



GOVERNMENT OF INDIA
OFFICE OF DIRECTOR GENERAL OF CIVIL AVIATION
Opposite: Safdarjung Airport, New Delhi-110003

FLIGHT CREW LICENSING CIRCULAR 02 OF 2019

F. No. AV. 11012/5/2018-DTL-DGCA

Dated: 30th Dec, 2019

Subject: - Procedure for Registration, Processing of applications for issuance of various Pilot licenses/ratings through eGCA portal.

1. DGCA has launched e-services platform namely 'eGCA', to facilitate online processing of various services related to Civil Aviation on www.dgca.gov.in. The services are being made live in a phased manner.
2. The services offered under eGCA in Phase 1 includes issuance of Commercial Pilot license (Aeroplanes) along with requests for FRTOL, Extension of aircraft rating (AUW not exceeding 5700 kgs) and Instrument Rating. The above services are presently being offered only to applicants who have undertaken flying training at Indian Flying Training Organisations.
3. All other services such as issuance of FRTOL, FRTOL (R), Extension of aircraft rating (AUW not exceeding 5700 kgs), IR (as an isolated service), Conversion of foreign license, Extension of aircraft rating (AUW exceeding 5700 kgs), ATPL, CPL/ATPL to Defence Personnel, FATA etc. will be launched in the subsequent phases of eGCA.
4. **User Manual:** Applicants are advised to read and understand the instructions provided in the User Manual on DGCA website before proceeding for registration and other aspects pertaining to use of eGCA platform.
5. **Registration:** Applicants are required to register online at eGCA login, the link for which is available on DGCA website www.dgca.gov.in. Upon successful registration on eGCA, applicants will receive a unique eGCA ID. **The applicants are advised to preserve this eGCA ID for logging in to their respective eGCA profile.** The applicants are required to validate their credentials such as basic details, medical details, knowledge examinations details, license details etc. generated by the system.
6. **Flying experience:** Registered candidates shall log their flying details in e-logbook available in their eGCA profile regularly. The e-logbook entries shall be made by candidate

and certified/approved by authorized personnel, as per Rule 67 of Aircraft Rules, 1937 through eGCA. All entries shall be meticulously logged as the entries once approved by the authorized personnel cannot be altered subsequently. CFIs/Dy CFIs/Authorized Personnel are advised to register on the eGCA platform and validate the entries from their respective profiles after registration. All such entries shall be meticulously verified before certification/approval. With the launch of Phase I of eGCA portal, henceforth CPL aspirants undertaking flying training are advised to log their previous as well as current flying experience details in the e logbook.

7. **Submission of Application:** Upon meeting all the requirements as per The Aircraft Rules, 1937, applicants may apply online for various services through their eGCA profile. After successful submission of application, applicants will receive a unique Tracking ID on their profile. The date of issuance of this Tracking ID shall be the date of application at DGCA i.r.o of the service requested.

Note 1:- Till 31st Jan 2020, applicants shall be required to submit the physical application also along with the online submission. Notwithstanding the physical application, date of submission for issuance of Smart Card license shall be the date on which the applicant has successfully submitted his application through eGCA (even if physical application submitted before the online application).

Note 2:- In case of inability to submit online application on the eGCA portal, the applicants are advised to follow the current procedure for submission of physical applications with all necessary documents to avoid lapse of necessary requirements (recency, examinations etc.). In such cases, the applicant's request cannot be processed through the eGCA system.

Note 3:- No application for services launched in Phase 1 mentioned in Para 2 above shall be accepted in physical form after 31 Jan 2020.

8. **Fees:** Applications submitted through eGCA are integrated with Bharatkosh. Applicants will be prompted to pay the necessary fees at the time of submission of application as per the service requested. Applicants are not required to pay fees along with physical application in case the application for the same service has been submitted online. However, in such cases, the applicants are required to submit an undertaking along with eGCA Tracking ID details that the fees has already been submitted thorough eGCA.

9. **Mandatory documents:** The following documents shall be submitted in original to DGCA in addition to the application submitted through eGCA:-

- a) SPL, FRTOL (R), Any other license issued by DGCA
- b) RTR
- c) FTPR
- d) Logbook/s (Ex – Defence Pilots, Conversion of licenses etc.)

The above mandatory items shall be submitted in both cases of physical as well as online application mode.

10. **Status of application:** The applicants may track the status of applications submitted through their respective profiles from the “Track Status” option in the eGCA portal.

11. In case of any difficulty at any stage, the applicant may raise a Support Request through eGCA portal or through helpdesk.

A handwritten signature in blue ink, appearing to read 'Anurag K. Singh', is positioned above the title of the Director General of Civil Aviation.

DIRECTOR GENERAL OF CIVIL AVIATION