



GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP SAFDARJUNG AIRPORT, NEW DELHI

CIVIL AVIATION REQUIREMENT
SECTION 3 AIR TRANSPORT
SERIES 'C' PART III
ISSUE II, 1st JUNE 2010

EFFECTIVE: FORTHWITH

File No.: AV.14027/02/2002-AT.1

**SUBJECT: MINIMUM REQUIREMENTS FOR GRANT OF PERMIT TO
OPERATE NON-SCHEDULED AIR TRANSPORT SERVICES.**

1. INTRODUCTION

Sub-rule (2) of Rule 134A of the Aircraft Rules, 1937 specifies that no air transport service, other than a scheduled air transport service, shall be operated by an Indian air transport undertaking unless it holds a Non-Scheduled Operator's Permit granted by the Central Government. The power, in this regard, is delegated to the Director General and to the Joint Director General of Civil Aviation, based on which the permission is given by way of issuing a Non-scheduled Operator's Permit (NSOP). This Civil Aviation Requirement contains the minimum airworthiness and operational requirements and also the procedural requirements for grant of an NSOP. In this issue of the CAR, the requirements for grant of NSOP (Passenger) and NSOP (Charter) have been amalgamated and a uniform code for operation of non-scheduled air transport services has been laid down. This CAR is issued under provisions of Rule 133A and Rule 134A of the Aircraft Rules, 1937 and the requirements contained here are complementary to the requirements of ICAO Annex 6 Part I, as applicable to non-scheduled operations.

This CAR cancels CAR Section 3 Series 'C' Parts V and VI.

2. APPLICABILITY AND SCOPE

- 2.1 Non-scheduled passengers and/or cargo operations may be carried out by using:
- Single or multi engine aero planes, seaplanes and helicopters duly certified/accepted by DGCA in accordance with the Type Certificate issued

by FAA/EASA or other authorities acceptable to DGCA, and under conditions, if any, as stipulated by DGCA.

- (ii) Gliders, Hot-air balloons, Airships, and Micro light aircraft for purpose of joy rides.
- 2.2 Single engine, turbine powered aero planes may be operated day/night, VFR/IFR weather conditions as per their certification and operating procedures stipulated in flight manual. Single engine piston airplanes shall not be operated at night or in Instrument Meteorological conditions. However, they may be operated under special VFR subject to the limitations contained in the type certificate.
- 2.3 Operations with single engine aero planes shall be conducted only on domestic sectors except for medical evacuation flights and shall be operated along such routes or within such areas for which surfaces are available which permit a safe forced landing to be executed.
- 2.4 The carriage of passengers by a non-scheduled operator's permit holder may be performed on per seat basis or by way of chartering the whole aircraft on per flight basis, or both. There is no bar on the same aircraft being used for either purpose as per the requirement of customers from time to time. The operator is also free to operate a series of flights on any sector within India by selling individual seats but will not be permitted to publish time table for such flights. Operation of revenue charters to points outside India may also be undertaken as per paragraph 9.2.
- 2.5 A non-Scheduled Operator is also allowed to operate revenue charter flights for a company within its group companies, subsidiary companies, sister concern, associated companies, own employees, including Chairman and members of the Board of Directors of the company and their family members, provided it is operated for remuneration, whether such service consists of a single flight or series of flights over any period of time.
- 2.6 The Non-Scheduled Operator's Permit holders can also undertake Aerial Work by an aircraft suitable for such work. Aerial Work means any aircraft operation undertaken for an industrial or commercial purpose or any other remunerative purpose, but does not include operation of an air transport service.

3. DEFINITIONS

- 3.1 '**Air transport service**' means a service for the transport by air of persons, mails or any other thing, animate or inanimate, for any kind of remuneration whatsoever, whether such service consists of a single flight or series of flights;

- 3.2 **'Scheduled air transport service'** means an air transport service undertaken between the same two or more places and operated according to a published time table or with flights so regular or frequent that they constitute a recognizably systematic series, each flight being open to use by members of the public;
- 3.3 **'Non-Scheduled air transport service'** means an air transport service, other than a scheduled air transport service as defined in para 3.2 above, being operated for carriage of passengers, mail and goods, and includes charter operations.
- 3.4 **"Charter operation"** means an operation for hire and reward in which the departure time, departure location and arrival locations are specially negotiated and agreed with the customer or the customer's representative for entire aircraft. No ticket is sold to individual passenger for such operation.
- 3.5 **'Non-Scheduled Operator's Permit'** means a permit authorizing an operator to carry out non-scheduled air transport services subject to conditions as may be specified in the permit.
- 3.6 **'DGCA'** means the Directorate General of Civil Aviation.
- 3.7 **'BCAS'** means the Bureau of Civil Aviation Security.
- 3.8 **'Remuneration'** means payment or compensation received for services rendered on viable commercial terms.

4. ELIGIBILITY REQUIREMENTS

- 4.1 An NSOP shall be granted only to:
- a) a citizen of India; or
 - b) a company or a body corporate provided that:
 - i) it is registered and has its principal place of business within India;
 - ii) its chairman and at least two-thirds of its directors are citizens of India; and
 - iii) its substantial ownership and effective control is vested in Indian nationals.

Where, Foreign Direct Investment is envisaged for obtaining Non-Scheduled Operations Permit with FDI up to 74% and investment by Non-resident Indians (NRI) up to 100% is allowed through automatic route and for Helicopter services/seaplane services, wherein FDI up to 100% is allowed through automatic route, the composition of Board of Directors and the substantial ownership and effective control of the management shall be as follows:

- (i) The majority of Directors on the Board of the company shall be Indian citizens;

- (ii) The positions of the Chairman, Managing Director, Chief Executive Officer (CEO) and/or Chief Financial Officer (CFO), if held by foreign nationals, would require to be security vetted by Ministry of Home Affairs (MHA). Security vetting shall be required periodically on yearly basis. In case something adverse is found during the security vetting, the direction of MHA shall be binding on the licensee.

4.2 An applicant for the grant of an NSOP shall:

- a) be in possession of at least one aircraft, either by outright purchase or on lease (without crew), which shall be registered in India and shall have a valid Certificate of Airworthiness in Normal Passenger Category.
- b) have a minimum Paid Up Capital as given below:

Fleet Strength	Minimum Paid Up Capital (Rs. in Cores)
Up to 2 aero planes/helicopters	2.00
Between 3 and 5 aero planes/helicopters	5.00
Between 6 and 10 aero planes/ helicopters	10.00
Above 10 aero planes/helicopters	15.00

The applicant shall submit a paid up capital certificate issued by Chartered Accountant and countersigned by Company Secretary or by the CMD/MD of the company where the provision of Company Secretary is not applicable.

Note: The above minimum paid-up capital requirements shall not apply to applicants proposing operations under paragraph 2.1(ii) of this CAR.

5. PROCEDURAL REQUIREMENTS

- 5.1 The procedure and guidelines for issue of a Non-Scheduled Operator's Permit are contained in applicable Air Operator Certification Manual (CAP3300/ CAP 3400).
- 5.2 To initiate the process of obtaining Non-Scheduled Operator's Permit, the applicant shall submit an application containing the following
- 5.2.1 Statement of Intent as per CAP3300/3400 having the details of their proposed operations.
- 5.2.2 Compliance of the eligibility requirements contained in para 4 of this CAR with all relevant supporting documents.

- 5.2.3 A fee of Rs. 1,75,000/- (Rupees One Lakh Seventy Five thousand only) which is to be paid in a manner as prescribed by Director General in favour of the Pay and Accounts Office, Director General of Civil Aviation, Ministry of Civil Aviation, New Delhi.
- 5.2.4 Copy of the eSAHAJ application for security clearance. The applicant shall submit a request for security clearance of the applicant/company and it's Board of Directors through eSAHAJ portal (<https://esahaj.gov.in/>).
- 5.2.5 In case the applicant has Foreign Direct Investment (FDI), the details shall be submitted along with declaration that he complies with the guidelines given in AIC No. 12/2013 dated 01.10.2013 (as amended from time to time) and the latest FDI policy issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industries on foreign direct investment in the civil aviation sector. The FDI limits shall be governed by the latest FDI policy from DPIIT. Such proposals with FDI shall be subject to approval from Ministry of Civil Aviation (MoCA).
- 5.2.6 In case there is no FDI in the company, an undertaking to that effect shall be submitted.
- 5.3 Before making any change in FDI at any stage, the applicant shall notify the same to Ministry of Civil Aviation under intimation to DGCA and obtain the concurrence of Ministry of Civil Aviation for the same.
- 5.4 The import/acquisition of aircraft for the purpose of undertaking non-scheduled air transport service shall be governed by Air Transport Circular 02/2017 as amended from time to time. The aircraft imported for NSOP purposes shall not be disposed off to a party within India intending to use it for private purposes, unless the clearance from Customs Authority is obtained.
- 5.5 The applicant shall ensure that they meet all the applicable regulatory requirements for operation proposed to be undertaken. Furnishing of wrong information in respect of any of the prescribed guidelines at any stage shall make the operator liable for suspension/cancellation of the NSOP.
- 5.6 Security clearance from MoCA/MHA is a pre-requisite for issuance as well as continuation of NSOP/AOP and the NSOP/AOP would be issued only after the receipt of security clearance from MoCA/MHA. Denial/Revocation of security clearance by MoCA/MHA at any stage would result in closure of the process for issuance of NSOP/AOP.
- 5.7 The applicant has an option to either wait for Security Clearance or to commence the formal application phase of certification process for issuance of NSOP/AOP even when the eSAHAJ application of Security Clearance is under process with the competent authorities. However, DGCA shall not be responsible for any financial losses suffered by the applicant due to denial of security clearance. An undertaking to this effect shall be submitted by the applicant at the time of formal application.

- 5.8 NSOP/AOP once issued shall also be subject to security clearance of the company and denial/revocation of security clearance by MoCA/MHA at any stage after issuance of NSOP/AOP shall lead to cancellation of NSOP/AOP.
- 5.9 The applicant shall be required to obtain the Non-Scheduled Operator's Permit within a period of three years from the date of submission of application/Statement of Intent, failing which fresh security clearance as well as payment of the applicable fee shall be required again to continue the process for issuance of NSOP/AOP.
- 5.10 The fee paid for the purpose of issuance of NSOP/AOP shall be non-refundable.
- 5.11 After review of the submitted application/Statement of Intent, the applicant would be called for pre-application phase meeting wherein the modalities of further certification process as per CAP 3300/3400 shall be discussed.

6. 100% FOREIGN DIRECT INVESTMENT IN HELICOPTER SERVICES.

An applicant who intends to avail of the 100 % FDI facility for helicopter operations shall indicate this fact clearly in his application/Statement of Intent and if his proposal is approved by the Ministry of Civil Aviation he will be issued a Non-Scheduled Operators Permit for helicopters only and will not be permitted to induct any fixed wing aircraft in his fleet. However, all other requirements as given in this CAR, shall be applicable for obtaining NSOP for helicopter services.

7. PREPAREDNESS FOR OBTAINING NSOP

- 7.1 The operator shall establish an aviation organization with adequate management personnel. The organization shall have the following elements.
 - 7.1.1 The organization shall nominate a suitable person having knowledge of aviation regulations and with adequate financial authority to act as accountable manager. Such nomination shall be made to the concerned regional office of DGCA. There shall also be an alternate accountable manager. Any change in Accountable Manager shall be with prior intimation to the concerned regional office of DGCA.
 - 7.1.2 The organization shall have divisions depending on its scope of activity namely Engineering, Operations, Quality and Safety Divisions, etc. Such divisions will have competent persons to ensure compliance with applicable regulations.
 - 7.1.3 The organization shall have an operations office with adequate management and operations personnel. Among the operations personnel, there shall be Operations Officer/ Flight Despatcher responsible for functions stated in para 4.6 of CAR Section 2, Series O part II & IV. The Operations Officers/Flight Despatchers will be trained and approved in accordance with CAR Section 7 Series M Part II. The organization shall have persons responsible for monitoring

FDTL, and provide information to the flight crew on operational matters such as obtaining clearances, maintenance of technical and operational records, coordinating with local and other concerned ATCs and when required, initiating search and rescue. The responsibilities of various personnel in the operational organization will be enumerated in the organization's operations manual which will be approved by DGCA.

- 7.1.4 There shall be a person responsible for operational control of each flight. He shall make an operational flight plan for each flight and shall be responsible for flight follow-up.
- 7.1.5 The organization shall have in their safety division adequately qualified persons to analyse incidents, defects, carry out internal safety audits and monitor flight operations, quality assurance by downloading CVR/flight data recorder information. The head of safety division shall meet the requirements of CAR Section 5, Series F, Part I.
- 7.1.6 The organization shall ensure that appropriate arrangements are made for security of the aircraft at base and also during halts at uncontrolled aerodromes.

7.2 SUBMISSION OF DOCUMENTS/MANUALS

The applicant shall submit all the required manuals/documents and details/CVs of the proposed post-holders along with the formal application as per CAP 3300/3400, as applicable.

7.3 AIRCRAFT AND AIRWORTHINESS REQUIREMENTS

- 7.3.1 The aircraft proposed to be imported for the purpose of non-scheduled air transport service shall meet the age related requirement prescribed in DGCA CAR Section 2 Series F Part XX.
- 7.3.2 Before import of an aircraft, the applicant shall ensure that no major checks/modifications including those applicable to aging aircraft, if applicable, are due within one year/2000 hours of operation.
- 7.3.3 The aircraft shall be fitted with mandatory equipments as specified by DGCA from time to time.
- 7.3.4 The aircraft shall be maintained by an organisation approved in accordance with CAR 145, or other applicable requirements.
- 7.3.5 The operator shall comply with the DGCA requirements on the subject of continuing airworthiness as stipulated in CAR M or such other instructions issued by DGCA from time to time.

7.4 TRAINING

- 7.4.1 The applicant shall get its pilots/engineers/cabin crew (if required) trained either at the facilities of the manufacturer or those available with other airlines in India or at training establishments approved by the DGCA. When the aircraft being inducted is first of its type in India, an officer from Airworthiness Directorate of DGCA and one Flight Operations Inspector, if the same qualification is not available in FID, will be provided the engineering maintenance training and Flying Training respectively, free of cost along with the AMEs/Pilots of the operator/maintenance organisation. The expenditure on such training will be borne by the operator.
- 7.4.2 The applicant should get the training programme for pilots approved by DGCA and ensure that the training is completed before the aircraft is acquired. The training programme shall include detailed initial and recurrent training requirements.
- 7.4.3 The applicant shall train its pilots, cabin crew and commercial staff in categories 9, 10, 11 and 12 as per para 8.2 of CAR Section 3, Series L, Part III, even if it does not plan to engage in carriage of dangerous goods.
- 7.4.4 If the operator intends to carry dangerous goods, he shall get a full-fledged dangerous goods training programme approved from DGCA, as required under the Aircraft (Carriage of Dangerous Goods by Air) Rules, 2003, and CAR Section 3 Series L Part III. He shall also provide training to the staff in categories 6, 7, 8, 9, 10, 11 and 12 as per para 8.2 of CAR Section 3, Series L, Part III.
- 7.4.5 The Operator's training programme shall include training for handling persons with disabilities or reduced mobility as required by CAR Section 3, Series M, Part I.
- 7.4.6 Training of flight dispatchers, load and trim sheet personnel and marshallers etc. must be accomplished before import of aircraft.

7.5 FLIGHT/CABIN CREW REQUIREMENTS

- 7.5.1 The applicant shall have sufficient number of pilots and cabin crew (if required) under its own employment. In case of foreign pilots, the applicant shall apply for their Security Clearance in the prescribed format. The pilots holding licences issued by other contracting States shall be permitted to fly only after obtaining Foreign Aircrew Temporary Authorisation (FATA) from DGCA.

7.5.2 No aircraft shall be operated under the authority of this permit, if the crew of the aircraft are not regular employees of the holder of the permit.

7.5.2.1 Notwithstanding the provision in para 7.5.2, cross utilization of the crew of one operator by another operator having same type of aircraft may be resorted to in the exigencies given below:

- (a) The pilot is unavailable on account of leave, training, medical or pending investigation of accident/incident;
- (b) The pilot has left the organization without adequate notice;

7.5.2.1 The cross utilization of crew under paragraph 7.5.2.1 shall be subject to the following conditions:

- (a) The borrowing operator shall obtain NOC from the operator who is lending the services of its pilot;
- (b) The borrowing operator shall provide training to the concerned pilot regarding familiarization of company procedures and its operations manual and issue a certificate regarding the training which shall be produced on demand to DGCA's surveillance team;
- (c) The borrowing and the lending operators shall reach a mutual agreement regarding the wages and other liabilities such as insurance, medical, etc. of the concerned period;
- (d) Compliance with the FDTL regulations in respect of the concerned pilot shall be the responsibility of his parent organization who shall be held responsible for any violation in this regard besides the pilot himself;
- (e) A monthly report to DGCA (Air Transport Directorate) shall be submitted by the borrowing operator regarding cross utilization of pilots, if any, resorted to during the previous month;
- (f) No operator shall run his flights by borrowing pilots under paragraph 7.5.2.1 for more than three months;
- (g) No pilot shall operate flights under paragraph 7.5.2.1 for more than three operators including his parent organization.

7.6 PILOT QUALIFICATION & EXPERIENCE REQUIREMENTS FOR SINGLE ENGINED AEROPLANE

The pilot operating single-engined aeroplane under the provisions of this CAR shall meet the following minimum requirements:

(i) For Piston Engined Aeroplanes

The pilot shall have a minimum of:

- | | | |
|---|---|-----------|
| a) Total flying experience | - | 500 hours |
| b) Total PIC flying experience | - | 200 hours |
| c) Total flying experience on type | - | 50 hours. |
| d) Total PIC flying experience on type | - | 25 hours |
| e) PIC flying experience in the last six months on type | - | 10 hours. |

(ii) For Turbine Engined Aeroplane

The pilot shall have current instrument rating and a minimum of :

- | | | |
|---|---|-----------|
| a) Total flying experience | - | 700 hours |
| b) Total PIC flying experience | - | 300 hours |
| c) Total instrument flying experience as PIC | - | 100 hours |
| d) Total PIC flying experience on type | - | 50 hours |
| e) PIC flying experience in the last six months on type | - | 10 hours |
| f) Total flying experience in night operations on the
hours type | - | 10 |

7.7 SECURITY MANUAL

The applicant shall prepare the security manual in accordance with requirements laid down by BCAS and shall be get it approved from BCAS.

7.8 DEMONSTRATION OF OPERATIONAL CAPABILITY

The applicant shall conduct one or more of the following demonstrations, as may be required, to the DGCA:

- 7.8.1 A demonstration of evacuation and ditching (as applicable) of passengers and crew;

Note: Evacuation demonstration may be required when a new type of aircraft is inducted by an operator or where seating capacity higher than the certified capacity is sought.

- 7.8.2 Flight dispatch procedures, including pilot briefing, met information and preparation of operational flight plan. This demonstration may be made at the main base.

- 7.8.3 Weight and Balance control procedures, including preparation of load and trim sheets, and method of preservation of records of each flight.

- 7.8.4 Baggage screening and check-in procedures.

- 7.8.5 Monitoring of Flight duty time limitations.
- 7.8.6 Flight Operations Quality Assurance and CVR/FDR monitoring system.
- 7.8.7 A proving flight may be required by DGCA for any operator at any airfield where it is expedient in the interest of safety of operations and for convenience of handling ground operations and passengers.
- 7.8.8 An operator shall implement a safety management system acceptable to the DGCA, which as a minimum:
- a) identifies safety hazards;
 - b) provides for continuous monitoring and regular assessment of the safety level achieved;
 - c) ensures that remedial action necessary to maintain an acceptable level of safety takes place on a continual basis; and
 - d) aims to make continuous improvement to the overall level of safety.
- 7.8.9 A safety management system shall clearly define lines of safety accountability throughout the operator's organization, including a direct accountability for safety on the part of senior management.

Note. — Guidance on safety management systems is contained in the Safety Management Manual (SMM) (Doc 9859).

8. ISSUE OF PERMIT

- 8.1 After the completion of Pre-Application Phase, the applicant shall submit Formal Application, as per relevant Air Operator Certification Manual (CAP 3300/3400) to DGCA for issue of Non-Scheduled Operator Permit along with a fee of Rs.5,00,000/- (Rupees Five Lakh only) to be paid in a manner as prescribed by Director General in favour of the Pay and Accounts Office, Director General of Civil Aviation, Ministry of Civil Aviation, New Delhi.
- 8.2 After such scrutiny as necessary and based on the satisfactory preparedness demonstrated by the applicant, DGCA shall issue the operating permit for Non-Scheduled Operations along with Operations Specifications stipulating any conditions, if considered necessary, to those applicants who meet the requirements of this CAR.

9. REQUIREMENTS FOR CONTINUED OPERATION

- 9.1 The operator shall have prior coordination with the concerned aerodrome operator for undertaking a flight to any aerodrome with regard to watch hours, safety and security services and suitability of the aerodrome for the type of aircraft to be used. For operation to a defence airfield, prior coordination with defence authorities will be required.

- 9.2 Single engine aircraft will not be allowed to operate to International destinations except for medical evacuation flights.
- 9.3 The operator shall ensure that a copy of the Operations Manual is carried on board each aircraft. The operator shall operate in conformity with the provisions of the Operations Manual.
- 9.4 Flight and duty time of the crew shall be within the limits stipulated in the Aircraft Rules and the requirements laid down by DGCA.
- 9.5 The operator shall submit the flight plan of each flight with the air traffic services unit in the normal course and obtain clearance thereto well before the expected time of operation. In case of Air Defence Identification Zones (A.D.I.Z.), the additional requirement of obtaining Air Defence Clearance shall be strictly adhered to. For operation outside ATC watch hours, necessary clearances from the competent authorities for extension of watch hours shall be taken before commencing the flight. The Pilot-in-Command of the aircraft or an authorised person like an approved flight dispatcher on the type shall obtain meteorological and ATC briefings before undertaking the flight.
- 9.6 Articles classified as dangerous goods, arms, ammunition, explosives and inflammable materials and such other articles as the Director General may decide from time to time, shall be carried only if prior approval of DGCA has been obtained for carriage of dangerous goods and the carriage is effected in accordance with the Aircraft (Carriage of dangerous goods) Rules, 2003.
- 9.7 All aircraft engaged in non-scheduled operations shall carry a route guide.
- 9.8 The applicable requirements enumerated in CAR Section 8 - Flight Operations, Series 'A' Part II shall be complied with by all non-scheduled operators.
- 9.9 Besides the above requirements, the applicant shall also ensure compliance with CAR Section 2, Series 'O' Part II – Operation of Commercial Air Transport – Aeroplanes and Part IV – Operation of Commercial Air Transport – Helicopters.

10. GENERAL REQUIREMENTS

- 10.1 Any change in the Board of Directors at any time shall be intimated to the Ministry of Civil Aviation and DGCA. A new Director or Chairman shall not be appointed, unless the security clearance has been obtained from the Ministry of Home Affairs through Ministry of Civil Aviation. Further, any change in the shareholding pattern of the Company of 10% or more than 10% shall not be effected, unless the security clearance is obtained from Ministry of Home Affairs through Ministry of Civil Aviation.
- 10.2 A Non-Scheduled Operators' Permit shall not be transferable.

- 10.3 A copy of the permit issued for non-scheduled operations shall be carried on board the aircraft when operating such services. The Permit shall also be displayed in the office of the chief executive of the company.
- 10.4 Prior permission of DGCA/Ministry of Civil Aviation shall be required for:
- (a) change in the name of the Company;
 - (b) change in management of the Company arising out of changes in the equity holdings of the Company;
 - (c) Merger, Acquisition or amalgamation of the company
 - (d) changes in the equity holding of 10% or more than 10%, including preferential shareholders, of a Company
- 10.5 Operator shall provide the information to MoCA/DGCA regarding criminal case (s), if any, registered against the company, owner, promoter or any of its Directors at any point of time.
- 10.6 Landing and parking charges shall be payable to the owner of the airfield. For operations from defence airfields where Airports Authority of India have civil enclaves, a separate charge may be payable to the Airports Authority. The Route Navigation Facilities Charges (RNFC) shall be payable to the organisation which provides these facilities.
- 10.7 The operator shall notify to DGCA any accidents, incidents, major defects or other significant occurrences as given in CAR Section 5 Series C Part I. Such information shall be provided to DGCA (Attention: Director Air safety) by the quickest means but not later than 24 hours.
- 10.8 The Operator shall file monthly traffic returns aircraft-wise as per Form 'A' given at Annexure I and yearly financial return as per Form 'B' given at Annexure II to DGCA (Attn: Statistics Division of DGCA). A copy of form A shall also be provided to concerned Customs authorities.
- 10.9 The operator shall also file quarterly returns on the number of hours flown by each aircraft of the fleet, defects encountered and reasons for prolonged grounding of the aircraft, if any, as per CAR, Section 2, Series C, Part 1 Para 6. Such return will be sent to local airworthiness office.
- 10.10 The non-scheduled operators shall issue passenger tickets in accordance with the provisions of the Carriage By Air Act, 1972 and any other requirements which may be prescribed by DGCA. The tickets shall stipulate the conditions of carriage including the liability of the operator which shall be the same as applicable to the scheduled air transport operators. In case of charter operation, a single document issued to the party chartering the flight containing all conditions may be treated as fulfilling this requirement

10.11 The operator shall maintain a current insurance for an amount adequate to cover its liability towards passengers and their baggage, crew, cargo, hull loss and third party risks in compliance with the requirements of the Carriage by Air Act, 1972, or any other applicable law.

11. RENEWAL

11.1 Non-Scheduled Operator's Permit shall be renewable by DGCA every five years against payment of a fee of Rs. 2,50,000 (Rupees two lakhs fifty thousand only) to be paid in a manner as prescribed by Director General in favour of the Pay and Accounts Office, Director General of Civil Aviation, Ministry of Civil Aviation, New Delhi.

11.2 The operator shall demonstrate continued capability to conduct the operations authorized under the operating permit.

11.3 Fresh Security clearance shall be required for renewal of Non-Scheduled Operator's Permit. The request for renewal of security clearance of the company and its Board of Directors shall be submitted through eSAHAJ portal 180 days prior to the expiry of the permit.

11.4 The Operator shall submit request for renewal of Non-Scheduled Operator's Permit as per Appendix-L of CAP 3300/3400 (as applicable) along with copy of eSahaj application for renewal of security clearance as per para 11.3 above, at least 90 days prior to expiry of non-schedule operator permit.

12. PENAL PROVISIONS

Degradation of the operator's capability below the required level or breach of any of the requirements of this CAR or of any provisions of Aircraft Act, 1934, Aircraft Rules, 1937, Civil Aviation Requirements, orders/ directions/ requirements issued under the said act or rules and as amended from time to time, shall render the Operating Permit liable to alteration, suspension or cancellation. Additionally, action may also be taken as per the provisions of Schedule VI of the Aircraft Rules, 1937.



**(Arun Kumar)
Director General of Civil Aviation**

Annexure I

FORM A (MONTHLY)

TRAFFIC-NON SCHEDULED OPERATOR(PERMIT HOLDER)			
Contact person for inquires		State	
Organisation Address		Operator	
Tel:		Month(s) Year 20	
Pax	E-mail		
PART-1			
TOTAL ALL SERVICES(Passengers & Freight)			
Classified by flight stage			
Description	Unit	Domestic	International
Aircraft Kilometers	Number		
Aircraft Departure	Number		
Aircraft Hours	Number		
Passengers Carried			
(a) Revenue	Number		
(b) Non-Revenue	Number		
Freight Carried	Tonne Number		
Passengers Kilometers Performed	Number		
Seat Kilometers Performed	Number		
Tonne Kilometers Performed			
(a) Passengers	Number		
(b) Freight	Number		
Total	Number		
Tonne Kilometers Available	Number		

Annexure II

FORM – B (ANNUAL)	
TRAFFIC - NON SCHEDULED OPERATOR (PERMIT HOLDERS)	
Contact person for inquires	State
Organization Address	Operator
Tel:	Year Ended
Fax	Currency
E-mail	Unit

PART-I-PROFIT AND LOSS STATEMENT						
ACCOUNTS					AMOUNTS	
1. Air Transport Operating Revenues (total)						
1.1 Passenger Transport Revenues ----- ---						-----
1.2 Other Air Transport Revenues ----- --						
2. Air Transport Operating Expenses						
3. Other Operating Revenues (Net Balance)						
4. OPERATING RESULT (total: items 1-2,+3)						
5. Non-Operating Items (Net Balance)						
6. PROFIT OR LOSS)- AFTER INCOME TAXES)						

PART 2 - BALANCE SHEET			
ASSETS	AMOUNTS	LIABILITIES	Amounts
1. Current Assets		5. Current Liabilities	-----
2. Flight Equipment (after depreciation)		6. Other Liabilities	-----
		7. Long-term Debt	-----
3. Other Assets		8. Capital	-----

**CIVIL AVIATION REQUIREMENT
SERIES 'C' PART III**

**SECTION 3 AIR TRANSPORT
1ST JUNE 2010**

		9. Retained Earnings (balance including capital surplus)	-----
4.TOTAL ASSETS		10.TOTAL LIABILITIES	-----

Part – 3– FLEET & PERSONNEL

Aircraft in Fleet by Type		Number of Aircraft of each Type				Size of Aircraft		Utilization of Aircraft During the Year				
Manufac turer and Model	Use/Ver sion Code	At the beginning of Year	Change during the year		At the end of year	Number of installed Passenger Seats	Average M.T.O. weight (Tonnes)	Number of Aircraft Departures		Aircraft Hours Flown		Total Aircraft Days Available
			Acquired	Disposed of				Non- Sched. Revenue	All Flights (Total)	Non- Sched. Revenue	All Flights (Total)	
1	2	3	4	5	6	7	8	9	10	11	12	13

PERSONNEL

Category of Personne l	Number of Personnel	
	Mid – Year	Year-End
1	2	3
Flight Personne l		
Other Personne l		
Total Personne l		