



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/2021/200205/CAPC/PROC

CAPC

CERTIFICATION OF ATS PERSONNEL CIRCULAR NO. 05 of 2021

**APPLICATION FOR ISSUE OF AIR TRAFFIC CONTROLLER'S LICENCE AND
ENDORSEMENT OF RATING(S)**

1 Introduction:

- 1.1 Rule 93 of the Aircraft Rules 1937 stipulates that no person shall engage himself in the provision of air traffic services in the Indian airspace or in any airspace outside the Indian territory for which India has, in pursuance of any international arrangement, undertaken to provide air traffic services, unless he holds a valid air traffic controller's licence issued under these rules.
- 1.2 Rule 95 of Aircraft Rules 1937 authorizes the Directorate General of Civil Aviation to grant or renew various categories of air traffic controller's licences and ratings.
- 1.3 DGCA CAR Section 9 Series L Part II Issue I dated 2nd Jan 2019 lays down the requirements and procedures to be followed for issue and renewal of air traffic controller's licence and endorsement of ratings.
- 1.4 The requirements for issue of the air traffic controller's licence (ATCOL) and ratings are prescribed in Part XII and Schedule III of the Aircraft Rules, 1937. In general, an applicant for issue of an air traffic controller's licence should meet the requirements in respect of age, educational qualification, medical fitness, passing in requisite examinations and air traffic service experience appropriate to the category applied for.
- 1.5 With a view to ensure a smooth transition from the current system of ratings of Air Traffic Controllers followed by AAI to the new system of licensing of Air Traffic Controllers implemented by DGCA, the Central Government, in exercise of the powers conferred by rule 160 of the Aircraft Rules, 1937, has granted some exemptions from the provisions of the Aircraft Rules 1937 (MoCA Order AV-11012/89/2015-A dated 11th June, 2019, modified by MoCA Order No. AV.11012/02/2017-A dated 01st Jan, 2020 and subsequently modified by MoCA Order No. -11012/89/2015-A dated 31st December 2020). These Orders are attached herewith.

2 Purpose:

- 2.1 Purpose of this CAPC is to establish the procedures regarding submission of application for



issue of air traffic controller's licence and/or endorsement of rating(s).

3 Applicability:

3.1 This CAPC is applicable to all the eligible Air Traffic Controllers of Airports Authority of India (subject to fulfilment of the requirements specified in Rule 95 and Schedule III) for issue and renewal of air traffic controller's licence and/or endorsement of rating(s).

4 Procedures:

4.1 **Terms used and their meaning:** the terms used in the CAPC will have the following meaning:

AAI: Airports Authority of India

ATC: Air Traffic Control

ATCO: Air Traffic Controller Officer or Air Traffic Controller

ATCOL: Air Traffic Controller's Licence

ATS: Air Traffic Services

ATM: Air Traffic Management

CAP: Certification of ATS Personnel

CAPC: Certification of ATS Personnel Circular

CAR: Civil Aviation Requirement

DGCA: Directorate General of Civil Aviation

ED: Executive Director

“Air Traffic Controller's Licence” means a licence granted under Aircraft rules 1937 certifying the competence of the holder to perform the duties of an air traffic controller and containing his personal details including ratings, endorsements and validity of the licence;

“Air traffic control unit” is a generic term meaning variously, area control centre, approach control unit or aerodrome control tower.

“Applicant” means a person who applies for issue or renewal of a licence granted under Aircraft Rules 1937 or endorsement of ATC rating(s) granted under rule 95 of Aircraft Rules 1937.

“ATS In-charge” means the senior most executive of ATM directorate at an ATS Station responsible for managing day-to-day ATM operations that includes air traffic management, training and rating of ATM personnel, manpower management, safety and other functions assigned in accordance with various manuals, circulars or orders issued by ATM directorate or any other directorate of AAI maintaining surveillance or oversight over ATM activities.

“ATS station or Station” means an airport or an ATS centre where air traffic services are provided by Airports Authority of India.

“Knowledge” means the requirement of knowledge specified in Schedule III of Aircraft Rules 1937 for the purpose acquiring a licence or the rating(s).



“Rated air traffic controller” or “Controller means an air traffic controller holding a valid rating appropriate to the privileges to be exercised.

“Recency requirements” means the recency requirements given in Schedule III of Aircraft Rules 1937.

“Skill” means the ability to do a particular task in exercising the privileges of a rating.

“Rating(s)” mean the rating(s) covered in rule 95 of The Aircraft Rules 1937.

“Unit” means the air traffic control unit.

4.2 General Procedures for submission of Application:

4.2.1 The “applicant” for issue/renewal of ATCOL with endorsement of a rating can be either the holder of a Student Air Traffic Controller’s Licence (SATCOL) or Air Traffic Controller (ATCO) who is eligible for applying for Air Traffic Controller’s Licence (ATCOL). Similarly, an “applicant” for endorsement of rating can be the holder of Air Traffic Controller’s Licence (ATCOL) meeting the requirements of Aircraft Rules, 1937 Part XII & Schedule III Part C and is eligible for endorsement of rating(s).

4.2.2 The applicant shall submit application for ATCOL and endorsement of ratings in the prescribed format given in the DGCA CAR Section 9 Series L Part II Issue I Appendix-1 with required enclosures to the ATS In-charge concerned. The application form for issue of ATCOL is attached as Appendix 1 to this CAPC. However, in view of Ministry of Civil Aviation (MoCA) orders AV-11012/89/2015-A dated 11th June, 2019, AV.11012/02/2017-A dated 01st Jan, 2020 and AV-11012/89/2015-A dated 31st December 2020 either some of the enclosure(s) may not be required or some additional enclosure(s) may be required. In such cases, a copy of the MoCA order shall also be enclosed with the application. MoCA orders on the subject is attached as Appendix 2A, 2B & 2C.

4.2.3 The applicant for ATCOL shall deposit the requisite fee of ₹20,000/- only through <https://bharatkosh.gov.in> and print the receipt of payment. One copy of the receipt should be enclosed with the application. Another copy may be submitted to respective administrative offices for reimbursement. HR Circular No A26022/Licencing/EA-2019/114 dated 15th July 2019 in this regard is attached as Appendix-3 to this CAPC. No separate fee is payable for endorsement of rating(s).

4.2.4 Partially filled application(s) in ‘word format’ in respect of SATCOL holder, Non SATCOL holder applicant for ATCOL and ATCOL holder applicant for endorsement of rating(s) are available on <https://aim-india.aai.aero/ais-document> Public Documents → Certification of ATS Personnel (CAP) Documents → Forms. The applicant controller should select the applicable application and complete the application in all the respect and submit it to the ATS In-charge concerned for verification.

4.2.5 Applicant shall affix one recent colour passport size photograph and attach three photographs (preferably in a transparent zipper pouch) with the application. Name of the applicant, his/her father’s name and employee number should be mentioned on the back of the attached



photographs. However, applicant for endorsement of rating shall not affix photograph.

4.2.6 Applicant shall sign in **black ink** in the designated box in application form without touching boundary line of the box.

4.2.7 Applicant shall submit filled in application along with required supporting documents to ATS In-charge concerned who after verification shall send the same to the ED (CAP) at the earliest.

4.3 **Guidance for completing the application for issue of Air Traffic Controller's Licence and Endorsement of Rating(s)**

4.3.1 The applicant for issuance of ATCOL shall tick (✓) in boxes given for "Issue of ATC Licence" and "Endorsement of Rating" and an ATCOL holder shall tick (✓) only in the box given for "Endorsement of Rating" when applying for endorsement of rating on his/her licence.

4.3.2 Part A of Application Form (Details of Previous Licence): Following information to be filled up:

The applicant who holds either SATCOL or a valid/lapsed ATCOL*, shall fill details of SATCOL/ATCOL or lapsed ATCOL* and the **Status** shall be mentioned as NA/Valid or Lapsed respectively. The applicant who doesn't hold either SATCOL or a lapsed ATCOL, will mention the details of MoCA exemption order and category of employee (as applicable and attach proof) as follows:

"Exempted vide MoCA Orders No. AV-11012/89/2015-A dated 11th June 2019, applicant falling in category (i)/(ii)/(iii)/(iv). (S.No.7 of the table of Annexure attached with orders)".

*Note: *: Details of Lapsed ATCOL are required only in case of "Renewal of licence".*

4.3.3 Part B of Application Form (Personal Details): Personal details including name, date of birth and age on the date of application shall be filled by the applicant in format as mentioned in the application and one of the supporting documents as mentioned below shall be enclosed with the application:

- a) The applicant who has original Class X certificate/marksheet of recognized Board (or its equivalent) and the applicant whose name has not changed after Class X should submit the photocopy of Class X certificate/ marksheet as proof of name and date of birth.
- b) The applicant who does not have original Class X certificate/marksheet of recognized Board (or its equivalent) or the applicant whose name has changed due to any reason or who does not have proof of date of birth, shall enclose "Part A Certificate" issued by the concerned HR executive of AAI in the format given in Appendix-4 to this CAPC. HR Order No A22011/GA/EA-2019/109 dated 08/07/2019 for issue of "Part A" Certificate is attached as Appendix-5.

Note: In case of application only for endorsement of rating(s), name and date of birth should only be mentioned and at other places mention "Same as in ATCOL application" or "Same as in ATCOL" as applicable.



4.3.4 Part C of Application Form (Educational Qualifications): Following information to be filled up:

- a) The applicant holding a SATCOL shall fill the details of educational qualifications and shall attach the copy of the certificates for the same.
- b) The applicant not holding a SATCOL and are having the certificates of required educational qualifications (as mentioned in the Schedule III) shall fill the details of educational qualifications and shall attach the copy of certificates with the application form. MoCA exemption order mentioned in sample application form shall be deleted.
- c) The applicant not holding a SATCOL and does not meet the requirement of educational qualification or doesn't have the certificates, shall mention the details of MoCA exemption order in Remarks column as given below and leave other columns blank.

“Exempted vide MoCA Orders No. AV-11012/89/2015-A dated 11th June 2019 (S.No.5 of the table of Annexure attached with order).”

In the application for endorsement of rating(s) the applicant shall mention as follows:

“Application for endorsement of rating”.

4.3.5 Part D of Application Form (Approved Courses): Following information to be filled up:

All the applicants will fill the details of course relevant to the rating for which endorsement is applied. Those applicants whose course commenced before 01.06.2019 will mention **Pre-Approval Course** and mention details of MoCA exemption order in the Remarks column as follows:

“Exempted vide MoCA Orders No. AV-11012/89/2015-A dated 11th June, 2019 –(S.No. 7 of the table of Annexure attached with orders).”

However, those applicants whose course commenced on or after 01.06.2019 shall delete the details of MoCA exemption order.

4.3.6 Part E of Application Form (Details of Examination/OJT/Assessment etc):

- a) Serial No. 1: Tick the current and valid rating(s) held by the applicant and attach-the result of skill assessment issued by the ATS In-charge in form CAP-04/018B (available on <https://aim-india.aai.aero/ais-document> Public Documents→ Certification of ATS Personnel (CAP) Documents→ Forms).
- b) Serial No. 2: Write ICAO location indicator of station for which valid rating(s) is/are held.
- c) Serial No. 3 (On Job Training - classroom training): There is no requirement of class room training as per RTM/Generic RTM but if it has been conducted & recorded, mention the details as required.
- d) Serial No. 4 (Date of Written Examination, Marks Obtained/Maximum Marks): Attach the result of written examination issued by the ATS In-charge in form CAP-04/026A (available on <https://aim-india.aai.aero/ais-document> Public Documents→ Certification of ATS



Personnel (CAP) Documents → Forms).

- e) Serial No. 5 (On Job Training): Mention the details of OJT and relevant paragraph of RTM/Generic RTM/MSLTAR* Part-2 or Part-1 (if MSLTAR Part-2 is not available). In addition, attach the extract of the relevant portion of RTM/Generic RTM/MSLTAR* Part-1 or Part-2 and highlight the relevant para. Also mention the details of the same in S.No.11 of the Table of Enclosures.

**: MSLTAR Part-1 or Part-2 will be applicable where skill assessment was conducted before 01st May 2021.*

In case of revalidation of invalid rating, mention it in bold text “**Revalidation**” for OJT hours and give reference of applicable provision of table under para 2.8 of RTM/Generic RTM.

In case of reduced duration and OJT hours based on previous experience of applicant mention it in bold text “**Reduced Duration/Hours**” and give reference of applicable sub para under para 3.4 of RTM/Generic RTM.

- f) Serial No. 6 (Date and result of assessment): Fill details of date and result of skill assessment board.

Note: For the endorsement of the rating of newly established unit: The applicant will fill up the application same as in the case of endorsement of Rating(s) except in Part E, S.No. 3 to 6 shall mention NA and attach copy of CAP-04/31 (Copy of authorisation issued to perform duty in newly established unit) along with relevant documents.

4.3.7 Part F of the application (Details of English Language Proficiency):

- a) Serial No. 1 (Grade awarded): Tick (✓) against the grade in AELP
- b) Serial No. 2 (Validity of ELP grade): Applicant shall write the validity of AELP in dd/mm/yyyy format. If ELP grade is six, date of validity shall not be mentioned.
- c) The applicant who have been issued AELP Assessment certificate by DGCA approved AELTOs/TSPs shall delete details of MoCA exemption order and mention all the details as required in application form, whereas those applicants who have been issued AELP Assessment certificate by AAI and its validity has not expired shall mention all the details and MoCA exemption order.
- d) In the application for endorsement of rating(s), all applicants shall tick (✓) their AELP Grade. However, those applicants whose AELP Grade and/or Validity is revised at the time of applying for Endorsement of Rating, shall mention the text, ‘**Endorsement of revised AELP Grade and/or Validity**’ (as mentioned in sample application form). In case, there is no change in AELP Grade and/or Validity, the text, ‘Endorsement of revised AELP Grade and Validity’ shall be deleted.

4.3.8 Part G of the application (Details of Class 3 Medical Assessment):

- a) Serial No. 1: Applicant shall write the date of medical examination as mentioned in Class III Medical Assessment issued by DGCA/AAI Medical Assessor. Place of medical examination shall be the place where DME examined the applicant.



- b) Serial No. 2: Applicant shall write the date of validity medical assessment as mentioned in Class III Medical Assessment issued by DGCA/AAI Medical Assessor.
- c) The applicant who have been issued Class III Medical Assessment by DGCA shall delete details of MoCA exemption order and mention all the details as required in application form, whereas those applicant who have been issued Class III Medical Assessment by AAI and its validity has not expired shall mention all the details and MoCA exemption order.

4.3.9 Part H of the application (Details of fee payment):

The applicant shall fill the details as indicated in receipt of payment made through <https://bharatkosh.gov.in>.

4.3.10 Part I of the application (Declaration by the applicant): This part shall be completed and signed by the applicant.

4.3.11 Part J of the application (Any other information): Following information to be filled up:

“This licence request is as per MoCA exemption orders AV-11012/89/2015-A dated 11th June ,2019 & AV.11012/02/2017-A dated 01st Jan, 2020 and subsequently revised by MOCA Order No. AV-11012/89/2015-A dated 31st Dec, 2020. Applicant is falling in category (i)/(ii)/(iii)/(iv)” as applicable.

In the application for endorsement of rating(s), mention as follows:

“This endorsement of rating(s) request is as per MoCA exemption orders AV-11012/89/2015-A dated 11th June ,2019 & AV.11012/02/2017-A dated 01st Jan, 2020 and subsequently revised by MOCA Order No. AV-11012/89/2015-A dated 31st Dec, 2020 for Part D, F & G of this application form” as applicable.

4.3.12 Part K of the application (Recommendation of ATS In-charge): It shall be completed by the ATS In-charge. Serial 1 d) shall be struck out.

4.3.13 The applicant shall write Yes, No or NA as the case may be in the “Attached” column in the table of Enclosures.

4.3.14 Total duration of OJT performed in the form of months and/or days shall be calculated from the date of commencement to date of completion of OJT, instead of calculating actual number of days on which OJT was performed.

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 supersedes CAPC 02 of 2020 and will remain in force until further notice.

(O.S. EKKA)
EXECUTIVE DIRECTOR [CAP]
AIRPORTS AUTHORITY OF INDIA
Dated:25-06-2021

 सत्यमेव जयते	Form No: CA-ATCOL-1	
	भारत सरकार नागर विमानन महानिदेशालय GOVERNMENT OF INDIA DIRECTORATE GENERAL OF CIVIL AVIATION OPP. SAFDARJUNG AIRPORT, NEW DELHI- 110003	
APPLICATION FORM FOR AIR TRAFFIC CONTROLLER'S LICENCE AND RATINGS		
(Please tick <input checked="" type="checkbox"/> as appropriate)		
<input type="checkbox"/> Issue of ATC Licence <input type="checkbox"/> Endorsement of Rating <input type="checkbox"/> Renewal of Licence		
<i>(For DGCA Office use only)</i>		
File No. _____ Date: _____		
Part A: Details of Previous Licence (Student air traffic controller's licence or valid/lapsed air traffic controller's licence)		
1.	Type of Licence	
2.	Licence Number	
3.	Date of issue/Validity	
4.	Ratings endorsed on licence, if any	
5.	Status of previous air traffic controller's licence	
Part B: Personal Details		
1.	Name <i>(as in 10th certificate)</i>	Affix recent coloured passport size photograph Attach 3 photograph with application
2.	Father's name	
3.	Date of Birth <i>(as in 10th certificate)</i> Age <i>(as on date of application by individual)</i>	
		_____ DD/ _____ MM/ _____ YY _____ Y _____ M _____ D
4.	Place of Birth	<i>(Signature of the applicant)</i>
5.	Nationality	
6.	Communication Address with Email and contact Number	

7.	Permanent Address				
Part C: Educational Qualifications					
S.No.	Name of Course	Year of Passing	Name of School/College/University	Percentage obtained/CGPA	Remarks
1.	Matriculation or equivalent				
2.	Intermediate or equivalent				
3.	Graduation				
4.	Post-Graduation				
Part D: Approved Courses					
S.No.	Name of Course	Year of Passing	Name of ATSTO	Percentage obtained/CGPA	Remarks
1.					
2.					
3.					
Part E: For Issuance of Licence or Endorsement of Rating(s) on Licence, furnish the details of Examination/OJT/Assessment.					
1.	Name of Unit/Rating	<i>(Please tick \checkmark as appropriate)</i> <input type="checkbox"/> Aerodrome Control Rating <input type="checkbox"/> Approach Control Procedural Rating <input type="checkbox"/> Approach Control Surveillance Rating <input type="checkbox"/> Area Control Procedural Rating <input type="checkbox"/> Area Control Surveillance Rating <input type="checkbox"/> Oceanic Control Rating			
2.	4 Letter ICAO Location Indicator of Airport				
3.	On Job Training (classroom training) <i>Note: Mention requirement in Days and Hours both, as per Rating Training Manual.</i>	Date of		OJT	
		commencement	completion	required	performed
4.	Date of Written Examination, Marks Obtained/Maximum Marks				
5.	On Job Training <i>Note: Mention requirement in Days and Hours both, as per Rating Training Manual.</i>	Date of		OJT	
		commencement	completion	required	performed
6.	Date and Result of Assessment				

Part F: Details of English Language Proficiency		
1.	Grade Awarded (Please tick <input checked="" type="checkbox"/> as appropriate)	<input type="checkbox"/> Four <input type="checkbox"/> Five <input type="checkbox"/> Six
2.	Validity of ELP Grade	
Part G: Details of Class 3 Medical Assessment		
1.	Date and Place of medical examination	
2.	Validity of medical assessment (Refer Rule 104, Aircraft Rules 1937 for validity of medical assessment)	
Part H: Details of fee payment		
1.	Amount of fee paid	
2.	Date of payment	
3.	Receipt Number/Transaction Reference Number	
Part I: Declaration by the applicant		
1.	I hereby declare that in terms of provisions of The Aircraft Rules 1937, I have not suppressed or given any wrong information herein above for the purpose of obtaining the ATCO licence/ rating applied for here. I understand that I am liable for appropriate action, if any information given by me is found to be wrong even at a later date. (Strike out which is not applicable)	
2.	Name & Designation	
3.	Place of posting	
4.	Signature with Date	
Part J: Any other information		
Part K: Recommendation of ATS-in-charge of Unit.		
1.	<p>a) I hereby declare that information provided by Mr./Mrs./Ms. _____, has been verified through official records and found correct.</p> <p>b) Recommended for issuance/renewal of air traffic controller's licence / endorsement of rating on air traffic controller's licence</p> <p>c) The applicant has successfully completed all the requirement for issue of Licence and/or rating as specified in Schedule III.</p> <p>d) The applicant is meeting all the requirement for renewal of licence.</p> <p>(Strike out which is not applicable)</p>	
2.	Name & Designation	
3.	Signature with official Stamp and Date	

Enclosures-

S. No.	Name of Document	Attached (Yes/No/NA)	<i>For DGCA office use only</i>
1.	Photo copy of Class X certificate of a recognized Board or its equivalent or the Birth Certificate issued by a Municipal Corporation or Committee as proof of age.		
2.	Photo copy of certificate of educational qualification		
3.	Photo copy of the approved courses undergone (as applicable)		
4.	Photo copy of student air traffic controller's licence (where applicable)		
5.	Documentary proof of Examination/OJT/Result of assessment		
6.	Photocopy of lapsed air traffic controller's licence		
7.	Photo copy of ELP Certificate		
8.	Photo copy of Class 3 medical assessment		
9.	Photo copy of receipt of fee paid through Bharatkosh		
10.	Original air traffic controller's licence (in case of endorsement of rating on issued air traffic controller's licence)		
11.	Any other document		

Note: - Documents mentioned at S. No. 1 and 2 to be submitted for issuance/renewal of Licence only. Other documents needs to be submitted as applicable.

No: AV-11012/89/2015-A
 Government of India
 Ministry of Civil Aviation

B-Block, Rajiv Gandhi Bhavan
 New Delhi – 110003
 Dated the 11th June, 2019

ORDER

Subject: Exemption from the Aircraft Rules, 1937 to enable the Air Traffic Controllers of AAI to perform their duties

With a view to ensuring a smooth transition from the current system of ratings of Air Traffic Controllers followed by AAI to the new system of licensing of Air Traffic Controllers to be implemented by DGCA, the Central Government, in exercise of the powers conferred by rule 160 of the Aircraft Rules, 1937, hereby grants exemption from the provisions of rules 93 and 97 (1) of the Aircraft Rules, 1937 in respect of the following categories of employees of the Airports Authority of India:

- (i) employees who are engaged in ATC duties on the date of this order;
- (ii) employees who have performed ATC duties in the past and are again deployed for such duties before 31.12.2019; and
- (iii) employees who are presently posted at a station for completing the requirements of a rating after having passed the basic ATC training course conducted by AAI.

2. The performance of ATC duties by any of the above said employees shall be subject to the condition that the employee holds a valid rating granted by AAI for performance of such duties.

3. This order shall remain valid till 31.12.2019 or till such employees are granted the requisite licence/rating by DGCA, whichever is earlier.

Anup Pant
 (Anup Pant)

Under Secretary to the Govt. of India

To:

- (i) The Director-General, DGCA, New Delhi
- (ii) The Chairman, AAI, New Delhi



ok

No: AV-11012/89/2015-A
Government of India
Ministry of Civil Aviation

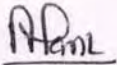
B-Block, Rajiv Gandhi Bhavan
New Delhi – 110003
Dated the 11th June, 2019

ORDER

Subject: Exemption from the Aircraft Rules, 1937 to enable the Airports Authority of India to continue with its current system of grant of ratings to Air Traffic controllers

With a view to ensuring a smooth transition from the current system of ratings of Air Traffic Controllers followed by AAI to the new system of licensing of Air Traffic Controllers to be implemented by DGCA, the Central Government, in exercise of the powers conferred by rule 160 of the Aircraft Rules, 1937, hereby grants exemption to the Airports Authority of India (AAI) from the provisions of rules 98 and 112 of the Aircraft Rules, 1937, subject to following conditions:

- (a) AAI will continue to follow its existing system of on the job training, syllabi for examinations and the procedures for conduct of examinations and assessment of the candidates for the purpose of grant of ATC ratings; and
- (b) This order shall remain valid up to 31.12.2019.


(Anup Pant)

Under Secretary to the Govt. of India

To:

- (i) The Director-General, DGCA, New Delhi
- (ii) The Chairman, AAI, New Delhi



No: AV-11012/89/2015-A

Government of India

Ministry of Civil Aviation

B-Block, Rajiv Gandhi Bhavan

New Delhi – 110003

Dated the 11th June, 2019

ORDER

Subject: Exemption from the Aircraft Rules, 1937 to AAI employees for the purpose of grant of ATC licences/ratings by DGCA.

With a view to ensuring a smooth transition from the current system of ratings of Air Traffic Controllers followed by AAI to the new system of licensing of Air Traffic Controllers to be implemented by DGCA, the Central Government, in exercise of the powers conferred by rule 160 of the Aircraft Rules, 1937, hereby grants the exemptions from the provisions of the Aircraft Rules, 1937, as shown in the table annexed hereto, in respect of the following employees of the Airports Authority of India:

- (i) employees who are engaged in ATC duties on the date of this order;
- (ii) employees who are not engaged in ATC duties on the date of this order, but have performed ATC duties in the past;
- (iii) employees who have completed the basic ATC training course conducted by AAI before the date of this order, but not yet engaged in ATC duties.
- (iv) employees whose recruitment process had been started before 5th November, 2018 i.e. the date of commencement of the Aircraft (Sixth Amendment) Rules, 2018.

2. Each exemption shall be subject to the conditions as indicated in the table against it and shall remain valid up to the date indicated against it in the table.

Anup Pant

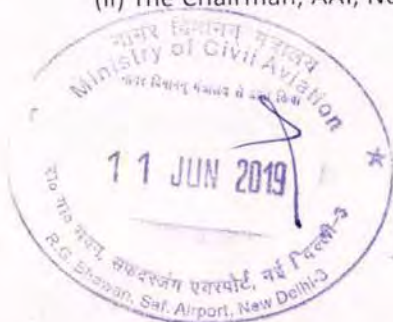
(Anup Pant)

Under Secretary to the Govt. of India

To:

(i) The Director-General, DGCA, New Delhi

(ii) The Chairman, AAI, New Delhi



celc


ANNEXURE

S.No.	Provision	Nature of exemption	Conditions, if any	Valid up to
1.	Rule 103	Exemption from the requirement to hold a medical fitness assessment issued by the Director-General	Must be in possession of the medical fitness assessment issued by the medical assessor of AAI on or before 31.12.2019	The last date of validity of the medical assessment issued by AAI
2.	Para 2 (a) (i) of Section A of Schedule III	Exemption from the requirement to furnish a medical fitness assessment issued by the Director-General	Must produce the medical fitness assessment issued by the medical assessor of AAI on or before 31.12.2019	The last date of validity of the medical assessment issued by AAI
3.	Para 2 (a) (iii) of Section A of Schedule III	Exemption from the requirement to furnish Class X certificate or the birth certificate issued by the municipal authority as proof of age	Must produce the proof of age by way of AAI certified service record	The date of retirement of the person concerned
4.	Para 2 (c) of Section A of Schedule III	Exemption from matching the name with the name entered in Class X certificate	Must produce the AAI certified service record containing the full name and the licence will be issued in that name	The date of retirement of the person concerned
5.	Para 1 (b) of Sections B and C of Schedule III	Exemption from meeting the educational qualification	(A)None as regards employees falling in categories (i), (ii) and (iii). (B)However, employees falling in category (iv) will be granted this exemption only to the extent that a Degree in Engineering will be accepted as meeting the requirement	The date of retirement of the person concerned
6.	Para 1 (c) of Sections B and C of Schedule III	Exemption from the requirement to furnish a medical fitness assessment issued by the Director-General	Must produce the medical fitness assessment issued by the medical assessor of AAI on or before 31.12.2019	The last date of validity of the medical assessment issued by AAI
7.	Para 1 (d) (i) of Section C of Schedule III	Exemption from holding a Student Air Traffic Controller's Licence	None. However, this exemption shall not be available to employees falling in category (iv).	The date of retirement of the person concerned
8.	Rule 111 (1) and Para 1 (d) (ii) and 1 (e) of Section C and paras 1 (a) to 1 (c) of Sections D, E, F,G, H & J of Schedule III	Exemption from all the requirements contained in these provisions.	Must produce a certificate from the competent authority of AAI giving the details of the current rating/s held by the person concerned	31.12.2019

AD
1

ANNEXURE

9.	Para 1 of Section A of Schedule III	Exemption from furnishing the proof of background check.	(A)None as regards employees falling in categories (i), (ii) and (iii). (B)However, employees falling in category (iv) can avail this exemption only at the time of joining. They will have to produce the proof of background check at the time of issuance of Student Air Traffic Controller's Licence	The date of retirement of the person concerned
10.	Para 10 of Section A of Schedule III	Exemption from the requirement to undergo English Language Proficiency (ELP) Test as specified by the Director-General	Must produce the ELP assessment and its validity issued by AAI on or before 31.12.2019	The last date of validity of the ELP assessment issued by AAI
11.	Rule 117	Exemption from the requirement to operate as per requirements specified by the Director-General	Must operate as per the procedures laid down by AAI	31.12.2019


(Anup Pant)

Under Secretary to the Govt. of India

AV.11012/02/2017-A
Government of India
Ministry of Civil Aviation

'B' Block, Rajiv Gandhi Bhawan,
Safdarjung Airport, New Delhi
Dated: 01st January, 2020

ORDER

Subject: Exemption from the Aircraft Rules, 1937 to enable the Air Traffic Controllers of AAI to perform their duties

Reference: Order No. AV.11012/89/2015-A dated 11th June, 2019 on the above subject.

With the approval of the competent authority, following changes are made to the above cited order of this Ministry:

"The date 31.12.2019 appearing in clause (ii) of paragraph 1 and in paragraph 3 stands modified as 31.12.2020."

2. Rest of the above said order shall remain unchanged.



(Anup Pant)

Under Secretary to the Govt. of India

To:

- (i) The Director-General, DGCA, New Delhi
- (ii) The Chairman, AAI, New Delhi

AV.11012/02/2017-A
Government of India
Ministry of Civil Aviation

'B' Block, Rajiv Gandhi Bhawan,
Safdarjung Airport, New Delhi
Dated: 01st January, 2020

ORDER

Subject: Exemption from the Aircraft Rules, 1937 to enable the Airports Authority of India to continue with its current system of grant of ratings to Air Traffic Controllers

Reference: Order No. AV.11012/89/2015-A dated 11th June, 2019 on the above subject

With the approval of the competent authority, following changes are made to the above cited order of this Ministry:

"The date 31.12.2019 appearing in clause (b) stands modified as 31.12.2020."

2. Rest of the above said order shall remain unchanged.


(Anup Pant)

Under Secretary to the Govt. of India

To:

- (i) The Director-General, DGCA, New Delhi
- (ii) The Chairman, AAI, New Delhi

AV.11012/02/2017-A
Government of India
Ministry of Civil Aviation

'B' Block, Rajiv Gandhi Bhawan,
Safdarjung Airport, New Delhi
Dated: 01st January, 2020

ORDER

Subject: Exemption from the Aircraft Rules, 1937 to AAI employees for the purpose of grant of ATC licences/ratings by DGCA

Reference: Order No. AV.11012/89/2015-A dated 11th June, 2019 on the above subject

With the approval of the competent authority, for the Annexure to the above said order, the Revised Annexure as attached hereto is substituted.

2. Rest of the above said order shall remain unchanged.



(Anup Pant)

Under Secretary to the Govt. of India

Encl.: Annexure (Revised)

To:

- (i) The Director-General, DGCA, New Delhi
- (ii) The Chairman, AAI, New Delhi

ANNEXURE (Revised)

S. No.	Provision	Nature of exemption	Conditions, if any	Valid up to
1.	Rule 103	Exemption from the requirement to hold a medical fitness assessment issued by the Director-General	Must be in possession of the medical fitness assessment issued by the medical assessor of AAI on or before 31.12.2020	The last date of validity of the medical assessment issued by AAI
2.	Para 2 (a) (i) of Section A of Schedule III	Exemption from the requirement to furnish a medical fitness assessment issued by the Director-General	Must produce the medical fitness assessment issued by the medical assessor of AAI on or before 31.12.2020	The last date of validity of the medical assessment issued by AAI
3.	Para 2 (a) (iii) of Section A of Schedule III	Exemption from the requirement to furnish Class X certificate or the birth certificate issued by the municipal authority as proof of age	Must produce the proof of age by way of AAI certified service record	The date of retirement of the person concerned
4.	Para 2 (c) of Section A of Schedule III	Exemption from matching the name with the name entered in Class X certificate	Must produce the AAI certified service record containing the full name and the licence will be issued in that name	The date of retirement of the person concerned
5.	Para 1 (b) of Sections B and C of Schedule III	Exemption from meeting the educational qualification	(A)None as regards employees falling in categories (i), (ii) and (iii). (B)However, employees falling in category (iv) will be granted this exemption only to the extent that a Degree in Engineering will be accepted as meeting the requirement	The date of retirement of the person concerned
6.	Para 1 (c) of Sections B and C of Schedule III	Exemption from the requirement to furnish a medical fitness assessment issued by the Director-General	Must produce the medical fitness assessment issued by the medical assessor of AAI on or before 31.12.2020	The last date of validity of the medical assessment issued by AAI
7.	Para 1 (d) (i) of Section C of Schedule III	Exemption from holding a Student Air Traffic Controller's Licence	None. However, this exemption shall not be available to employees falling in category (iv).	The date of retirement of the person concerned.

ANNEXURE (Revised)

8.	Rule 111 (1) and Para 1 (d) (ii) and 1 (e) of Section C and paras 1 (a) to 1 (c) of Sections D, E, F, G, H & J of Schedule III	Exemption from all the requirements contained in these provisions.	Must produce a certificate from the competent authority of AAI giving the details of the current rating/s held by the person concerned	31.12.2020
9.	Para 1 of Section A of Schedule III	Exemption from furnishing the proof of background check.	(A)None as regards employees falling in categories (i), (ii) and (iii). (B)However, employees falling in category (iv) can avail this exemption only at the time of joining. They will have to produce the proof of background check at the time of issuance of Student Air Traffic Controller's Licence	The date of retirement of the person concerned
10.	Para 10 of Section A of Schedule III	Exemption from the requirement to undergo English Language Proficiency (ELP) Test as specified by the Director-General	Must produce the ELP assessment and its validity issued by AAI on or before 31.12.2020	The last date of validity of the ELP assessment issued by AAI
11.	Rule 117	Exemption from the requirement to operate as per requirements specified by the Director-General	Must operate as per the procedures laid down by AAI	31.12.2020



(Anup Pant)

Under Secretary to the Govt. of India

AV-11012/89/2015-A
Government of India
Ministry of Civil Aviation

B-Block, Rajiv Gandhi Bhavan
New Delhi – 110003
Dated the 31st December, 2020

ORDER

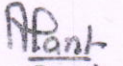
Subject: Exemption from the Aircraft Rules, 1937 to enable the Airports Authority of India to continue with its current system of grant of ratings to Air Traffic Controllers.

Reference: This Ministry's order No. AV.11012/89/2015-A dated 11th June, 2019 on the above subject.

With the approval of the competent authority, the following changes are made to the above cited order of this Ministry:

"The date appearing in clause (b) which was changed to 31.12.2020 vide order no. AV.11012/0212017-A dated 01st January, 2020, stands modified as 30.04.2021."

2. Rest of the above said order shall remain unchanged.


(Anup Pant)

Under Secretary to the Govt. of India

To:

- (i) The Director-General, DGCA, New Delhi
- (ii) The Chairman, AAI, New Delhi



AV-11012/89/2015-A
Government of India
Ministry of Civil Aviation

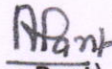
B-Block, Rajiv Gandhi Bhavan
New Delhi – 110003
Dated the 31st December, 2020

ORDER

Subject: Exemption from the Aircraft Rules, 1937 to AAI employees for the purpose of grant of ATC licenses/ratings by DGCA (Rule 103 and 105).

With a view to ensuring a smooth transition from the current system of ratings of AirTraffic Controllers followed by Airports Authority of India (AAI) to the new system of licensing of Air Traffic Controllers to be implemented by DGCA, the Central Government, in exercise of the powers conferred by rule 160 of the Aircraft Rules, 1937, hereby grants the exemptions from the provisions of rule 103 and 105 of the Aircraft Rules, 1937 to the employees of AAI to continue issue/renewal of license & ratings w.r.t. ATCOs and to exercise the privileges by holder of ATCOL on the basis of Medical Assessment issued in its current system.

2. This exemption shall be valid for a period four months from 01.01.2021 to 30.04.2021.


(Anup Pant)

Under Secretary to the Govt. of India

To:

- (i) The Director-General, DGCA, New Delhi
- (ii) The Chairman, AAI, New Delhi





भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

No. A.26022/Licencing/EA-2019/114

15th July, 2019

The Regional Executive Director
Airports Authority of India
Northern/Western/Eastern/Southern/North East Region
New Delhi/Mumbai/Kolkata/Chennai/Guwahati

Subject: Licencing of Air Traffic Controllers – Payment of requisite fee.

Rule 93 of the Aircraft Rules 1937 stipulates that no person shall engage himself in the provision of air traffic services in India, unless he holds a valid air traffic controller's license. Accordingly, as directed by the Central government, ATCOs already engaged in the provision of air traffic services before 05.11.2018 i.e. the date of the commencement of the Aircraft (Sixth Amendment) Rules, 2018, are permitted to provide such services till they obtain the air traffic controller's licence or till 31st December, 2019, whichever is earlier. In order to comply with this order, all the ATCOs providing Air Traffic Control Services are to be licensed by **31st Dec, 2019**.

2. DGCA CAR Section 9 series L Part X Issue dated 4th April, 2019 lays down the requirements and procedures to be followed for Issue and renewal of Student air traffic controller's Licence. Similarly, DGCA CAR Section 9 Series L Part II Issue I dated 2nd Jan 2019 lays down the requirements and procedures to be followed for issue and renewal of air traffic controller's licence and endorsement of rating(s).

3. DGCA is in process of issuing Student Air Traffic Controllers and Air Traffic Controller's licences to the persons engaged in the provision of Air traffic control services in AAI. The processing of applications submitted by controllers to CAP Directorate and subsequently to DGCA Office will take some time. Therefore, existing Air traffic controllers of AAI are required to submit the applications for issuance of the licence from 15th July 2019 onwards, to be completed by 31st August, 2019.

4. Application for the issuance of Air Traffic Controller's licence shall be submitted in the prescribed format given in Appendix-1 to DGCA CAR Section 9 Series L Part II, along with the requisite fee as mentioned in Rule 99 of Aircraft Rules 1937 (e.g. Rs. 20,000/- for issue of an Air Traffic Controller's Licence) to be paid by the individual controller through <https://bharatkosh.gov.in> (copy of Rule 99 is enclosed for ready reference). A copy of the fee paid shall be enclosed with application.

5. AAI has decided to reimburse the fee paid by individual under Rule 99 of Aircraft Rules 1937. The proof of payment shall be submitted by the individual ATCO to the respective administrative offices for processing of reimbursement of the paid fee.

(Sanjay Jain)
Executive Director (HR)

Encl: As above.

Distribution:

- AGM(ES) to Chairman
- DGM(ES) to Member(Plg.)/Member(Fin.)/Member(HR)/Member(ANS)/Member(Ops)/CVO
- All.HoDs at CHQ/Operational Office/ AAI Office Complex
- GM(HR) – ES-I/EA/PP Cell/MPP

Rule 99 of the Aircraft Rules 1937

99. Fees and other charges – (1) A candidate who applies for the licence, its renewal, or validation or endorsement of a rating or for the issue of duplicate licence, shall pay the following fees, namely:---

- (i) for issue of a Student Air Traffic Controller's Licence : Rs. 1,000/-;
- (ii) for renewal of a Student Air Traffic Controller's Licence: Rs. 500/-;
- (iii) for issue or validation of an Air Traffic Controller's Licence: Rs. 20,000/-;
- (iv) for renewal of an Air Traffic Controller's Licence: Rs. 10,000/-;
- (v) for issue of duplicate Student Air Traffic Controller's Licence: Rs. 250/-; and
- (vi) for issue of duplicate Air Traffic Controller's Licence: Rs. 2500/-.

Explanation ---- The fee specified in clauses (iii) and (iv) includes the fee for endorsement of any rating on the licence during its period of validity and no separate fee shall be payable for such endorsement.

(2) The applicant shall be required to bear all charges in respect of the assessment, if any, and if a government examiner is associated during the assessment, a fee of ten thousand rupees shall be payable for each assessment.

(3) The fee shall be paid in the manner as specified by the Director-General.

(4) Omitted

*[Inserted by GSR No. 64(E) dated 3-2-2012; and
Amended by GSR 1089(E) dated 05-11-2018]*



CERTIFICATE

[This certificate is issued for compliance with Government of India, Ministry of Civil Aviation Orders No. AV-11012/89/2015-A dated 11th June 2019 and AV. 11012/02/2017-A dated 1st Jan 2020 - regarding exemptions from the Aircraft Rules, 1937 to AAI employees for the purpose of grant of ATCO licences/ratings by DGCA.]

PART-A

It is certified that *(Name as in the service record)*, *(designation)*, Employee No. *(Emp No.)* is an employee of Airports Authority of India since *(Date/year of Joining (CAD/NAA/AAI) and:*

1. His /Her name as entered in office records is _____

(For compliance with Para 2 (c) of Section A of Schedule III of Aircraft Rules, 1937 and exempted by Ministry of Civil Aviation vide Orders No. AV-11012/89/2015-A dated 11th June 2019 and AV. 11012/02/2017-A dated 1st Jan 2020 at S. No. 4 of the Annexure.)

2. His /Her date of birth as entered in office records is _____

(For compliance with Para 1 (a) of Section B and Section C of Schedule III of Aircraft Rules, 1937 and exempted by Ministry of Civil Aviation vide Orders No. AV-11012/89/2015-A dated 11th June 2019 and AV. 11012/02/2017-A dated 1st Jan 2020 at S. No. 4 of the Annexure.)

It is certified that the information provided above is correct & verified from the service records of the applicant, available with AAI.

(Signatures & stamp of authorised HR executive)

Counter signed by

(ED-CAP)



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

No. A. 22011/GA/EA-2019/109

08th July, 2019

The Regional Executive Director
Airports Authority of India
Northern/Western/Eastern/Southern/North East Re
New Delhi/Mumbai/Kolkata/Chennai/Guwahati

The Executive Director
Airports Authority of India
RCDU/FIU
New Delhi

Airport Director
Airports Authority of India
Kolkata/ Chennai Airports

The Director
Indian Aviation Academy
New Delhi

The Principal
Civil Aviation Training College (CATC)
Bamrauli,
Prayagraj

The Executive Director
Airports Authority of India
CRSD/ E&M Workshop
New Delhi

Subject: Issue of ATCOs Certificate after proper verification from their Service Book records

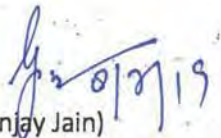
MoCA has granted certain exemptions under Rule 160 vide Order no. AV-11012/89/2015-A dated 11th June 2019 for exemptions from the Aircraft Rules, 1937 to AAI employees for the purpose of grant of ATC licenses/ratings by DGCA.

In view of above, a certificate (Format attached) needs to be submitted to DGCA through GAP Directorate in respect of AAI ATCOs for obtaining licenses (Student Air Traffic Controller's License /Air Traffic Controller's License).

It is hereby conveyed that GM (ATM/Region)/ATS In-charge shall be the nodal officer from ATM directorate for obtaining the certificates from concerned HR section in respect of ATCOs under their control. Similarly, GM (HR/Region)/ senior-most HR officer shall be the nodal officer from HR directorate for provision of the certificate.

Concerned HR Section should certify Part A Certificate after due verification from Service records, ATS In-charges of respective Region/Airports should certify Part B Certificate and Part C Certificate after due verification from ATS Ratings records. It should be ensured that this job of verification and certification is done on priority as Licensing of ATCOs is to be completed in a time bound manner.

This issues with the approval of competent authority.


(Sanjay Jain)
ED (HR)

Page 1 of 2

Distribution:

- AGM(ES) to Chairman
- DGM(ES) to Member(Plg.)/Member(Fin.)/Member(HR)/Member(ANS)/Member (Ops)/CVO
- All HoDs at CHQ/Operational Office/AAI Office Complex
- GM(HR)-ES-I/EA/PP Cell/MPP
- GM(IT) for uploading on AAI Website
- JGM(OL) – for Hindi Version



Form CAP-04/018B(Rev.4)

DGCA Copy/ATCO's Copy/AAI Copy^s
(Mention only one in each of the three copies)

AIRPORTS AUTHORITY OF INDIA

File No.:

Date:/...../.....

RESULT OF SKILL ASSESSMENT BOARD

Mr/Ms {*name and designation of ATCO*}, Employee number {*Employee number*}, Licence number {*Licence number*} was assessed by the duly constituted skill assessment board on {*date in dd.mm.yyyy format*} in {*name of ATC Unit*} at {*Name of station*} on successful completion of on-the-job training in accordance with Rating Training Manual as follows:

Date of commencement of OJT	Date of Completion of OJT	OJT Required		OJT Performed	
		Days	Hours	Days	Hours

Mr/Ms {*name and designation of ATCO*} has been assessed successful by the skill assessment board; by demonstrating competency at a level appropriate to the privileges being granted, in skill, judgement and performance to provide a safe, orderly and expeditious {*name of air traffic control service*} including the recognition and management of threats and errors, in accordance with para 1(c) of section {D,E,F,G,H or J as applicable for that rating} of Schedule III of Aircraft Rules 1937, in {*name of ATC Unit*} at {*Name of station*}.

Mr/Ms {*name and designation of ATCO*} obtained {*percentage of marks*} in skill assessment.

The pass percentage in skill assessment is 80%.

.....
(Signature of ATS In-charge with seal)

Copy to:

1. ED (ATM)
2. ED (CAP)
3. GM(ATM)-(NR/ER/NER/SR/WR)#
4. Individual File of Controller.

[#: to be sent to respective region if ATS In-charge at Airport/ATC centre is at Jt GM level or below]



Form: CAP-04/026A(rev. 3)

*DGCA Copy/ATCO's Copy/AAI Copy^s
(Mention only one in each of the three copies)*

**भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA**

File No.:

Date:/...../.....

RESULT OF WRITTEN EXAMINATION

Mr/Ms {name and designation of ATCO}, Employee number {Employee number}, Licence number {Licence number} has passed the written examination conducted on {date in dd-mm-yyyy} to demonstrate the level of knowledge for acquiring the {name of Rating(s)} at {Name of station} in compliance with Para 1 (a)* of section {D,E,F,G,H or J as applicable for that rating} of Schedule III of Aircraft Rules 1937.

The result of examination is as follows:

Name of Examination	Maximum marks	Marks obtained	Percentage

The pass percentage in written examination is 80%

*Theory subjects covered in compliance with Para 1 (a) of section {D,E,F,G,H or J as applicable for that rating} Schedule III of the Aircraft Rules 1937, during the rating training are mentioned overleaf.

.....
(Signature of Issuing Authority with seal)

Copy to:

1. ED(CAP)
2. Individual File of Controller.

