of that unit on the ATCOs licence in Form CAP-04/031 as per the format given in Appendix 4.



- 4.3.3 The copy of authorisation shall also be forwarded to DGCA, ED(ATM), GM (ATM-Region) and ATS In-charge of the station. One copy of Authorisation letter shall be kept in CAP Directorate for future reference.
- 4.3.4 The authorisation shall be valid for a period of maximum six months from the date of issue unless revoked, suspended or cancelled.
- 4.3.5 Subject to validity of the licence of the ATCO, the authorisation will be without prejudice to compliance of applicable Rules, Civil Aviation Requirements/Circulars etc.
- 4.3.6 The ATCO issued with authorisation by ED (CAP) shall familiarise himself for a period specified in the safety assessment for getting acquainted with unit operating environment, airspace, Standard Operating Procedures (SoPs) and letter of agreement (LoA) prior to commencement of operations at such units. However, self-familiarisation shall not be for less than 5 hours performed in a period of not less than two days.
- 4.3.7 If circumstances warrant, the authorisation can be further extended by ED (CAP) on recommendation of GM(ATM-Region) of the station for a maximum period of six months, provided that ATCO has performed duty in the new unit for at least 10 hours in a period of six months immediately preceding the date of application for extension of authorisation.
- 4.3.8 The authorization issued to ATCOs, may be extended **only once** for a maximum period of six months. As further extension beyond 6 months is not permitted, a fresh process as per this CAPC shall be initiated for issuance of authorisation through GM(ATM)-Region/ATS In-charge.
- 4.3.9 The application for the extension of authorisation shall be made in form CAP-04/030A to ED (CAP) at least one month prior to expiry of the validity of authorisation.
- 4.3.10 If an ATCO has not performed duty as per para 4.3.7 above, his authorization shall automatically lapse and fresh process as per this CAPC shall be initiated for issuance of authorisation through GM(ATM)-Region/ATS In-charge.
- 4.3.11 ATCO receiving authorisation shall endeavour to complete the requirement of experience in accordance with para 4.6.1 within the validity period of the authorisation, for the endorsement of the rating of newly established unit on his Licence, failing which the authorisation shall lapse and ATCO shall not provide air traffic services in that unit. Any such instance shall be brought to the notice of GM (ATM-Region) and ED (CAP) under intimation to ED (ATM) immediately by the ATS In-charge.
- 4.3.12 At the time of application for endorsement, the ATCO shall ensure that his Skill Assessment is conducted within preceding 6 months from date of application. If not so, the ATCO shall undergo skill assessment again by a board constituted by ED



(CAP) as stated in para 4.2.10 before applying for endorsement. The records and result of this second skill assessment shall also be uploaded to e-GCA portal for issue of endorsement.

Note: Validity of Skill Assessment is 6 months.

4.4 **Suspension or cancellation of authorisation**

4.4.1 The authorisation to perform duty in a newly established ATS unit may be suspended by ED (CAP) in following cases:

- i. If the preliminary investigation on the basis of documental evidence prima facie suggest that the incident/accident which has taken place in that unit is attributable to the ATCO, the authorisation may be suspended pending the outcome of incident/accident investigation.
- ii. If the licence or qualifying rating of the ATCO is suspended by DGCA for any reason.
- iii. If in the opinion of DGCA, the authorisation issued by ED (CAP) shall be suspended for the reasons given in writing by DGCA.

4.4.2 The authorisation to perform duty in a newly established ATS unit may be cancelled by ED (CAP) in following cases:

- i. If with the documentary evidence or otherwise, it is established that the ATCO or the ATS In-charge has concealed the facts or provided incorrect information for the purpose of issue of authorisation to perform duty in a newly established ATS unit without the endorsement of that unit on the licence.
- ii. If the licence of the ATCO is cancelled by DGCA for any reason.
- iii. If in the opinion of DGCA, the authorisation issued by ED (CAP) shall be cancelled for the reasons given in writing by DGCA.

4.5 **Restoration of a suspended authorisation**

4.5.1 The authorisation to perform duty in a newly established ATS unit suspended by ED (CAP) may be restored by ED (CAP) within the validity period of authorisation, if:

- i. in the outcome of investigation on the incident/accident, it is established that the incident/accident is not attributable to the ATCO.
- ii. the suspended licence or qualifying rating of ATCO is restored by DGCA.
- iii. If in the opinion of DGCA, the suspended authorisation issued by ED (CAP) may be restored.

4.6 **Endorsement of Rating on ATCOs Licence.**

4.6.1 After the authorised ATCO gains the experience as specified by the Director-General, in the relevant section of Schedule III of the Aircraft Rules 1937 or reduced period and duration of hours based on the experience of the controller and category



of the airport specified by the Director-General for such category of airports. The requirement of Knowledge, skill and experience necessary for endorsement of rating shall be considered to be complied with. Duty carried out for a duration of 45 minutes or more (at a stretch), will only be taken in account towards fulfilment of minimum experience necessary for endorsement of rating on his licence.

- 4.6.2 The ATCO on completion of experience as applicable in para 4.6.1 shall apply for endorsement of rating on his Licence to DGCA through eGCA with all necessary documents mentioned in Appendix-2. ATS in-charge shall ensure correctness of all the documents. The endorsement application shall contain inter-alia, the proforma "Certified information to be provided by ATS- In -Charge in case of newly established unit as per Annexure 4 of procedures approved vide letter no. DGCA-21035(11)/27/2021/ATCO dated 20/04/2021" (Refer AIM website- CAP documents)
- 4.6.3 After receiving the endorsement of the rating on his ATCOL, the ATCO will provide air traffic services as rated ATCO and will be eligible for applying for selection as Instructor and Examiner after gaining the requisite experience as detailed in Chapter 5 of Generic Rating Training Manual.
- 4.6.4 ATCOs deputed at Newly established Airport shall ensure, that entries made in the ATCO Logbook(ALB) for duties performed at that Airport are verified and countersigned by the ATS In-Charge of the concerned Newly Established Airport.

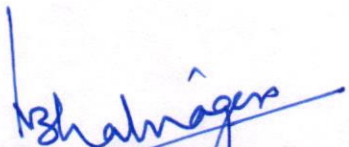
5. **Queries:**

- 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

6. **Validity**

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


(RAKESH BHATNAGAR)
EXECUTIVE DIRECTOR [CAP]
AIRPORTS AUTHORITY OF INDIA
Dated: 12-03-2026.

**APPENDIX- 1****Documents to be attached with the application form for grant of authorisation for performing duty without endorsement of rating of newly established ATS unit:**

1. Letter from ATS in charge of the ATS station regarding traffic density at present place of posting of ATCO nominated for tour/transfer/placement to newly established ATS unit in the format given in Appendix-3 on the letter head.
2. Copy of ATCOL and endorsement of qualifying rating (Ref. para 4.1.1).
3. Copy of Valid Class 3 medical fitness certificate
4. Copy of Valid AELP Certificate
5. Copy of safety assessment in respect of training requirement at such category of newly established ATS units.
6. Result of theory examination,
7. Copy of extract of ATCO's Logbook with record of simulation training.
8. Copy of Skill Assessment Performa.

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

1. Copy of ATCOL and endorsement of qualifying rating (Ref. para 4.1.1).
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 in a period of six months immediately preceding the date of application for extension of authorisation.

**Appendix-2****Documents to be attached for endorsement of rating of newly established ATS unit after gaining experience:**

1. Duly filled application form for endorsement of rating
2. Copy of ATCOL and endorsement of qualifying rating at a station with higher volume of traffic
3. Copy of Valid Class 3 medical fitness certificate
4. Copy of Valid AELP Certificate
5. Copy of authorisation issued to perform duty in newly established unit
6. Copy of the relevant extract of ATCO's logbook duly verified by the ATS In-charge, as a proof of having performed the duty in the newly established unit equivalent to the experience required for endorsement of rating in that unit
7. Letter from the ATS In-charge mentioning the Category of Airport based on the volume of traffic of newly established unit.

**Appendix-3**

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

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 duty in newly established ATS unit.

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 / not invalid for a period of more than three and half years on the date of commencement of simulation training. ~~{strike-out whichever is not applicable}~~

{Name of ATS station} 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 newly established ATS unit}.

{Signatures of ATS In-Charge}

{Name & Designation}

{Stamp}

**Appendix-4***(To be issued in form CAP-04/31)*

File no:

Date:

Authorisation to perform duty in a newly established ATS unit without endorsement of that unit

In exercise of the powers delegated to Airports Authority of India, by the Director-General vide letter no. DGCA-21035(11)/27/2021-ATCO dated 20.04.2021;

Mr/Ms {Name of the ATCO}, {designation}, Employee Id {employee Id} ATCOL no. {ATCOL number} is hereby authorised to perform duty in a newly established {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 of Aircraft act 1937.

1. This authorisation is subject to following conditions:-

- i) that, before exercising the privileges of authorization Mr/Ms {Name of ATCO} shall self-familiarize {himself/herself} with {name of ATS unit} unit environment at {name of ATS station} for at-least {number of hours} hours. The number of hours for self-familiarisation shall be recorded in {his/her} ATCO's log book.
 - ii) that, during this period Mr/Ms {Name of ATCO} will complete the requirement of experience for endorsement of ratings for {name of ATS unit} unit at {name of ATS station} as per the relevant section of Schedule III of the Aircraft Rules 1937 or reduced period and duration of hours based on the experience of the controller and category of the airport specified by the Director-General for such category of airports.
3. This authorisation is without prejudice to compliance of applicable Rules, Civil Aviation Requirements/Circulars etc. and subject to validity of the licence of the ATCO.
4. This authorisation is valid up to {date of validity}, unless withdrawn or revoked.

{Signatures}

(Name)

Executive Director (CAP)

To :

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

CC:

1. ATS In-charge, {name of ATS station of new unit}
2. GM (ATM-Region), {name of concerned region}
3. ED (ATM)

Certified information to be provided by ATS- In -Charge in case of newly established unit as per Annexure 4 of procedures approved vide letter no. DGCA-21035(11)/27/2021/ATCO dated 20/04/2021

1. This is to certify that (name of applicant) has been nominated to performed duty in (name of newly established Station & or Unit). He holds Air Traffic Control Licence no (ATCOL no.) and is having (quantum of experience more than 6 months of working experience) while performing duty as a holder of (name of rating) at (name of airport) with higher volume of traffic (category of ATS station or higher average daily schedule movement).
2. Date of Safety assessment:
3. No. of simulation classes & theory classes (if applicable) recommended in Safety assessment.
4. No. of simulation classes & theory classes (if applicable) performed with date of commencement.
5. Date & result of theory examination
6. Date & result of skill assessment examination
7. Date & validity of Authorization letter issued by ED (CAP)
8. Date & validity of Authorization extension letter issued by ED (CAP) (if applicable)
9. Familiarization period recommended in Authorization letter (not less than 5 hours and 2 days).
10. Familiarization performed.
11. Required OJT duration as per RTM.
12. Period of duty performed.
13. (Name of newly established unit/ATS station) comes under (Category of ATS Unit/ is having (no. of movement) Average daily schedule movement)

(Signature of ATS In Charge with seal)

Name of ATS In charge

Name of ATS Station