



GOVERNMENT OF INDIA  
**OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION**  
TECHNICAL CENTRE, OPP SAFDURJUNG AIRPORT, New Delhi

**CIVIL AVIATION REQUIREMENT  
SECTION 3 – AIR TRANSPORT  
SERIES ‘F’ PART I  
ISSUE II, 07<sup>TH</sup> DECEMBER, 2017**

**EFFECTIVE : 15.12.2017**

**Subject: REQUIREMENTS FOR ISSUE OF NON-SCHEDULED FLIGHT CLEARANCES AND ENROLMENT OF A FLIGHT CLEARING AGENCY.**

**1. INTRODUCTION**

India, being a signatory to the Chicago Convention, permits non-scheduled flights by foreign registered aircraft into or overflying its territory, but for the reasons of safety and security, prior clearance has to be issued for such flights under rule 158 or 158A of the Aircraft Rules, 1937. The requirements for issuance of such flight clearances are given in this CAR. This CAR also lays down the conditions for Indian aircraft operators undertaking non-scheduled international flights.

In order to facilitate the foreign registered aircraft operators, flight clearance agencies are enrolled by DGCA. This CAR also lays down the requirement for enrollment of such flight clearance agencies. The guidelines for issue of flight clearance to ITP Tourist Charter flights have been taken from Aeronautical Information Circular No. 05 of 2015.

The requirements for Aero Sports activities reflected in this CAR include the requirement as given in CAR Section 2 Series F, Part XV for hot air balloons and CAR Section 2 Series O Part VI for Powered Hang Gliders. The requirements for undertaking cloud seeding/aerial survey operations and retention of foreign registered aircraft in India have also been enumerated in this CAR. This CAR also stipulates the guidelines for operation and retention of foreign registered aircraft in India beyond 15 days.

This CAR is issued under provisions of Rule 158A and Rule 133A of the Aircraft Rules, 1937.

## 2. APPLICABILITY AND SCOPE

This CAR is applicable to:

- 2.1 An Agency obtaining flight clearances including Tour Operators;
- 2.2 Government Agencies including State Governments;
- 2.3 Foreign aircraft operators;
- 2.4 Agencies undertaking aerial photography, geophysical surveys, cloud seeding etc.;
- 2.5 Indian aircraft operators.

## 3. PROCEDURE FOR CLEARANCE OF FOREIGN NON-SCHEDULED FLIGHTS

### 3.1 General

- 3.1.1 No prior permission is required for aircraft operating outside the Indian territory which includes territorial waters but within Indian Flight Information Regions (FIRs).
- 3.1.2 If an operator intends to perform a non-scheduled or a series of non-scheduled flights into, from or over Indian territory, it is necessary for the operator to apply and obtain prior approval of DGCA. The details of 'Notice Period' and the 'application' are at 3.2 and 3.3 respectively.
- 3.1.3 Such flights are not permitted to pick-up passengers/cargo at any place in India for disembarkation at any other place in India.
- 3.1.4 Due to reasons for safety of flights, an AFTN signal authorizing such flights is issued by DGCA in every case. The authorizing reference number (YA/N/.....) shall be quoted at field 18 of the flight plan filed with Air Traffic Control Centre.
- 3.1.5 Pilot-in-Command is also required to carry the reference number (YA/N/.....) of such AFTN signal authorizing the flight with him and quote it when required by ATC authorities. Overflying aircraft that are unable to quote the authority are liable to make a landing in India, and shall be subject to search/interrogation by authorities upon landing.
- 3.1.6 Any aircraft after landing in India in accordance with para **3.1.5** shall require specific permission of DGCA for undertaking any further flight.
- 3.1.7 A flight clearance shall be valid for a period of 48 hours. If a flight gets delayed beyond 48 hours, it will require fresh clearance from the DGCA.
- 3.1.8 The aircraft shall carry mandatory equipment on board such as TCAS etc., as required under Civil Aviation Requirements of India.

### **3.2 Notice Period**

- 3.2.1 Applications for operating non-scheduled flight(s) are required to be submitted in advance with a minimum notice period as follows:
- 3.2.1.1 Three working days for flights for traffic purposes, except as stated in 3.2.1.2
  - 3.2.1.2 Seven working days for flights originating from PRC countries
  - 3.2.1.3 One working day for flights for non-traffic purposes i.e. overflight (s)/technical halts except as stated in 3.2.1.4
  - 3.2.1.4 Three working days for flights for non-traffic purposes i.e. overflight(s)/technical halts originating from PRC countries.
- 3.2.2 The minimum notice period requirements, however, may not be insisted upon in the following cases:
- 3.2.2.1 Ambulance flights (name and address of the patient and the doctor to be given in each case);
  - 3.2.2.2 Relief aircraft of scheduled passenger airline necessitated due to grounding of aircraft;
  - 3.2.2.3 Relief flights in case of natural calamities.
  - 3.2.2.4 Non-revenue traffic by aircraft owned by ICAO member states.

### **3.3 Application**

- 3.3.1 Application form for obtaining flight clearances is at Annexure 'C', 'F' and 'G'.
- 3.3.2 The requests for obtaining flight clearance for a foreign registered aircraft can only be submitted through designated flight clearance agencies enrolled by DGCA for the purpose, except for foreign scheduled airline operating under bilateral air services agreement with India, or the requests received through diplomatic channel through MEA or from any other Government Department.
- 3.3.3 The application shall be signed by the Director/Authorized Signatory of the flight clearing agency submitted to the DGCA "(Attn: Asst Director Air Transport), Sri Aurobindo Marg, Opposite Safdarjung Airport, New Delhi-110003".
- 3.3.4 Any application submitted with incomplete information would be summarily rejected.
- 3.3.5 The registration of the aircraft and name and nationality of the Pilot-in-Command at item 7 (iii) and 8 respectively of the application form may not be insisted upon in the following cases, provided the aircraft is not capable of air-dropping:
- 3.3.5.1 Series of Tourist Charter flights (total duration not less than one month) provided the following conditions are met:

- a) Application for such flights must be submitted by the operators at least one month in advance;
  - b) Permission in such cases would be given only to an airline holding valid Air Operator's Certificate issued by the regulatory authority of the country, where the airline is registered and also holding permission for operating the flights from such authority;
- 3.3.5.2 Cargo flights operated by foreign Airlines operating scheduled passenger services to/from India;
- 3.3.5.3 Series of passenger/tourist flights overflying Indian air space or making technical landings (total duration not less than one month) by major non-scheduled operator whose credentials are certified by their DGCA and Embassy/High Commission of that country in India.
- 3.3.6 Flight clearing agency or Operator or Airline, as the case may be, shall be responsible for the correctness of data as in Annexure F and G provided to DGCA.

### **3.3 Special Permissions**

- 3.4.1 Special permission from the Government of India shall be required in the following cases, due to which, it may take a longer period for clearance of the flight than stipulated in Para 3.2:
- 3.4.1.1 Stay of any aircraft for more than 15 days;
  - 3.4.1.2 Flight of an aircraft registered in a State not a member of ICAO;
  - 3.4.1.3 Passenger charter flights to India not covered by Tourist Charter guidelines; and
  - 3.4.1.4 Any flight with aircraft capable of air-dropping.

### **3.4 Changes in flight clearance**

- 3.5.1 Any request for change in the flight clearance would normally not be accepted and would require fresh clearance with proper notice. However, in exceptional circumstances, changes may be accepted provided the replacing aircraft is not capable of air dropping or the approved flight schedule time is not preponed to such an extent that the notice period requirement stipulated at Para 3.2 is not met, if reckoned from the date of filing of the original application.

### **3.5 Applications forwarded by Ministries/Departments of Government of India**

- 3.6.1 Applications forwarded by Ministries/Departments of Government of India, Indian Missions abroad and by the missions of the concerned countries through and duly supported by Ministry of External Affairs, may be given clearance notwithstanding the aforesaid guidelines. Such applications are required to be forwarded by the Ministries/Departments at the level of Deputy Secretary/Director and above.

### **3.7 Aircraft capable of air-dropping**

3.7.1 Request for operating flights with aircraft capable of air-dropping require detailed scrutiny/check-up of the application. In such cases, it may not be possible to clear these flights within the period stipulated at para 3.2 except when these flights are operated by International Airlines operating scheduled passenger services to/from India. Over flying Indian territory with aircraft capable of air dropping would not be permitted and a technical landing at an International Airport located nearest to the international border would be insisted upon.

### **3.8 Flights landing at Defence air-fields**

3.8.1 For an aircraft landing at a Defence airfield, an AOR number is also required in addition to the YA clearance. The applicants are required to submit their applications to Air Hqrs./Naval Hqrs., as the case may, through DGCA by giving the full details of the foreign pilots/foreign passengers with their passport numbers etc. at least 30/20 days prior to the operation of the flight respectively.

3.8.2 If a civil aircraft is to carry out a flight for military purposes and with military call sign, both YA clearance as well as AOR clearance would be needed. The application in such a case will have to be made both to the Ministry of Defence and DGCA through the Ministry of External Affairs.

## **4. REQUIREMENTS FOR ENROLLMENT AS A FLIGHT CLEARING AGENCY**

4.1 Flight clearance agencies are enrolled by DGCA after the security clearance of the Company/Body Corporate and its Board of Directors from Ministry of Home Affairs. These agencies are authorized to obtain flight clearance from DGCA on behalf of the foreign registered aircraft operators as well as Indian aircraft operators (wherever applicable under this CAR).

4.2 The flight clearing agency shall be responsible for completeness and correctness of the information provided in the flight clearance application.

4.3 The following eligibility criteria need to be fulfilled for enrollment as flight clearing agency:

4.3.1 The applicant shall be a company or a body corporate that is registered and has its principal place of business within India and the majority of Directors on the Board of the company are Indian citizens. For a Private Limited Company, there shall be at least two directors and for a Limited Company, there shall be at least three Directors, as per Companies Act, 2013.

4.3.2 Obtaining non-scheduled flight clearance from DGCA shall be one of the objects of the company, and a suitable provision to this effect should be included in the Memorandum of Association of the Company or equivalent document for other Body Corporate.

- 4.3.3 It is essential that the Board of Directors of the Company has at least one person having five year aviation experience, failing which the company will employ such a person and submit his bio-data to DGCA for acceptance.
- 4.4 Application shall be submitted to Director (Air Transport), DGCA in five sets as per the prescribed proforma at Annexure 'A'
- 4.5 4.5 Application shall be submitted along with the copies of Certificate of Incorporation issued by Registrar of Companies, Memorandum and Articles of Association and financial status and details of Directors for seeking security clearance from Ministry of Home Affairs as per Annexure 'B1' and 'B2', and experience certificate in compliance with Para 4.3.3 above.

Note: The details/documents for security clearance of the Company and its Board of Directors shall be submitted through the eSahaj portal of Ministry of Civil Aviation once the same is operationalized.

- 4.6 Once the security clearance in respect of the firm and all the Directors has been received and the requirement of para 4.3.3 is fulfilled, the DGCA will issue a letter of enrollment.
- 4.7 The enrollment of a flight clearing agency shall be valid for 5 years from the date of issue and the same can be renewed for a period of 5 years after a fresh security clearance from MHA.
- 4.8 The request for renewal along with documents for fresh security clearance of the company and its Board of Directors shall be submitted to Director (Air Transport), DGCA 90 days before the expiry.
- 4.9 The flight clearing agency shall inform DGCA along with the details of criminal case(s), if any, registered against the company, owner, promoter or any of its Directors at any point of time after the enrollment.
- 4.10 Any change in the shareholding pattern/ownership of the company, changes in Board of Directors, change of name shall require a prior permission from DGCA including a fresh security clearance from MHA.
- 4.11 The enrollment of a flight clearing agency shall be cancelled/ suspended at any time, in the event of violation of the provisions of this CAR, submission of wrongful information, receipt of adverse inputs from MHA.

## **5. OPERATION OF INCLUSIVE TOUR PACKAGE (ITP) CHARTER FLIGHTS TO AND FROM INDIA -**

Guidelines for clearance of such flights are to be followed as given in Aeronautical Information Circular No. 05 of 2015.

**6. AERIAL PHOTOGRAPHY/GEOPHYSICAL SURVEYS**

- 6.1 Seven copies of the application in prescribed format as per Annexure 'E' shall be submitted by an Indian Company holding Non-Scheduled Operator's Permit to the Directorate of Regulations and Information, O/o DGCA along with the maps indicating the area to be photographed;
- 6.2 The application shall be forwarded by the DGCA to the Ministry of Defence and other concerned Government agencies;
- 6.3 The permission shall be issued by DGCA after receiving NOC from Ministry of Defence and other agencies;
- 6.4 The permission to carry out Aerial Photography/Geophysical Survey shall be granted subject to the conditions, as enumerated in the proforma for application and any additional condition that may be decided by DGCA in each case and conveyed to the applicant:-

**7. CLOUD SEEDING OPERATIONS**

- 7.1 The application for issue of permission to undertake cloud seeding operations shall be submitted by an Indian Company holding Non-Scheduled Operator's Permit to Directorate of Regulations and Information, DGCA.
- 7.2 Import of foreign registered aircraft for cloud seeding operations on re-export basis for a period of 60 days will be issued by O/o DGCA;
- 7.3 Concurrence of Ministry of Civil Aviation would also be required, if operation and retention of foreign registered aircraft is required for more than 60 days;
- 7.4 The cloud seeding operation shall be permitted subject to the following conditions:-
  - 7.4.1 The aircraft shall be operated as per the operations limitations as laid down by the State of Registry;
  - 7.4.2 The aircraft and the crew/engineers shall be under the surveillance of DGCA;
  - 7.4.3 The pilots shall hold current professional license and currency of medical fitness;
  - 7.4.4 The pilots who undertakes the flights should have previous experience of similar type of flight operations;
  - 7.4.5 Before undertaking the flight, full details and requirements shall be discussed with the concerned Airport Director/Airport in-charge of AAI to enable them to take proper NOTAM action, if required;
  - 7.4.6 Prior clearance shall be obtained from concerned ATC units;

- 7.4.7 No Aerial photography shall be permitted;
- 7.4.8 No flight shall be carried over restricted/prohibited areas;
- 7.4.9 Aircraft shall be insured appropriately;
- 7.4.10 The cloud seeding operations shall be conducted in accordance with the terms and conditions as laid down by the concerned agencies;
- 7.4.11 The Operator shall strictly comply with the laid down safety and the security requirement;
- 7.4.12 The concerned agencies shall deploy one pilot and engineer, who are convergent with the Aircraft Rules, 1937 and Regulations to monitor such operations. Foreign crew shall be briefed by this pilot and engineer about the Indian Regulations in the aviation matters. DGCA shall be kept informed of any violation;

## **8. RETENTION OF FOREIGN REGISTERED AIRCRAFT IN INDIA**

Except for the aircraft brought in for maintenance at an approved MRO facility in India, retention of foreign registered aircraft in India would not be permitted beyond a period of 15 days. However, in following exceptional circumstances, DGCA may recommend to Ministry of Civil Aviation in accordance with Para 3.4.1.1 for grant of special permission for retention of foreign registered aircraft in India beyond a period of 15 days upto 60 days on a case to case basis:

- 8.1 Aircraft arriving in India for participating in National/ International Air Show and the duration of the show is more than 15 days;
- 8.2 Aircraft brought to India for scientific/weather research purposes, geo-physical surveys for mineral explorations, cloud seeding operations etc.
- 8.3 Aircraft brought into India in connection with covering a cricket series or any other such national/international sports events, exhibition, etc.
- 8.4 Aircraft fully equipped for medical purposes brought into India to run Eye Camps, Cardiology Camps etc.
- 8.5 Multiple-leg tourist charter flights covering different points within India or a private aircraft carrying foreigners visiting different parts of the country;
- 8.6 Private aircraft brought by Indian nationals or NRIs into India for attending various religions/social functions or business commitments etc.;
- 8.7 Any foreign registered aircraft stay of which is recommended by a Ministry/Department of Govt. of India, or a State Government due to official commitments;



8.8 Foreign registered aircraft brought into the country for the purpose of demonstration with prospective buyers;

8.9 Any foreign registered aircraft engaged in humanitarian relief work in India and the continued presence of which is justified in public interest;

## **9. PROCEDURE FOR CLEARANCE OF NON-SCHEDULED FLIGHTS BY INDIAN OPERATORS**

### **9.1 Operation of non-scheduled flights by Scheduled Operators within India**

No prior permission of DGCA is required for Scheduled Operators to operate non-scheduled flights within India in the following cases:-

9.1.1 To operate a flight with changed equipment;

9.1.2 To operate a flight to an airport, where crew training will be carried out, provided the flight is non-revenue;

9.1.3 To operate a relief flight with man and material for grounded aircraft within the country subject to the condition that there is no disruption to the approved schedule duty to operation of such relief flight;

9.1.4 To re-route flight to a station for picking up stranded passengers due to technical problem of the aircraft at that airport, provided such flights are given a suffix as 'R' to be identified as re-routed flight. Operators are required to inform each passenger of such re-routed flight so that inconvenience is known to them in advance;

9.1.5 To operate charter flights or extra-section flight after obtaining permission from concerned ATC unit, subject to the condition that they shall inform DGCA about it on the first available opportunity along with a confirmation that no scheduled flight was cancelled.

### **9.2. International Cargo flights by Indian Operators**

9.2.1 The flights shall be operated on non-scheduled basis;

9.2.2 The flights will be operated outside the purview of the bilateral Air Services Agreements;

9.2.3 The operation of these flights will not confer any right on the private operator for allotment of slots on grounds of historicity.

9.3 No prior permission of DGCA is required by Private/Non Scheduled Operators to operate any flight within India and they can operate such flights by filing a flight plan with concerned ATC unit and obtaining Air Defence Clearance (ADC No.) from AFMLU prior to undertaking such flight.

### **9.4 International non-scheduled flights by Indian operators**

9.4.1 No prior permission (YA No) from DGCA shall be required for operating non-scheduled international flights by Indian operators; and they can

operate such flights after compliance of conditions as given under para 9.5. by filing a flight plan with concerned ATC unit and obtaining Air Defence Clearance (ADC No.) from AFMLU prior to undertaking such flight. However, permission from DGCA would be required in case of flights being operated for export/redelivery of an Indian registered aircraft; flights to non ICAO member States; or such other States, as may be notified from time to time.

9.4.2 In case of the operator not in compliance of the conditions laid down under Para 9.5 or not having the required authorization for international operation, request for operating a non-revenue international non-scheduled flight can be considered on a case to case basis on genuine grounds.

9.4.3 The cases falling under Para 9.4.2 and/or those under the exception clause as provided under para 9.4.1, shall be considered on a case to case basis for grant of suitable authorization for undertaking international operations. Such requests may be submitted to Director (Air Transport), DGCA as per proforma at Annexure 'C' and 'D' along with relevant supporting document at least 7 working days prior to the date of operation.

9.4.4 The Operator shall be responsible for compliance of all the applicable requirements laid down by the other concerned agencies like IAF/Air Headquarters, Naval Headquarters, ATC, Airport Operator, Custom, Immigration etc. including the requirement to obtain AOR number from Air Hqrs/Naval Hqrs (as applicable) for an aircraft originating/ terminating at a military airfield, as per requirements of AHQ/NHQ as applicable from time to time.

9.5 **Conditions for Operation of international non-scheduled flights by Indian operators**

The owner/operator shall ensure the following before undertaking non-scheduled international flights:

9.5.1 The operator has the required authorization for undertaking international flights:

9.5.1.1 **Scheduled/NSOP Operators:** AOP/AOC with Operation Specifications suitably endorsed with area of operations for proposed international operations.

9.5.1.2 **Private Operators:** An authorization issued by DGCA in accordance with para 9.6 for undertaking international operations.

9.5.2 Such non-scheduled international flights are operated from/to Indian airports having custom/immigration facilities.

- 9.5.3 The operation is conducted in compliance with all the applicable regulations and approvals from DGCA.
- 9.5.4 The necessary authorization for operation of the flights has been obtained by the operator directly from the foreign aeronautical authorities concerned and the operator complies with rules, regulations and procedures as applicable of the enroute and destination countries.
- 9.5.5 The flight crew is familiar with operations on international routes intended to be flown and has the required documents like AIP, enroute navigation charts etc. for planning the flight. The Pilot-in-Command of the aircraft should be competent to operate the proposed foreign flights. He should be aware of the operating procedure of the destination airports. In addition, he should carry with him the route guides and appropriate charts of the area of operation;
- 9.5.6 The operator is in compliance with the airspace and route requirements as may be laid down by foreign authorities for the route proposed to be flown;
- 9.5.7 The aircraft has a valid Certificate of Airworthiness and Airworthiness Review Certificate, and the aircraft is maintained in accordance with the maintenance procedures approved by the competent authority; and no major inspection falls due when the aircraft is abroad;
- 9.5.8 The aircraft is fitted with mandatory equipment/instruments stipulated by the regulatory authority of the enroute/destination country;
- 9.5.9 The aircraft and passengers are properly insured;
- 9.5.10 For operating ambulance flights, the operator is in compliance with the provisions of DGCA CAR Section 8 Series 'S' Part VII, and has the required approval for conducting Aeromedical Transportation;
- 9.5.11 For operation of charter flights by Scheduled Operators, there shall be no disruption to their Scheduled flights;
- 9.5.12 The international operation for the subject aircraft have not been debarred by DGCA.
- 9.6 **Issue of Authorization for private category aircraft operators to operate international non-scheduled flights**
- 9.6.1 The private category aircraft operators shall be issued with an authorization for undertaking international operations upon compliance of CAR Section 8 Series 'O' Part III in their Operations Manual.
- 9.6.2 The authorization so issued shall be valid for a period of 5 years. However, the operator shall be responsible to ensure that they are in compliance with the underlying requirements/conditions for issuance of the relevant approvals for undertaking the flight operations under the said authorization.

- 9.6.3 The request for obtaining the authorization shall be submitted as per the proforma at Annexure 'H' of this CAR for each aircraft, along with certified copies of the following documents in respect of the aircraft to be operated:
- i. Certificate of Registration (C of R)
  - ii. Certificate of Airworthiness (C of A)
  - iii. Airworthiness Review Certificate (ARC)
  - iv. Noise Certificate
  - v. Insurance documents
  - vi. Acceptance of Operations Manual
  - vii. Approval of SMS Manual, if applicable
  - viii. Approval of Maintenance programme (AMP approval)
  - ix. Special Operations Approval (RVSM, EDTO, PBN, MNPS, NAT HLA etc.), as applicable, along with copy of latest height monitoring report from the designated agency for RVSM.
  - x. Any other document/approval relevant for proposed operations.
- 9.6.4 After successful validation of the documents submitted, a suitable authorization including restrictions, if any, shall be issued.
- 9.7 **Procedure to be followed for undertaking international non-scheduled flight**
- 9.7.1 The operator after obtaining the required authorizations from the foreign aeronautical authorities concerned to overfly/land through their respective airspace, and ensuring compliance of conditions given under para 9.5 of this CAR, shall submit a flight plan with ATC unit concerned, along with the following documents:
- i. Copy of valid AOP/AOC along with the copy of Operations Specifications endorsed for international operations in case of Scheduled/Non-Scheduled Operators; or
  - ii. Copy of valid authorization issued by DGCA for private operators as per Para 9.6 above; and
  - iii. An undertaking/declaration as per Annexure 'I' of this CAR confirming that the international non-scheduled flight is being conducted strictly as per the provisions of this CAR.
- 9.7.2 The ATC unit concerned shall clear the flight after checking the above referred documents for approval of international operations, and compliance of any other requirements of AAI/ATC or any other concerned agencies as applicable.
- 9.7.3 Such flights shall be operated only from/to Indian airports having custom/immigration facilities.

- 9.7.4 The Operator shall be responsible for compliance of all the applicable requirements under this CAR and as may be laid down by the other concerned agencies like Air Headquarters, Naval Headquarters, AAI/ATC, Airport Operator, Custom, Immigration etc. from time to time.
- 9.8 Violations of the above procedure and/or any other relevant CAR by the Operator shall attract strict penal action including but not limited to suspension of aircraft operations and/or debarment for undertaking international flights.

## **10. CLEARANCES FOR AERO SPORTS ACTIVITIES / BALLOON FLIGHTS / POWERED HANG GLIDERS/MICROLIGHT AIRCRAFT.**

10.1 **Balloon flights:** There are two types :-

- 10.1(a) Balloon flights by NSOP holders for commercial purposes, for which no prior permission of DGCA is required to operate within India provided prior coordination is achieved with State authorities/nearest ATC units.
- 10.2(b) The balloon flights for the purpose of adventure sports, without any hire and reward, shall be permitted subject to the following conditions:-
- 10.2.1 The balloon shall have a valid Certificate of Airworthiness;
- 10.2.2 The Indian pilot shall have a valid license to fly the type Balloon;
- 10.2.3 Prior approval/clearance shall be required for conducting the tethered balloon flights from Airports Authority of India and requisite coordination is achieved with the nearest ATC units before conducting such flights;
- 10.2.4 Necessary permission is obtained from the concerned State Authorities;
- 10.2.5 The balloon should be equipped with appropriate radio receiver communications
- 10.2.6 Facilities with the nearest ATC units; and
- 10.2.7 The flights shall be flown under the guidelines of CAR Section 2 Series F, Part XV and all safety precautions and other rules shall be followed during the flight.
- 10.2.8 The balloon shall not be used for hire and reward purposes.

### **10.3 Powered Hang Gliders**

- 10.3.1 For operation of Powered Hang Gliders, the applicant shall adhere to the requirements/guidelines as contained in CAR Section 2 Series O Part VI.

### **10.4 Micro light aircraft.**

The operation of Micro light aircraft shall be governed as per the guidelines given in CAR Section 2 Series F Part XIV

**11. CLEARANCE OF FOREIGN MILITARY AIRCRAFT**

For clearance of flights by foreign military aircraft, the concerned Diplomatic Mission in India or abroad are required to apply to the Ministry of External Affairs with copy to Air Headquarters/Naval Headquarters (as the case may be) for clearance of such flights. After the clearance given by Ministry of External Affairs, Air Hqrs/Naval Headquarters will issue necessary AOR number for operation of such aircraft, whether it is overflying Indian air space or landing at any Indian airport (civil or defence). **DGCA does not issue any flight clearance to such flights and a copy of the application in such cases is also not required to be submitted to DGCA.**



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Director General of Civil Aviation

**ANNEXURE- A**

**PROFORMA FOR THE AGENCY APPLYING FOR  
FLIGHT CLEARANCES OF NON-SCHEDULED FLIGHTS**

<b>S.No.</b>	<b>PARTICULARS</b>	<b>DETAILS</b>
1.	Name of the Company (Pvt. Ltd.)	
2.	Mailing Address, Telephone & Fax No	
3.	A copy of Certificate of Incorporation and Memorandum of Articles	
4.	Name, Addresses, Passport, Telephone and Fax Nos. of the Board of Directors:	
5.	Give documentary evidence of financial Support/status of the individual firms, Enclosed a copy of the latest audited balance Sheet or Income Tax Clearance certificate	
6.	Details of Professional with the experience in Aviation, employed by the firm	
7.	Any other business of the company	

**Annexure B-I**

**Application Pro-forma for Security Clearance (M/o Shipping/M/o Civil Aviation)**

**I. Details in respect of Company/Firm (Indian/Foreign)**

Sl. No.	Full Name of the company and its foreign collaborator, if any.	Date of registration of the company	Address of Head Office, Regional Offices and Registered Office	Previous name of the company, if any.	Details of earlier approvals, if any (ref. No. & date)
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**II. Details in respect of Directors**

Sl. No.	Full Name of Board of Directors	Present position held with date (since when)	Date of Birth	Parentage (Father's / Mother's Name)	Present & Permanent Address	Nationality	Passport Nos. and issue date, if any	Contact Address & Telephone no.
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**III. Details of Shareholders of applicant company (All firms/companies/entities/individuals having shareholding more than 10%)**

Sl. No.	Full Name	Parentage Father/Mother	Date of Birth	Permanent Address	Present Address	Present position held in the company, if any	Nationality (if holding dual nationality, both must be clearly mentioned)	% of shares held in the company
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**IV. Details of criminal cases, if any, against the Company/Director(s) as per Annexure B-II**

(Signature of the Applicant/Authorized Signatory)  
**Name & Designation**



**Annexure B-II**

**Self-declaration for company and Director(s) for whom security clearance is sought**

- a. Name & address and registration number of the company :
- b. Name & address of owners, promoters and directors of the company :
- 1.....
- 2.....
- 3.....
- 4.....
- c. Is the company owners, promoters or directors listed above, the subject of any
1. Preventive detention proceedings (PSA/NSA etc.) : Yes/No
2. Criminal proceedings : Yes/No
- d. If Yes, please provide following details :
1. Detention/Case/FIR/warrant number :
2. Police station/District/Agency :
3. Section of law :
4. Name and place of the court :
- e. The above mentioned details are in respect of both India and any other foreign country.

**Note:** The above self-declaration is required to be filled and signed by the authorized signatory of the company

**Signature of Authorized Signatory**  
**Name & Designation**

**ANNEXURE 'C'**

**APPLICATION FOR APPROVAL OF NON-SCHEDULED FLIGHTS**

1. PURPOSE OF THE FLIGHT (VIP/  
Tourist/ Cargo/ Ambulance/ Relief/  
Private etc.)
2. Whether over-flying/ technical landing or  
landing in India for traffic purposes
3. ATS Routes(s) to be flown (including  
entry and exit in Indian airspace)
4. Complete route itinerary of the proposed  
flight with dates and timings (including  
true origin and true destination)
5. Arrival and departure timings at airports in  
India, if any
6. Airports of last departure before entering  
Indian airspace and airport of first landing  
after leaving Indian airspace

**7. Aircraft Details**

- i) Type
- ii) State of Registry/ Nationality
- iii) Registration
- iv) Telephony designator (Flight No./  
Call Sign)
- v) Is the aircraft capable of airdropping? YES/NO
- vi) Whether the maximum certified  
passenger seating capacity of the aircraft  
is more than 30 seats YES/NO
- vii) Whether the maximum payload  
capacity of the aircraft is more than  
3 tonnes YES/NO
- viii) Whether the aircraft is fitted with  
ACAS-II/TCAS-II YES/NO

**8. Pilot in Command**

- i) Name
- ii) Nationality

**9. Aircraft Operator**

- i) Name

- ii) Nationality
- iii) Address (with telephone/ fax no.)
- iv) Aircraft operators certificate/ permit number, if any

**10. On board details**

- a) Number of crew
- b) Number of passengers, if any
- c) General description of the goods carried, if any
- d) Any arms, ammunition, radio active material or dangerous goods? If so attach a copy of DGCA permit

11. Any special equipment like aerial photography, remote sensing cameras, night vision cameras on board? If so, attach a copy of DGCA permit.

12. Number of passengers or tonnage of cargo to be uplifted from and set down in India

**13. Charterer details**

- i) Name
- ii) Address (with telephone/ fax no.)

**14. Travel/ cargo Agent in India**

- i) Name
- ii) Address (with telephone/ fax no.)

**Certified that the information given above is correct.**

**(SIGNATURE OF CEO/ DIRECTOR  
OF AIRLINE/ CHARTER PASSENGER/  
CARGO HANDLING AGENT)**

**(SEAL OF THE COMPANY)**

**DATE**

**NAME AND ADDRESS**

**ANNEXURE 'D'**

**ADDITIONAL INFORMATION FOR  
OPERATIONS WITH INDIAN REGISTERED AIRCRAFT**

The Indian Operator(s) operating revenue/non-revenue flights with Indian registered aircraft shall furnish the following additional information:

SI. No.	PARTICULARS	DETAILS
1.	<b>Name of the Scheduled/Non-scheduled operator</b>	
2.	Name of the Engineer (AME) who would carry out the maintenance checks abroad or the arrangements made for inspection of the aircraft during its stay abroad.	
3.	Name of the departure airport, time and date of departure. Name of the Destination airport, time and date of arrival.	
4.	<b>Undertaking:</b>	
	<ul style="list-style-type: none"> <li data-bbox="288 943 373 983">i The Indian aircraft operator operating revenue/non-revenue flight(s) has a valid non-scheduled/scheduled operators permit</li> <li data-bbox="288 1050 373 1090">ii The Operations Manual of the airline Operator has flight duty time limitations and weather minima for international operations at Destination and alternate airports</li> <li data-bbox="288 1202 373 1243">iii The necessary authorization has been obtained directly from the foreign aeronautical authorities concerned and would comply with their rules, regulations and procedures</li> <li data-bbox="288 1355 373 1395">iv The Certificate of Airworthiness is valid and no major inspection falls due, when the aircraft is abroad</li> <li data-bbox="288 1462 373 1503">v The aircraft is fitted with mandatory equipment/instruments stipulated by the regulatory authority of the destination country</li> <li data-bbox="288 1570 373 1610">vi The flight crew is familiar with the operations on international routes intended to be flown and has the required documents like AIP, Jeppesen Charts, route guide etc. for planning the flight</li> <li data-bbox="288 1722 373 1762">vii The flight crew is experienced and competent to operate the proposed foreign flight and is aware of the operating procedure of the destination airports</li> <li data-bbox="288 1830 373 1870">viii The aircraft and passengers are properly insured</li> </ul>	

**Certified that the information given above is correct.**

**Signature of Authorised Signatory**

**ANNEXURE 'E'**

APPLICATION FOR GRANT OF PERMISSION FOR AERIAL  
PHOTOGRAPHY/REMOTESENSING SURVEY

(To be submitted in seven copies)

To

The Director General of Civil Aviation,  
DGCA Complex, Opposite Safdarjung Airport,  
New Delhi – 110003.

Subject:- Application for grant of permission for Aerial Photography / Remote Sensing Survey.

Dear Sir,

It is requested that your kind permission may kindly be granted as per the following particulars:-

1. Name and Detail of the company/agency seeking permission for aerial photography/Remote Sensing Survey with its registered office address.
2. Detail of the person(s)/company who is to take photographs/aerial survey on behalf of the agency at para 1 above.
  - (a) Name (Expanding Initials)
  - (b) Father's Name
  - (c) Date and Place of Birth
  - (d) Present Address
  - (e) Permanent Address
  - (f) Nationality (if foreigners, Information in Sr. No. (g) & (h) may also be provided)
  - (g) Passport No., Date of Issue & Issuing Authority
  - (h) Visa particulars including type, No., date, validity & issuing office
3. (a) Purpose of aerial photography/aerial survey

- (b) Objects to be photographed with the exact location with latitude / longitude (a copy of map scale 1:250,000 or a tracing of the same scale to be attached).
  - (c) Scale of photography
  - (d) Focal length of camera
  - (e) Height of the flight
  - (f) Format size
  - (g) Type of camera/sensor being used
  - (h) Type of Data
4. Proposed date when aerial photography/aerial survey is to be undertaken
5. Description of Aircraft, along with the name and address of the pilot and of the owner of the aircraft (If pilots / owners are foreigner, the information in serial No. 2 (g) and (h) be also provided).
6. Name of the aerodrome of take off
7. In case of the task is to be carried out for State/Central Government, a copy of authority from the concerned Government may be attached.
8. If permission is granted I/we undertake to comply with the following conditions and any other conditions as prescribed:-
- (i) The photography/remote sensing survey will be confined to the exact area as applied and cleared by the Ministry of Defence.
  - (ii) No photography/survey will be undertaken in the area so specified by the Ministry of Defence.
  - (iii) The exact date and time of actual photography/remote sensing survey will be intimated to Air Hqrs. (Directorate of Intelligence) at least two weeks in advance to enable them to detail a Security Officer.
  - (iv) The aircraft/helicopter used for aerial photography/remote sensing will have seating capacity for Security Officer apart from pilot and photographer.
  - (v) The Security Officer of the Ministry of Defence will accompany the flight undertaken for aerial photography, if considered necessary. The security officer when deputed will initial each film/digital media taken for aerial photography. His decision with regard to all photographic matters shall be final and binding.

- (vi) We shall take out an insurance policy for Rs. 20,00,000/- (Rupees twenty lakhs only) in favour of the security officer and assign it to the President of India to indemnify the Govt. of India from any charges on account of non-effective benefits admissible to the Security officer and/or his family in the event of any mishap to the aircraft.
- (vii) No defence installations will be photographed/over flown unless specifically cleared by the Ministry of Defence.
- (viii) Air Hqrs. (Directorate of Intelligence) will be intimated on completion of photo/survey task and for detailing another Security Officer to check the cover plots/photo products/digital data as required.
- (ix) In cases where it is not considered necessary to depute security officer by the Ministry of Defence, the exposed film will be processed and plotted but not issued for use till Security vetted by a representative of the Air Hqrs. (Directorate of Intelligence).
- (x) In case so specified by the Ministry of Defence in their clearance letter, the film/digital image after exposure will be processed in the presence of Air Force representative designated who will vet them from security angle before releasing them.
- (xi) Government will not be liable for any loss or damages of films/digital data while in their custody.
- (xii) Travelling allowance/daily allowance in respect of the Security Officer/Joint Inspection Team (specified by MOD on case to case basis) as admissible under the existing rules will be paid by us.
- (xiii) Where exposed films/digital data have to be conveyed outside India because facilities to develop/process them do not exist in the country, Ministry of Defence will be informed of this fact at the initial stage of application by us and we undertake to abide by the conditions/arrangements laid down/suggested by the Ministry of Defence.

Signature of the applicant

Dated : .....

**ANNEXURE 'F'**

Additional information for clearance of Foreign Non-Scheduled flights landing in India

A. Information pertaining to crew members/pax as per below mentioned format:-

Sl .	Name as in passport	Designation	parentage	Nationality	Dt.of birth	Passport no.	Dt.of issue	visa
1.								
2.								
3.								
4.								
5.								

**Certified that the information given above is correct.**

**Signature of Authorised Signatory**



**ANNEXURE 'G'**

Additional information for clearance of Foreign Non-Scheduled flights for crew/passenger **not having** Valid Visa

A. Basic Information

- (i) Operator .....
- (ii) Aircraft type :.....
- (iii) Aircraft Registration :.....
- (iv) Purpose .....
- (v) Sector for operation :.....
- (vi) Airport for arrival in India :.....
- (vii) Airport for departure from India:.....
- (viii) Flight schedule :.....
- (ix) No of crew :.....
- (x) No of pax :.....

B. Information pertaining to crew members/pax as per below mentioned format:-

Sl .	Name as in passport	Designation	parentage	Nationality	Dt.of birth	Passport no.	Dt.of issue
1.							
2.							
3.							
4.							
5.							

**Certified that the information given above is correct.**

**Signature of Authorised Signatory**

**Annexure 'H'**

**APPLICATION FOR GRANT OF AUTHORIZATION FOR OPERATING  
INTERNATIONAL FLIGHTS BY PRIVATE AIRCRAFT OPERATORS**

<b>Name of the Owner/Operator</b>	
<b>Aircraft Type &amp; Registration</b>	
<b>Area(s) of intended international operations (Aircraft operator to ensure that they comply with the Airspace and route requirements for the intended areas)</b>	
<b>Details of Special Operations approved (viz RVSM, EDTO, PBN, MNPS, NAT HLA etc.)</b>	
<b>Details of Continued Airworthiness and Maintenance arrangements for the aircraft.</b>	
<b>Any other relevant information</b>	
<b>Enclose relevant documents as per Para 9.6.3 of the CAR</b>	
<b>UNDERTAKING:</b>	
<ol style="list-style-type: none"> <li>1. Any international operations shall be undertaken in compliance of the relevant CARs including this CAR and the airspace and route requirements as may be laid down by foreign authorities for the route proposed to be flown.</li> <li>2. The requisite approvals from DGCA shall be obtained as and when required for undertaking any additional special operations as may be required for international operations.</li> <li>3. All the relevant documents/manuals and approvals shall be maintained current and valid at all times for undertaking flight operations.</li> <li>4. It is certified that the information provided above and in the documents enclosed is correct.</li> </ol>	
<b>Signature of Authorised Signatory</b> Name & Designation	



**Annexure 'I'**

**UNDERTAKING TO BE SUBMITTED BY THE INDIAN REGISTERED AIRCRAFT OPERATOR FOR OPERATING INTERNATIONAL NON-SCHEDULED FLIGHT.**

<b>Name of the Operator</b>	
<b>Category (Scheduled/Non Scheduled/ Private)</b>	
<b>Purpose (Revenue/Non-revenue)</b>	
<b>Complete Route Itinerary</b>	
<b>Pilot in Command</b>	

**Undertaking**

I/We hereby undertake that the international non-scheduled flight being operated as per above details is in compliance with the provisions of CAR Section 3 Series 'F' Part-I and all other relevant Rules and CARs.

Further, the operator is in compliance with the airspace and route requirements laid down by foreign authorities for the route proposed to be flown, and necessary authorization for operation of the flights has been obtained by the operator directly from the foreign aeronautical authorities concerned, and the operator complies with rules, regulations and procedures as applicable, of the enroute and destination countries.

(PIC/Head of Operations/Accountable Manager)  
Name & Designation