



GOVERNMENT OF INDIA
CIVIL AVIATION DEPARTMENT
DIRECTOR GENERAL OF CIVIL AVIATION

OC NO 8 OF 2017
Date: 3rd August 2017

OPERATIONS CIRCULAR

File No AV22024/03/2017-FSD

Subject: Application Form for Approval of Flight Dispatcher

Flight dispatchers are approved under the provisions of CAR Section 7, Series M, Part II which specifies the qualification, experience and training requirements for candidates to be eligible to become Flight Dispatchers.

Applicants shall submit the application for flight dispatcher approval / renewal as per application form appended at Annexure A and B respectively of the circular.

This circular supersedes Operations Circular 1 of 2011

Above is for compliance by all concerned.

Sd/-
(Ashutosh Vasistha)
Director of Operations (FSD)
for Director General of Civil Aviation

APPLICATION FOR INITIAL APPROVAL OF FLIGHT DISPATCHER

1 Name of Applicant

(As per 10TH certificate)

2 Name of Operator

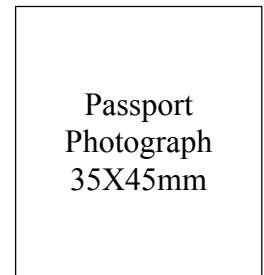
3 Aircraft

(Applied for)

4 Date of Birth/ Age

(As per 10TH certificate)

5 Education Qualification



	Name of the Board /University	Year Of Passing	Subjects	Result	Remarks
10+2 (12 TH) Passed					

6 Experience details

Air Crew

From

To

Meteorologist

From

To

ATCO/Tech Sup of flight Operation or
Air Transportation Flight operation
Systems

From

To

7 Skill certificate attached (as per Para 2.6 Of
CAR 7/M/II)

Yes/ No

8 Initial Training Details

Phase 1-Basic training

(as Per Appendix 1, Phase 1 of CAR 7/M/II)

From

To

Total Training Hours _____

Phase 2- Applied Practical Training

Detail (as Per Appendix 1, Phase 1 of CAR 7/M/II)

Module 1 (Applied Practical Flight Operations 25
Hours)

From

To

Total Training Hours _____

Module 2 (Simulator LOFT observation Flight 4
Hours)

From

To

Total Training Hours _____

Module 3 (Flight dispatch Function 13 Weeks)

From

To

Total Training Hours _____

Module 4 (Route Familiarization 30 Hrs)

From To

Total Training Hours _____

9 CEO Written Exam Details

Computer No:

Subject	Passed in Session	Roll No	Date Of Result	Remarks
i) Air Navigation				
ii) Air Regulation				
iii) Avn Meteorology				
iv) Flt Planning				
v) Air Tech (General)				
vi) Performance of Aircraft				

10 Difference Training on aircraft variant

From To

Total Training Hours _____

11 Fee Detail paid through Bhartkosh (bharatkosh.gov.in)

Sl No	Amount ₹	PFMS Transaction Ref No./UTR No.	Date of Payment	Remarks

12 Declaration

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/ false/ incorrect DGCA has full authority to cancel my candidature.

Candidate Signature

Name of the Candidate

Date

Signature of Head of Training

Name of Head of Training

List of Document to be submitted with Application Form for Flight Dispatcher Initial Approval as per CAR 7/M/II

- 1) 10th Certificate for DOB proof
- 2) 12th Certificate and Mark Sheet
- 3) Experience Certificate as per Para 2.5 of CAR 7/M/II
- 4) Skill Certificate as per Para 2.6 of CAR 7/M/II
- 5) Basic Training Certificate as per Para 4 and details as per Appendix 1, Phase I of CAR/7/M/II
- 6) Applied Practical Training details (Mod 1 to4) as per Appendix 1, Phase II of CAR/7/M/II
- 7) Photo Identification Proof
- 8) CEO Result Marks Sheets (all papers)
- 9) Difference Training Certificate as per Para 9 of CAR 7/M/II (If Applicable)
- 10) Certificate of confirmation as per Para10 of CAR 7/M/II for Training Facilities
- 11) Receipt of Fee submitted through bharatkosh.gov.in as applicable as per para 12 of CAR 7/M/II

**Application for Renewal/Transition of Operator/ Addition of Type/ Variet
of Aircraft - Flight Dispatcher Approval**

- 1 Name :
- 2 FD No :
- 3 Aircraft (Applied for) :
- 4 Operator: :
- 5 Previous FD Approval Detail

	Aircraft	Valid From	Valid Upto
I)		<input type="text"/>	<input type="text"/>
II)		<input type="text"/>	<input type="text"/>
III)		<input type="text"/>	<input type="text"/>
IV)		<input type="text"/>	<input type="text"/>

**6 Part 1
For Renewal of Flight Dispatcher Approval**

6.1 Recurrent Training Details (as per Para 7 of CAR 7/M/II for last two Years)

	Aircraft	Date From	Date To	
I)		<input type="text"/>	<input type="text"/>	_____Hours
		<input type="text"/>	<input type="text"/>	_____Hours
II)		<input type="text"/>	<input type="text"/>	_____Hours
		<input type="text"/>	<input type="text"/>	_____Hours
III)		<input type="text"/>	<input type="text"/>	_____Hours
		<input type="text"/>	<input type="text"/>	_____Hours
IV)		<input type="text"/>	<input type="text"/>	_____Hours
		<input type="text"/>	<input type="text"/>	_____Hours

6.2

Date of Last Flight
Dispatched

Date

Aircraft

I)

II)

III)

IV)

6.3 Detail of continuous Gap
Exceeding Three Month in
Flight Dispatch

From Date

To Date

_____ Months

6.4 Recurrent/ Refresher Training for gap in flight dispatch exceeding three months (as per Para 7 & 8 of CAR 7/M/II)

I) EXTD/Recurrent
Training

From Date

To Date

_____ Hours

II) OJT

_____ Days

III) Observation Flight

_____ Sectors

7

Part 2

Transition of Operator (as per Para 6 of CAR 7/M/II)

I) Indoctrination
Training

_____ Hrs

II) DRM/CRM Training

_____ Hrs

III) Recurrent Training

_____ Hrs

8

Part 3

Addition of Type (as per Para 5 of CAR 7/M/II)

Type Training on A/C

From Date

To Date

_____ A/C

_____ Hrs

9

Part 4

Variant of Aircraft (as per Para 9 of CAR 7/M/II)

Difference Training on Aircraft

From Date

To Date

_____ A/C

- 10 Training Facility Certificate Attached (as per Para 10 of CAR 7/M/II) Yes/ No
- 11 Performance certificate of candidate for last five years of Flight Dispatch Function by post holder Training attached (as per Para 12 of CAR 7/M/II) Yes/ No
- 12 Fee detail paid through Bhartkosh (bharatkosh.gov.in)

Sl No	Amount ₹	PFMS Transaction Ref No./UTR No.	Date of Payment	Remarks

- 13 Declaration
I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/ false/ incorrect DGCA has full authority to cancel my candidature.

Candidate Signature

Name of the Candidate

Date

Signature of Head of Training

Name Head of Training

List of Document to be submitted with Application Form as per CAR 7/M/II

For Renewal

- i) Copies of Previous FD Approvals
- ii) Recurrent Training detail for last two years as per para 7 of CAR 7/M/II
- iii) Last Flight Dispatch details
- iv) Certificate for Gap Exceeding/Not exceeding Three months in Flight Dispatch
- v) Recurrent/Refresher Training Details for Gap in Flight Dispatch exceeding three months as per para 7 and 8 of CAR 7/M/II
- vi) Fee as applicable per aircraft as per para 12 of CAR 7/M/II
- vii) Candidate Performance Certificate for last five years as per para 12 of CAR 7/M/II

For Transition of Operator

- i) Copies of Previous FD Approvals
- ii) Certificate of Indoctrination Training as per para 6 of CAR 7/M/II
- iii) Certificate DRM/CRM Training as per para 6 of CAR 7/M/II
- iv) Certificate of Recurrent Training as per para 7 of CAR 7/M/II
- v) Last Flight Dispatch details
- vi) Candidate Performance Certificate for last five years as per para 12 of CAR 7/M/II

For Addition of Type

- i) Copies of Previous FD Approvals
- ii) Type Training Certificate as per para 5 of CAR 7/M/II
- iii) Last Flight Dispatch details
- iv) Fee as applicable per aircraft as per para 12 of CAR 7/M/II
- v) Candidate Performance Certificate for last five years as per para 12 of CAR 7/M/II

Difference of Aircraft

- i) Copies of Previous FD Approvals
- ii) Difference Training Detail as per para 9 of CAR 7/M/II
- iii) Last Flight Dispatch details