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**GOVERNMENT OF INDIA**  
**OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION**  
TECHNICAL CENTER, OPPOSITE SAFDARJUNG AIRPORT, NEW DELHI

**CIVIL AVIATION REQUIREMENT**  
**SECTION 7 – FLIGHT CREW STANDARDS**  
**TRAINING AND LICENSING**  
**SERIES 'X', PART III**  
**ISSUE I, 28<sup>th</sup> December'2012**

**EFFECTIVE: FORTHWITH**

**File No: AV-15025 /6/2012-AS**

**Subject: Requirement of 'Notice Period' by the Cabin Crew and SEP Instructor to the Airlines employing them.**

**1. INTRODUCTION**

- 1.1 Rule 38B of the Aircraft Rules, 1937 lays down requirements for minimum number of cabin crew on board the aircraft for the purpose of performing such duties as may be assigned in the interest of the safety of passengers, by the operator or the pilot-in-command of the aircraft.

It has been observed that cabin crew are resigning without providing any notice to the airlines as a result airlines are forced to cancel their flights at the last minute. Such resignation by the cabin crew and the resultant cancellation of flights causes inconvenience and harassment to the passengers. Sometimes such an abrupt action on the part of the cabin crew is in the form of a concerted move, which tantamount to holding the airline to ransom and leaving the travelling public stranded. This is a highly undesirable practice and goes against the public interest.

- 1.2 Also CAR Section 7, Series M, Part I issue II dated 15<sup>th</sup> March'2010 prescribes the requirements for the Safety and Emergency Procedure (SEP) Instructor, their qualification and training requirements.

It has been observed the SEP Instructor's who are key to ensuring availability of adequately trained cabin crew, resign without prior notice. This upsets the scheduled training program and hence the availability of trained cabin crew.

## **2. APPLICABILITY**

- 2.1 This CAR is issued under provisions of Rule 133A of the Aircraft Rules, 1937. The provisions contained in this Civil Aviation Requirement shall be applicable to the cabin crew / SEP Instructors in regular employment of any air transport undertaking as defined in clause (9A) of rule 3 of the Aircraft Rules, 1937.

## **3. REQUIREMENTS**

- 3.1 It takes about three to four months to train a cabin crew before release for flying duties, as they have to undergo ab-initio course, followed by type training, oral cum practical examination and familiarization flight. Even after this training, the cabin crew has to undergo recurrent training covering actions assigned to each crew member in evacuation and appropriate normal and emergency procedures and drills relevant to the type of aircraft. Therefore, it takes almost four months for an airline to replace a trained cabin crew. Similarly it takes from six months to one year to train and qualify a SEP Instructor.
- 3.2 Cabin crew are well trained personnel and shoulder complete responsibility of the aircraft and its passengers. They are adequately paid for the responsibility they share with the airlines towards the travelling public and are required to act with extreme responsibility.
- 3.3 In view of the above, it has been decided by the Government that any act on the part of cabin crew / SEP Instructor including resignation from the airlines without a minimum notice period of three months, which may result into last minute cancellation of flights and harassment to passengers, would be treated as an act against the public interest.
- 3.4 It has, therefore, been decided that every cabin crew / SEP Instructor working in an air transport undertaking shall give a 'Notice Period' of at least three months to the employer indicating his/her intention to leave the job. During the notice period, neither the cabin crew / SEP Instructor shall refuse to undertake the assigned flight duties / trainings nor shall the employer deprive the cabin crew / SEP Instructor of their legitimate rights and privileges with respect to the assignment of the duties. Failure to comply with the provisions of the CAR may lead to cancellation of the cabin crew approval / SEP Instructors approval for a minimum period of two years. Similarly non compliance of the CAR by the air transport undertaking will be liable for action under the relevant provisions of Aircraft Rules, 1937.

- 3.5 In case an air transport undertaking resorts to reduction in the salary / perks or otherwise alters the terms and conditions of the employment to the disadvantage of the employee cabin crew / SEP Instructor, the cabin crew / SEP Instructor shall be free to make a request for release without attracting the requirements stipulated in Para 3.4 of this CAR. The air transport undertaking shall accept such request and issue NOC.
- 3.6 It shall be mandatory for the air transport undertaking to issue NOC to the cabin crew / SEP Instructor on expiry of the notice period of three months, failing which it shall be liable to penal action by DGCA.
- 3.7 The 'Notice Period' of three months, however, may be reduced if the air transport undertaking provides a 'No Objection Certificate' to a cabin crew / SEP Instructor and accepts his/her resignation earlier than three months.

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