



GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF CIVIL AVIATION
Opp. Safdarjung Airport, New Delhi

ORDER

File No: DGCA-15032(03)/4/2021-DAS

Date: 27/03/2026

Subject: Guidelines for carriage of Central, State and other dignitaries by aircraft

1. Introduction:

- 1.1 Central, State and other dignitaries of eminence in public life use air travel frequently for electioneering and other purposes in aircraft (Aeroplane /Helicopter) owned by State Governments/PSUs/non-scheduled operators /private operators.
- 1.2 Analysis of earlier accidents/incidents associated with aircraft operations to/from airstrips/temporary helipads and during election flying has often revealed violation of instructions and safety was jeopardized. It is essential that adequate measures are taken by all concerned to ensure the highest standards of safety for operation of such flights.
- 1.3 Air Safety Circular 02 of 1981, further revised on 22.11.2021, together with Air Safety Circular 02 of 2014 on election flying, provided directions and guidance for carriage of Central/State dignitaries and/or foreign dignitaries on an aircraft owned/operated by State Govt. /PSUs or aircraft hired/chartered from scheduled/non-scheduled operators/private operators.
- 1.4 This Order issued in pursuance of Section 4 of Bharatiya Vayuyan Adhiniyam, 2024 lays down directions for strict compliance by all stakeholders and mandates the adoption of effective measures to uphold the highest standards of safety in the operation of such flights. Accordingly, Air Safety Circular 02 of 1981 and Air Safety Circular 02 of 2014 are superseded.
- 1.5 The Central/State dignitaries for the purpose of this order are as under (Also defined in "Note 2" of para 6.17 of CAR Section 3 Series C Part X):
 - (a) Speaker Lok Sabha
 - (b) Dy. Chairperson Rajya Sabha
 - (c) Central Ministers of Cabinet Rank
 - (d) C J I Supreme Court
 - (e) Governors of States
 - (f) Chief Ministers of States.

- (g) State Ministers of Cabinet rank.
- (h) SPG protectees - Z+ category

2. General Requirements:

- 2.1 The aircraft operator shall ensure that flight operations are in accordance with the Aircraft Rules and instruction/order/circular issued from time to time and flight crew are not subjected to undue pressure for undertaking a flight which may impact safety of operations. Any last minutes changes to the planned flight due to VIP requirements should be coordinated through the Organization's management only, and not directly with the crew.
- 2.2 Twin-engine aircraft with minimum two crew and good operational capability, reliability and with easy maintainability characteristics should be used.
- 2.3 All operators and Civil Aviation Department of State Government undertaking VIP flying/election flying should brief the VIP on routine basis and keep a pamphlet in aircraft containing following information to be brought to the notice of the travelling VIP before commencement of flight: Format of pamphlet is attached as "Annexure A".
 - a) Capability and limitations of aircraft being used for the operation.
 - b) The planning and conduct of the flight are professional responsibilities that must remain under the sound judgment of the flight crew and AMEs. They should be free from any external pressure or undue influence.
- 2.4 The operator/flight crew shall ensure that proper passenger manifest and Load and Trim Sheet is made prior to the operation of the flight. Load and Trim sheet shall be filled by authorised person/PIC, with all limits within approved weight schedule and AFM.
- 2.5 The operator/flight crew shall ensure that baggage is properly screened before loading into the aircraft.
- 2.6 All State Governments/PSUs/Non-scheduled/private aircraft operators and the pilots shall ensure existence of a suitable helipad/air strip in writing with latitude/longitude reference and/or any other physical reference on the ground from the District authorities (DM/SDM/SSP/ SP/SHO) of the area intended to be used for landing at least 24 hrs prior to commencing flight. Before operating to/from remote/uncontrolled airports/helipads, the operator shall obtain landing permission / NOC from the District Authorities regarding landing at various places.
- 2.7 State/District Administration as applicable should facilitate the timely provision of information regarding helipad/airstrip condition, coordinates, security, fire and rescue arrangements as contained in this order and issue the landing permission / NOC only after ensuring availability of requisite support services.

3. Airworthiness of Aircraft:

- 3.1 The aircraft must possess a Certificate of Airworthiness and valid Airworthiness Review Certificate (ARC) with all mandatory modifications and requirements duly incorporated.

- 3.2 The aircraft shall be equipped with serviceable instruments/equipment as required under Instrument Flight Rules, including a serviceable weather radar.
- 3.3 The aircraft shall be equipped with communication and navigational equipment as required under the relevant Civil Aviation Requirements.
- 3.4 The aircraft must be inspected and certified prior to such flights. All due maintenance as per AMP, applicable Mandatory Modifications, Airworthiness Directives, Service Bulletins shall be complied prior to flight. The Aircraft Maintenance Engineer (AME) shall inspect "First/Before First Flight" and "Last Flight of the day/After Last Flight Check". In case of non-availability of an AME, the transit/turn around inspection may be carried out by pilots who are duly authorized/qualified to carry out such inspections.
- 3.5 Defects in the aircraft, engines and its instruments or equipment reported by PIC or detected during inspection on ground, must be rectified as per approved procedures or dealt in accordance with approved MEL and certified by an appropriately licensed AME before commencement of the next flight.
- 3.6 It is desirable that the aircraft is equipped with VOR, DME ILS, GPWS for ensuring regular, reliable and safer operations.
- 3.7 In case of refueling, the quality of fuel should be ensured. Adequate fuel should be uplifted for the flight as planned including contingencies.
- 3.8 No tolerance except provided in AMP regarding continuing airworthiness shall be acceptable.
- 3.9 Exemption granted to rules and regulations on aircrafts shall not be operated for VIP operation.

4. Flight Crew:

The qualification and the experience requirements for Flight Crew to operate fixed wing aircrafts or the helicopters shall be same as under:

- **Fixed wing aircrafts:**

Pilot-in-Command (CPL/ATPL holder)	
Total experience	3000 hours
Experience as PIC	2000 hours
Experience as PIC on type	75 hours
Night flying experience	50 hours
Recent experience	30 hours as PIC in last 6 months including 5 hours on type on last 30 days of intended flight OR

	a satisfactory skill test (as required for licence renewal) shall be carried out followed by 5 hours of PIC experience
Co-Pilot	
Total experience	500 hours
Experience on type	100 hours

- **Helicopters**

Pilot-in-Command (CPL (H) /ATPL (H) holder)	
Total experience	2000 hours
Experience as PIC	500 hours
Experience as PIC on type	75 hours
Night flying experience	10 hours
Recent experience	30 hours as PIC in last 6 months including 5 hours on type on last 30 days of intended flight OR a satisfactory skill test (as required for licence renewal) shall be carried out followed by 5 hours of PIC experience
Co-Pilot	
Total experience	300 hours
Experience on type	50 hours

5. Airfield Conditions:

- 5.1 All operators and Civil Aviation Department of State Government undertaking VIP operations should ensure that Minimum Safety Requirements for Temporary/ Unlicensed Aerodromes/Helipad are met as required by CAR Section 4 Series B Part VI, CAR Section 4 Series B Part II & CAR Section 4 Series B Part V.
- 5.2 Before commencement of the flight, the flight crew/operator shall ensure the following:
 - i. The takeoff/descent path is free from obstacles.
 - ii. The airfield meets the performance criterion of operating aircraft.

6. Operational:

- 6.1 Accountable Manager and pilots of State Governments/PSUs/non-scheduled/private aircraft operators shall ensure that their licences and ratings are current and are certified to carry out such operations.
- 6.2 The Flight Duty and Time Limitations (FDTL) in respect of crew members engaged in such operations shall be in accordance with the existing regulations.
- 6.3 The flight crew shall carry Air Navigation charts/local and million maps during flight for navigation as applicable.
- 6.4 The flight plan should be filed with complete details to the nearest ATC unit, indicating the exact number of passengers and load.
- 6.5 Route planning should be done in a manner so as to avoid conflict zones/hostile areas and areas which impede search and rescue operations.
- 6.6 The flight crew shall ensure strict compliance of weather minima and proper weather briefing before commencement of flights as per existing regulations. Before Commencement of flight, the Pilot in Command shall familiarize himself with necessary meteorological information required for the intended flight. For every flight under Instrument Flight Rules, the pilot shall study the current weather reports and forecast and plan alternative course of action to provide for the eventuality that the flight may not be completed as planned because of weather conditions. In case meteorological observations and weather forecasts are not available at the point of departure, the Pilot shall obtain the same from the nearest meteorological office through telephone or police wireless network or by any means he considers fit. Compliance of same shall be checked during internal audits.
- 6.7 The flight crew shall either divert or carry out precautionary landing in case of encountering bad weather during the flight.
- 6.8 The flight crew should adhere to the flight level/ AGL clearance as per flight plan.
- 6.9 The flight crew shall avoid inadvertently entering IFR conditions while operating under VFR.
- 6.10 In case of flights over water flooded areas and water bodies, the Pilot should ensure that appropriate survival kit is available for each person on board and that prior to commencement of such flight, the passengers are suitably briefed for proper use of the kits in event of an emergency.

7. Safety:

- 7.1 The requirements contained in CAR Section 5, Series F, Part III & Part IV regarding pre-flight medical examination shall be strictly adhered to.
- 7.2 The operator/flight crew shall carry out risk assessment before each flight in accordance with CAR Section 1 Series C Part I.
- 7.3 State Governments/PSUs/non-scheduled/private aircraft operators shall carry out Flight Data Monitoring in accordance with the requirements laid down in CAR Section 5 Series F Part II, as applicable.
- 7.4 State Governments/PSUs/non-scheduled/private aircraft operators shall carry out Engine Performance Monitoring in accordance with the requirements laid down in DGCA CAR M and CAR 145.
- 7.5 Prior to the flight, passengers should be briefed by the operating crew on safety aspects like fastening of seat belts, no smoking, evacuation procedures and

- persons occupying seats near the Emergency exits or near the exit/entry doors, on operation of exits.
- 7.6 The flight crew shall ensure complete stoppage of helicopter rotors/aircraft propellers before permitting embarking/disembarking of passengers.
 - 7.7 ATC flight Information Centre (FIC) should thoroughly scrutinize the flight plans filed before clearing flights to uncontrolled aerodrome as per Rules of Air.
 - 7.8 After arrival at the destination as per coordinates, if the landing zone/helipad cannot be located, the flight crew should contact district authorities with available mode of communication for an alternate secured landing site, if available, or proceed to the next destination. The crew should immediately inform telephonically followed by written report to concerned regional Air Safety Office and the Director Air Safety, DGCA, Hqrs.
 - 7.9 In case of emergency/unscheduled landing, the flight crew shall ensure the following:
 - a) Seek police help.
 - b) Inform company representative, ATC, regional air safety office and the Director Air Safety, DGCA, Hqrs,
 - c) Arrange security & technical help.
 - 7.10 In case of any Incident/Accident, the reporting shall be done as per Civil Aviation Requirements Section 5, Series C, Part I to the concerned regional Air Safety Office and the Director Air Safety, DGCA, Hqrs.
 - 7.11 Accountable Managers of all operators and Civil Aviation Department of State Government undertaking VIP flying/election flying should ensure that regular briefing session, with regard to instructions contained in this order is carried out with pilots, personnel engaged in engineering, operation, helipad owner/operator, chartering agencies, etc.
 - 7.12 Civil Aviation Department of the State Government shall ensure compliance of all DGCA requirements and instructions contained in this order when chartering aircraft for VIP/State Government operations.

8. Election Flying:

Election flying is a highly demanding exercise in terms of skill levels, professionalism and tact. Long flying hours, large number of take-offs and landings, weather changes, lack of proper rest and recuperation arrangements, hurriedly prepared helipads, frequent changes in itinerary, time management, highly stressed security arrangement, crowd control, congested airspace, lack of adequate communication and airspace management, commercial interest and language barrier are some of the challenges of election flying.

- 8.1 Each Operator shall nominate responsible person for managing election flying who will be accountable for ensuring compliance of all instructions issued by DGCA,

- AAI, BCAS & Election Commission and his particulars be submitted to the Flight Standards Directorate, DGCA before commencement of election flying.
- 8.2 Operator/flight crew shall ensure that no unauthorized cash, arms, ammunitions, narcotics or illegal items are carried on board the aircraft/ helicopter as laid down in the guidelines issued by the Election Commission / MHA/ BCAS.
- 8.3 All regional offices in their respective jurisdiction where the elections are scheduled or underway shall conduct regular briefings with pilots, AMEs, and representatives of NSOP/state governments administrations to reinforce the instructions outlined in this order.
- 8.4 All regional offices in their respective jurisdiction where the elections are scheduled or underway should coordinate with State election commission to apprise the instructions outlined in this order for effective compliance by the stakeholders.

9. It shall be the responsibility of the operator to file following returns:

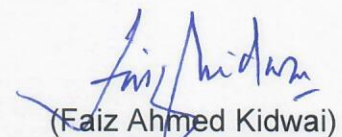
- a) To Election commission (as per their requirement)
- b) Details of each flight undertaken along with passenger manifest, observation made by District Authorities/Election Commission (if any) and FDTL/FTL return to Flight Standards Directorate, DGCA weekly.

10. Action for Non-compliance:

Non-compliance of the above instructions shall be viewed very seriously by DGCA, which may lead to even suspension of operations or pilot's license for specified period. Depending on the severity of violation, following actions shall be taken:

- a) Caution/warning to the operator/pilot/ AME/accountable person.
- b) Suspension of license of pilot/AME
- c) Suspension of operations for a specified/entire period of operations.
- d) Suspension of AOP with endorsement.
- e) Cancellation of AOP

All stakeholders are hereby advised to strictly adhere to above safety guidelines for ensuring safety of helicopter/small aircraft operations.


(Faiz Ahmed Kidwai)

Director General of Civil Aviation

Copy for kind information:

1. Principal Secretary (MCC), Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi 110001
2. Secretary, Ministry of Home Affairs, New Delhi
3. Secretary, Ministry of Civil Aviation
4. Chief Secretaries, All State Governments.

Distribution to all aviation stakeholders for information and compliance.

Pamphlet

Respected Sir,

We are operating this flight from to All due care has been taken to ensure safety of operation and your comfort. However, the aircraft capability has limitations with regard to weather conditions, visibility and after sun set operations from uncontrolled airfield.

The planning and conduct of the flight are professional responsibilities discharged based on the sound judgment of the flight crew, AMEs and other professionals involved in flight planning and dispatch. You are requested to respect the decisions taken by them regarding continuation / diversion / aborting of the flight. The crew must remain free from any external pressure or undue influence.

Yours Sincerely,

Accountable Manager