DIRECTORATE GENERAL OF
CIVIL AVIATION

DIRECTORATE GENERAL OF CIVIL AVIATION

Process of Acceptance of Records for Issuance of Student Pilot License (SPL)





Training Objectives

By the end of this module, you will be able to:

- Identify the pre- requisites for Acceptance of Records for Issuance of Student Pilot License(SPL).
- Understand the process for Acceptance of Records for Issuance of Student Pilot License(SPL).



Pre -requisites: Acceptance of Records for Student Pilot License(SPL)

Pre-requisites for Applying Issuance of SPL



For SPL Issuance request, following pre- requisites are essential to successfully process the request and issue the license:

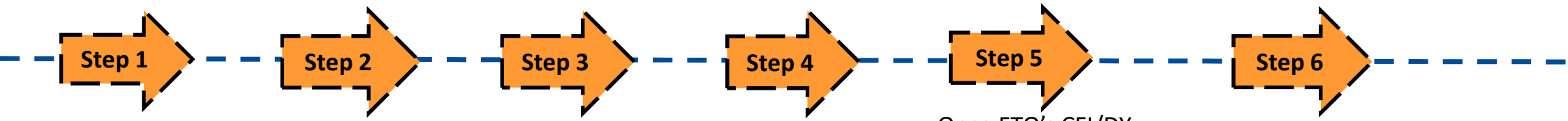
- Applicant must be registered on eGCA portal and should have a unique eGCA ID.
- Valid Class II/ Class I medical assessment.
- Valid security clearance from the concerned State Police authorities through the Flying Club/ Government Flying Training School/ Competent authority (in case of Defense).
- Have applied for the issuance of SPL at one of the approved FTOs.
- Have already appeared for the examination conducted by the FTO.
- For More Info Refer Schedule II of The Aircraft Rules 1937
- https://dgca.gov.in/digigov-portal/?dynamicPage=aircraftRulesContent2Req/1/3026/viewDynamicRuleContLvl2&mainaircraftRules1937/1/0/viewDynamicRulesReq



Process Flow: Acceptance of Records for Student Pilot License(SPL)

Flow Chart

Let us understand how applicant can apply for Issuance of Student Pilot License



The applicant visits the eGCA portal and logs in using their eGCA ID and password.

Applicant selects the Acceptance of Records for SPL service from License tab and go through the Instruction Page before Filling the form.

Applicant validates the Basic and Medical Examination details populated in the form.

The applicant selects the "Issuance of SPL" service and enters the details of the FTO where the training is proposed to be undertaken. The application is then forwarded to the selected FTO for further processing.

Once FTO's CFI/DY. CFI update the SPL details and send back to Student

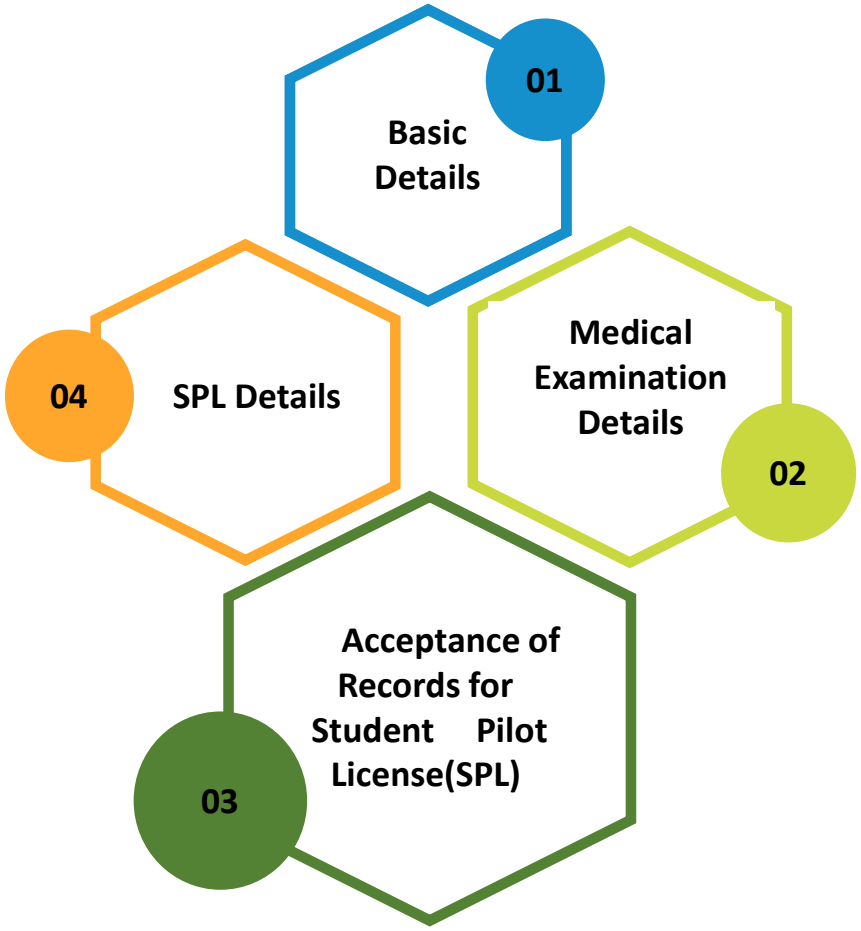
The applicant should confirm the entered details and submit the application and then made the online payment through the eGCA portal.



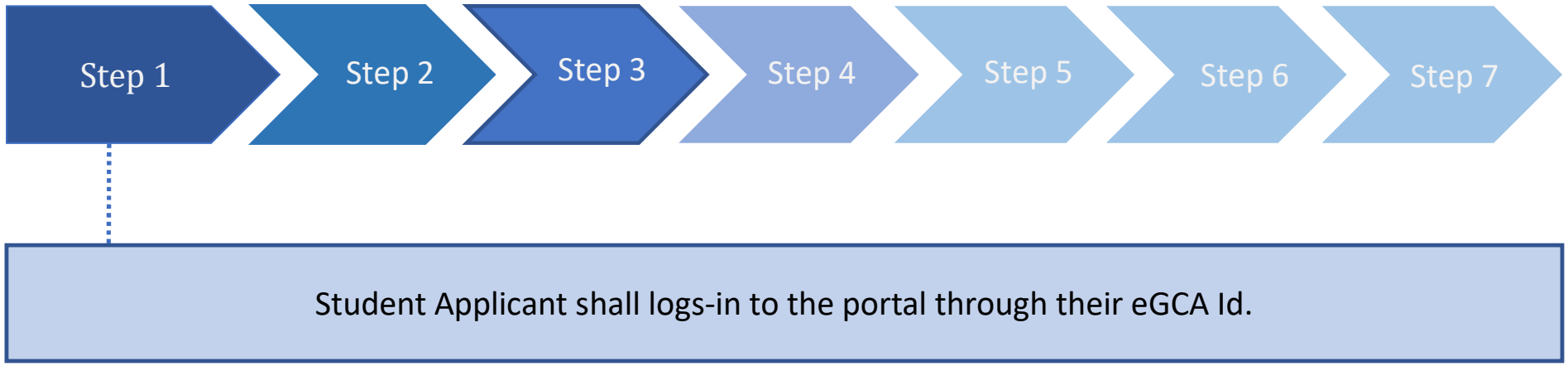
Form Details: Acceptance of Records for Student Pilot License(SPL)

Acceptance of Records for Student Pilot License(SPL)

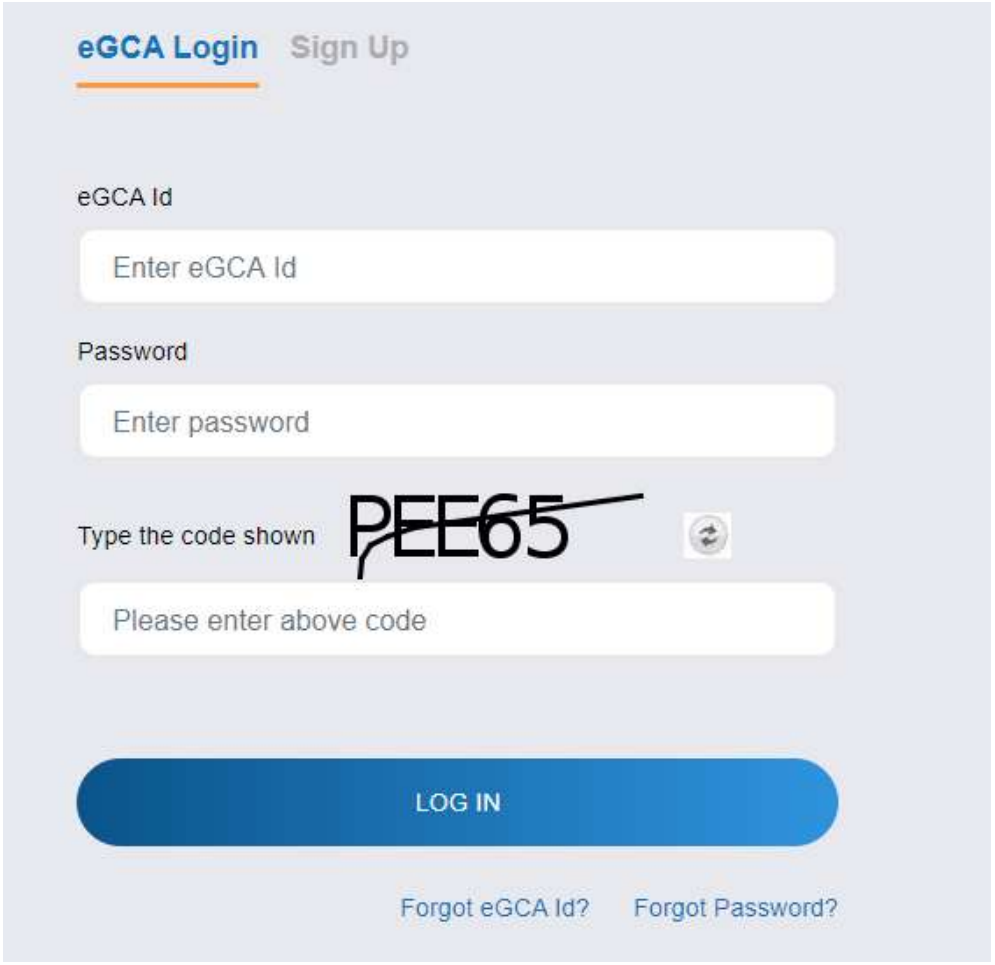
Student Applicant check and validates the following section in the SPL Issuance form:



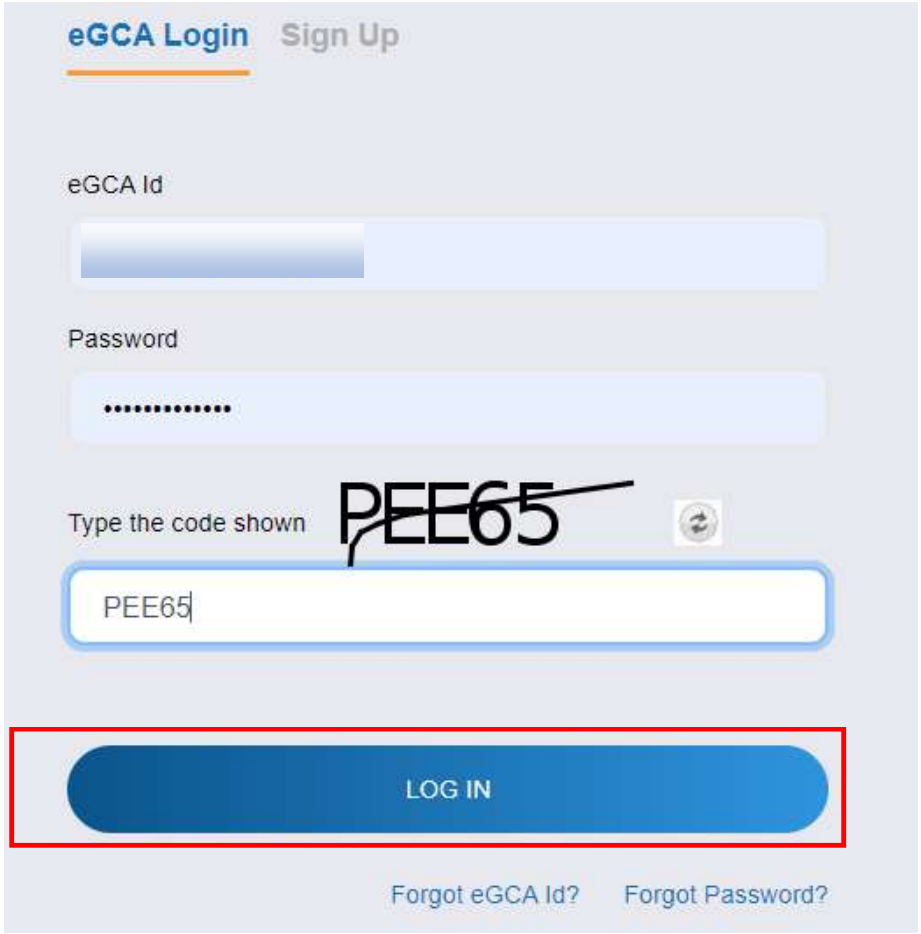
Process Flow: **Acceptance of Records for Student Pilot License(SPL)**



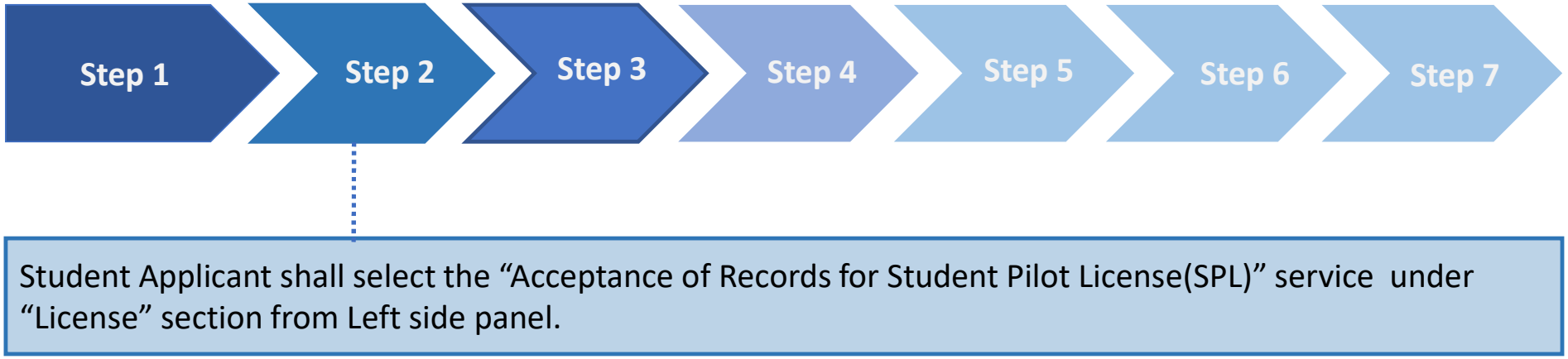
Log-in Page


eGCA Login
Sign Up
eGCA Id
Enter eGCA Id
Password
Enter password
Type the code shown
PEE65
Please enter above code
LOG IN
Forgot eGCA Id?
Forgot Password?

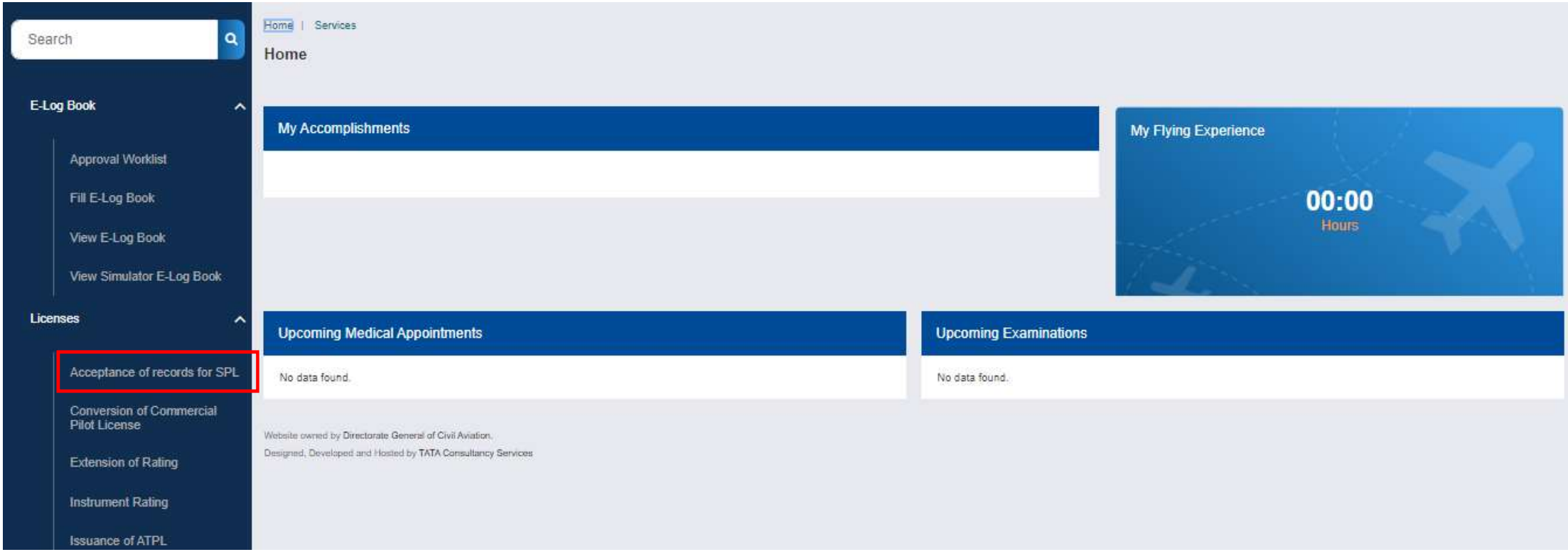
Student Applicant shall logs-in with their eGCA Id and password



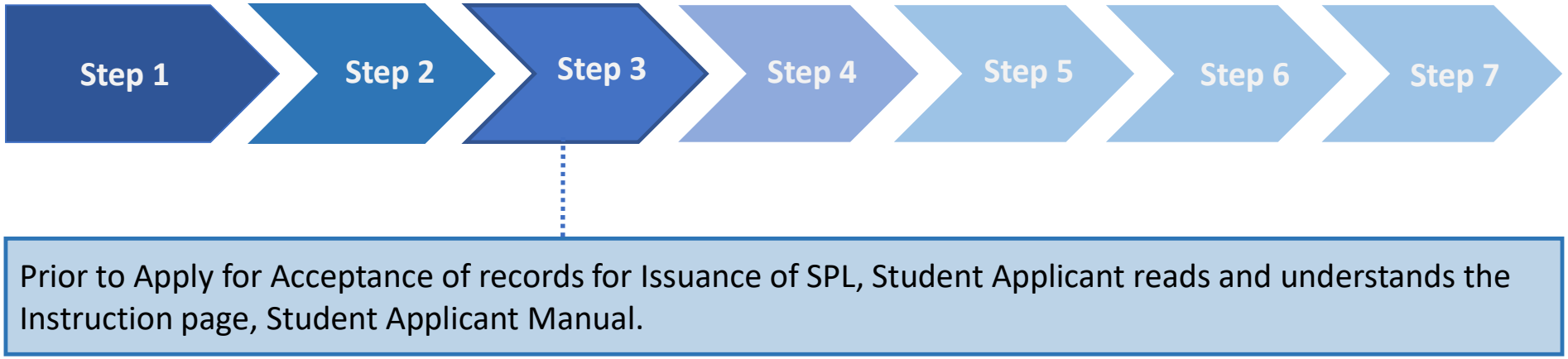
Process Flow: **Acceptance of Records for Student Pilot License(SPL)**



Home Page


Search
E-Log Book
Approval Worklist
Fill E-Log Book
View E-Log Book
View Simulator E-Log Book
Licenses
Acceptance of records for SPL
Conversion of Commercial Pilot License
Extension of Rating
Instrument Rating
Issuance of ATPL
Home | Services
Home
My Accomplishments
My Flying Experience
00:00
Hours
Upcoming Medical Appointments
No data found.
Upcoming Examinations
No data found.
Website owned by Directorate General of Civil Aviation.
Designed, Developed and Hosted by TATA Consultancy Services

Process Flow: **Acceptance of Records for Student Pilot License(SPL)**



Instruction Page

Instructions for filling form of Acceptance of records for Student Pilot License (SPL)

1. Before proceeding with the application, applicants must verify the accuracy of their **Personal Details, Mobile Number, Email ID, Address Details, Medical Details, and Licence Details** available in their eGCA profile. In case of any discrepancy, applicants must raise an **eGCA Support Request** and ensure that the records are updated before submitting the application.

2. Applicants must read and understand the applicable **eligibility criteria, Aircraft Rules, 1937, Civil Aviation Requirements (CARs), Circulars, and other relevant DGCA regulati** pertaining to the licence/rating for which the application is being submitted.

3. Where applicable, applicants must keep all required supporting documents ready before initiating the application for **Issuance, Renewal, or Extension of Aircraft Rating on SPL** . Detail the required documents are available in the eGCA User Manual at: https://dgca.gov.in/digigov-portal/jsp/dgca/common/login.jsp

4. Applicants seeking endorsement of an additional aircraft on an SPL must select **'Extension of Rating'** under the **'Service Desired'** field in the application form..

5. Applicants must carefully review all information entered in the application form and read the declaration provided therein before final submission. Submission of the application shall be deemed confirmation that all information furnished is correct and complete.

6. Applicants may monitor the progress and status of their application through the **'License Request Detail'** section available in their eGCA profile

7. The concerned **Flying Training Organisation (FTO)** must upload the latest and valid copy of the applicant's **Student Pilot Licence (SPL)** , wherever applicable.

8. Applicants are solely responsible for the accuracy, completeness, and authenticity of the information and documents submitted. Any incorrect, incomplete, or misleading information may result in rejection of the application.

☐ *I hereby declare that I have read, understood, and agree to comply with the above instructions and guidelines.

I Agree

Feedback

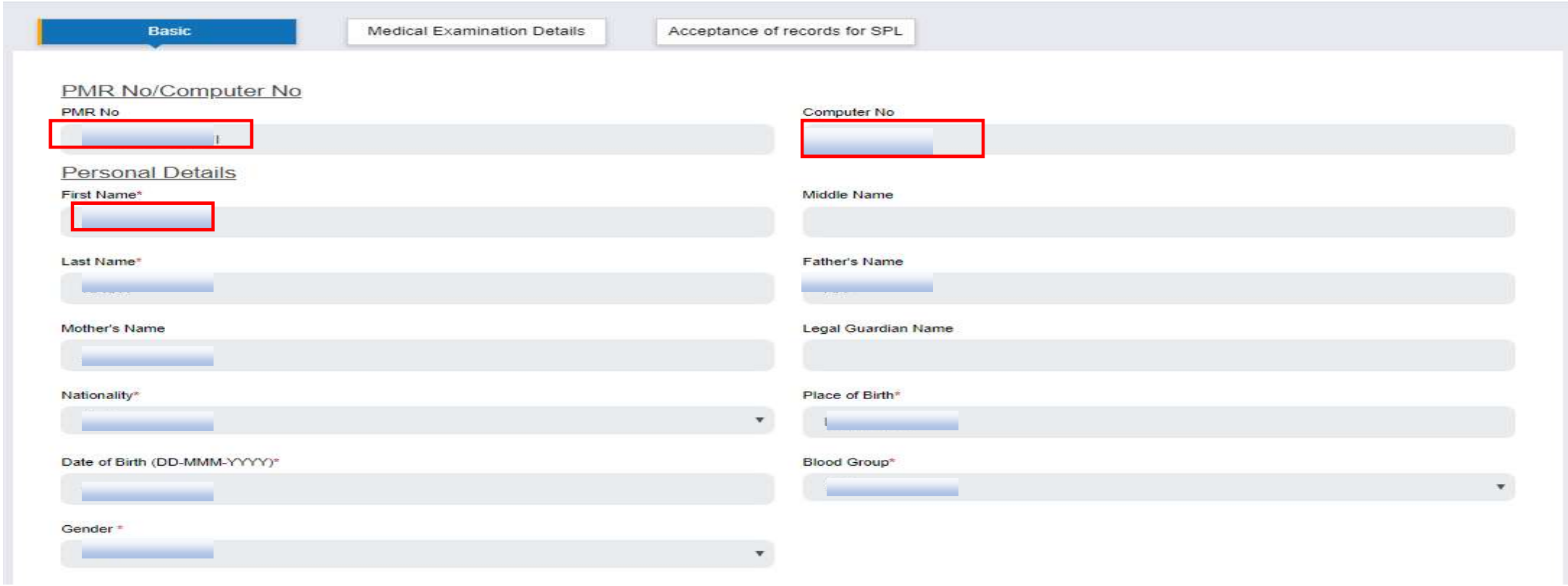
Process Flow: **Acceptance of Records for Student Pilot License(SPL)**



Student applicant shall verifies Basic details, Medical Examination Details and then fills the form of Acceptance of Records for Student Pilot License

Basic Details

In Basic Detail tab, under section PMR No/Computer No. student applicant shall verifies PMR No , Computer No.



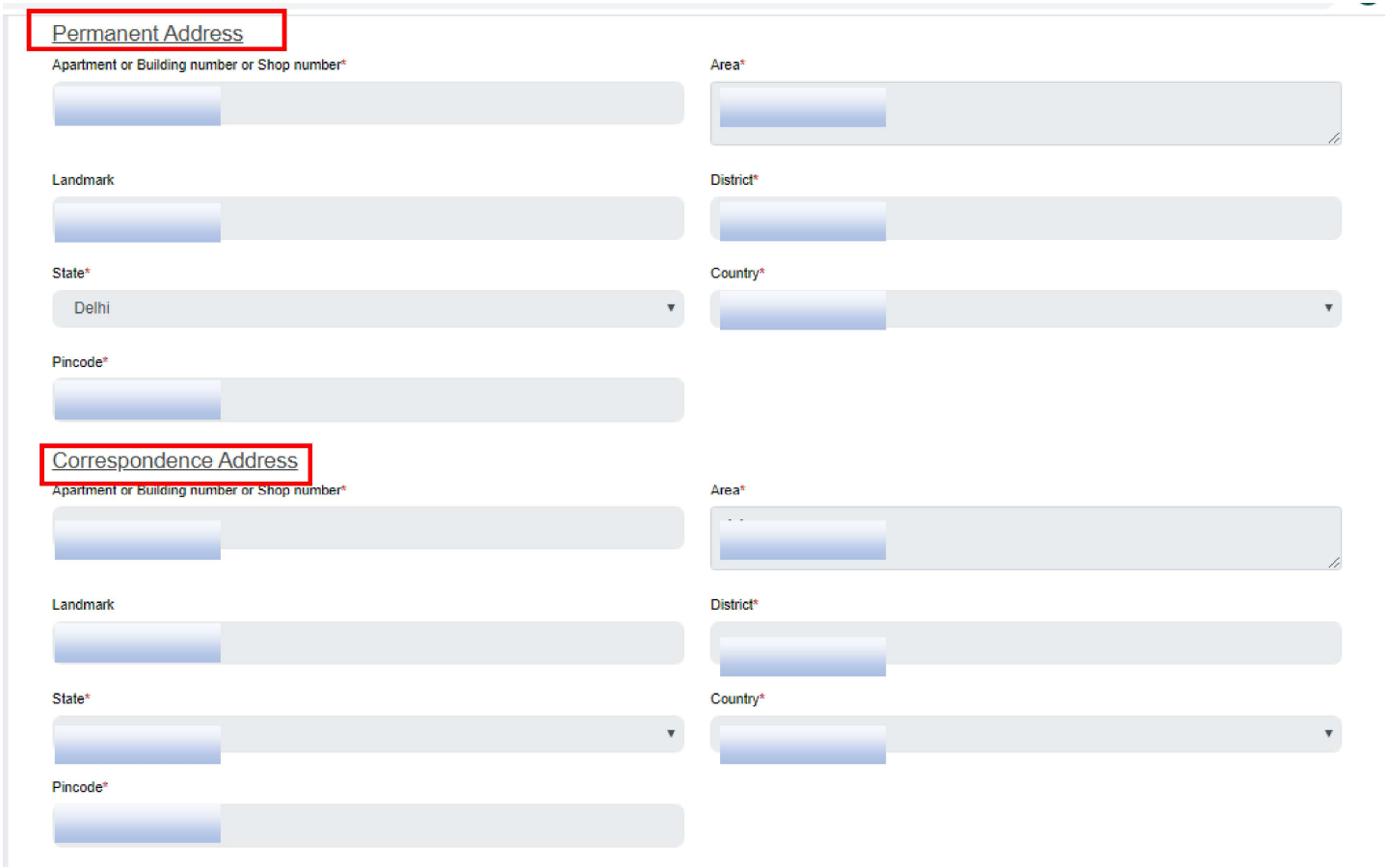
Basic Details (contd..)

In section Contact Details, student applicant shall verify Mobile No., Alternate Mobile No., Email Id, Alternate Email Id.



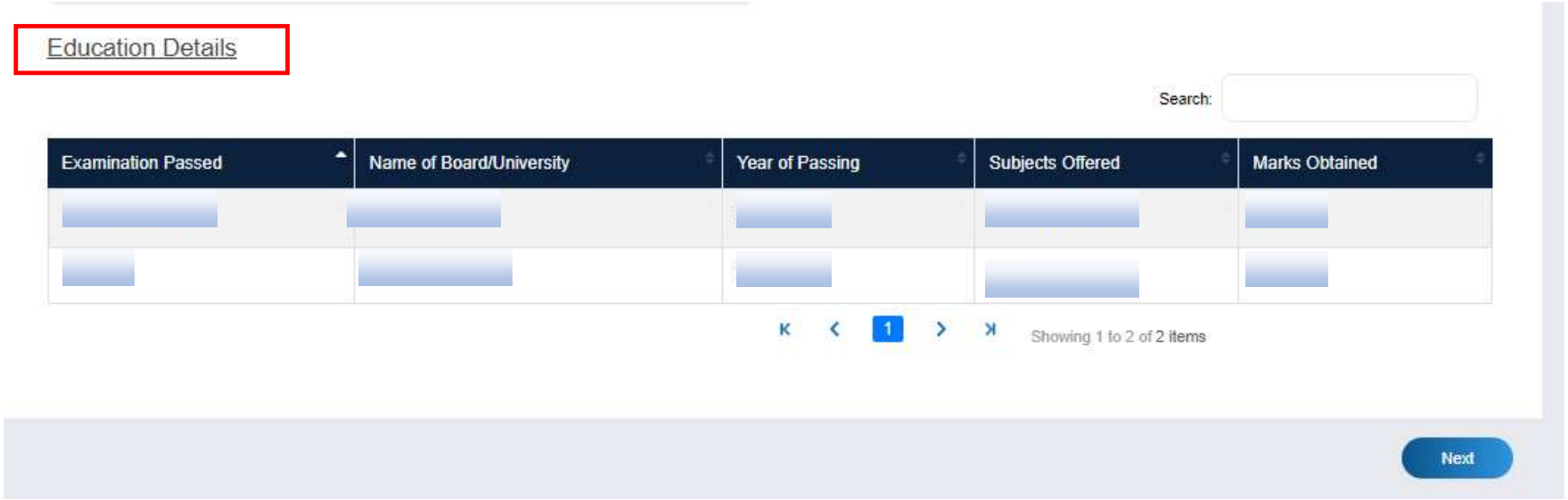
Basic Details (contd..)

In section Permanent and Correspondence Address, student applicant shall verify Apartment or Building number or Shop number, Area, Landmark, District, State, Country, Pin code.



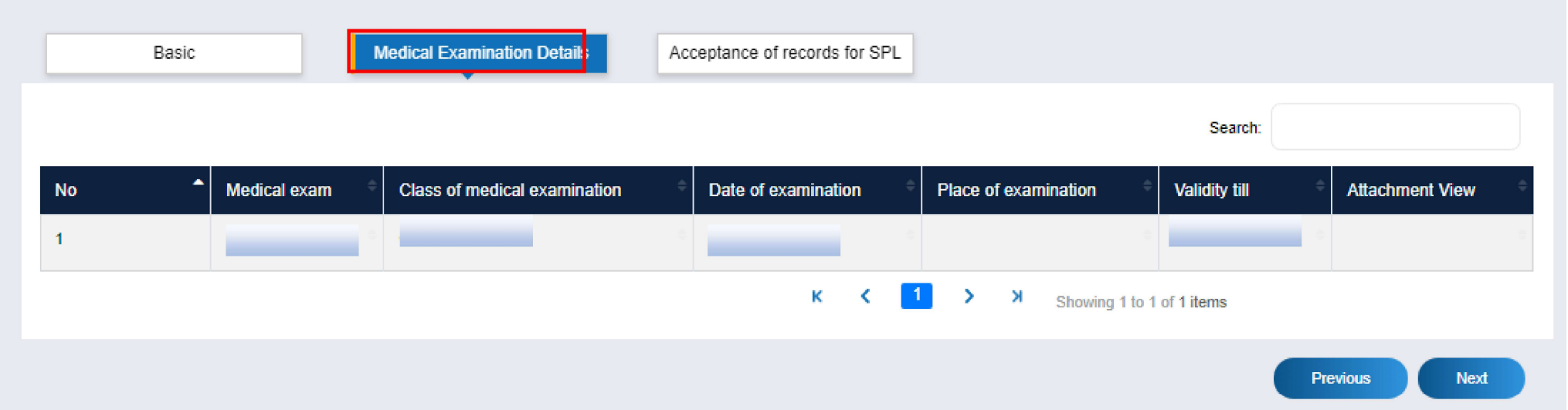
Basic Details (contd..)

In section Education Details, student applicant shall verify Examination details.



Medical Examination Details

In Medical Examination tab, student applicant shall verifies Medical Exam, Class of Medical examination , Date of Examination, Place of Examination , validity Till and Attachment View.

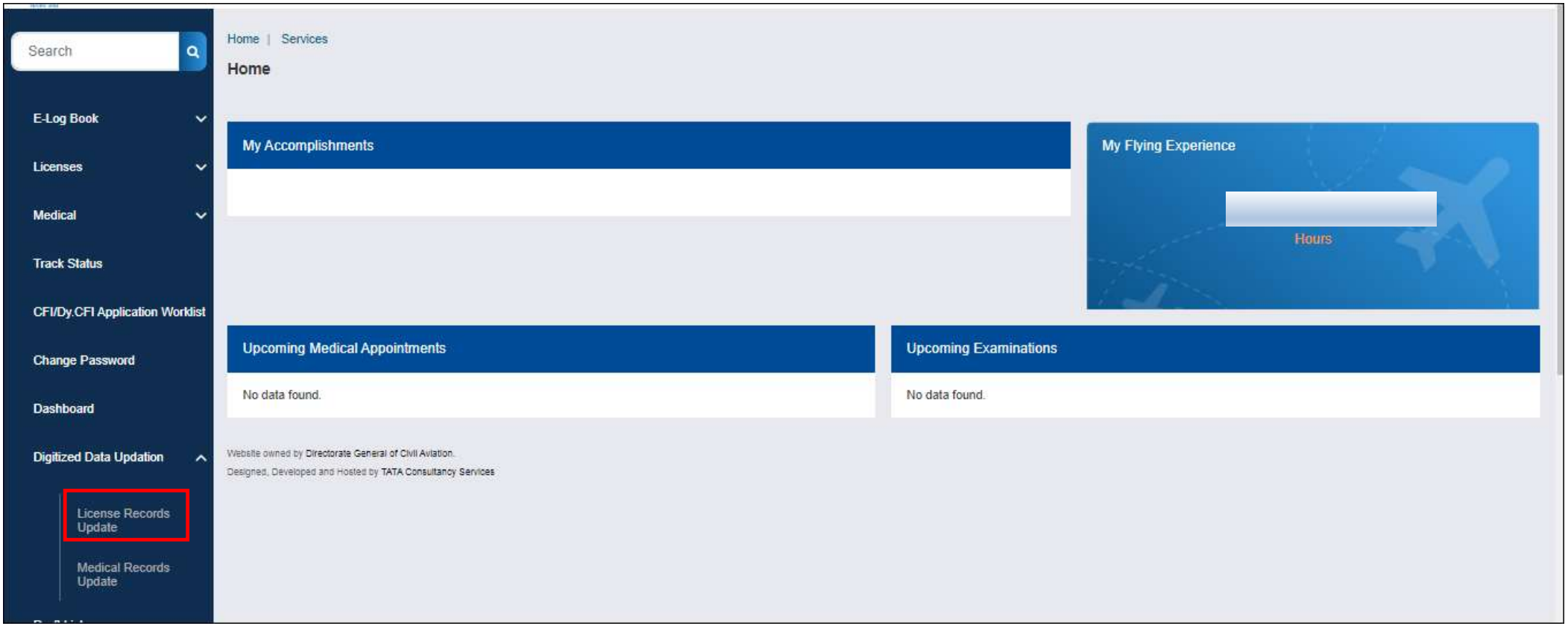


Process Flow: **Acceptance of Records for Student Pilot License(SPL)**

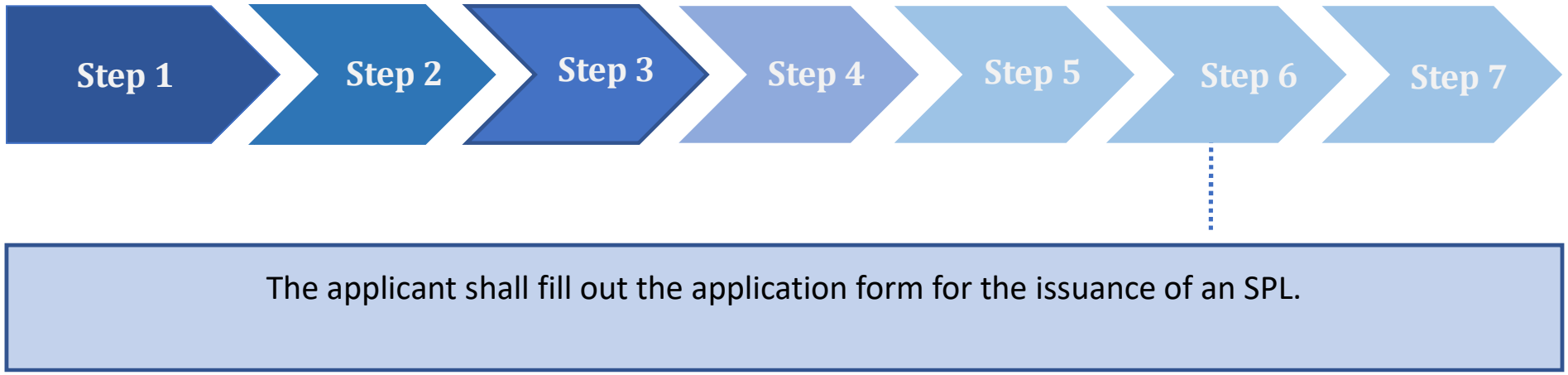


In case of any Discrepancies in Basic and Medical Examination details, student applicant shall use the update license details option and submit for validation by DGCA. For Updating Personal particulars (Name and DOB) student applicant shall avail update Personal Particulars option through DMS.

In case of any discrepancies in their Basic details, Medical Examination Details applicant shall connect with eGCA support cell

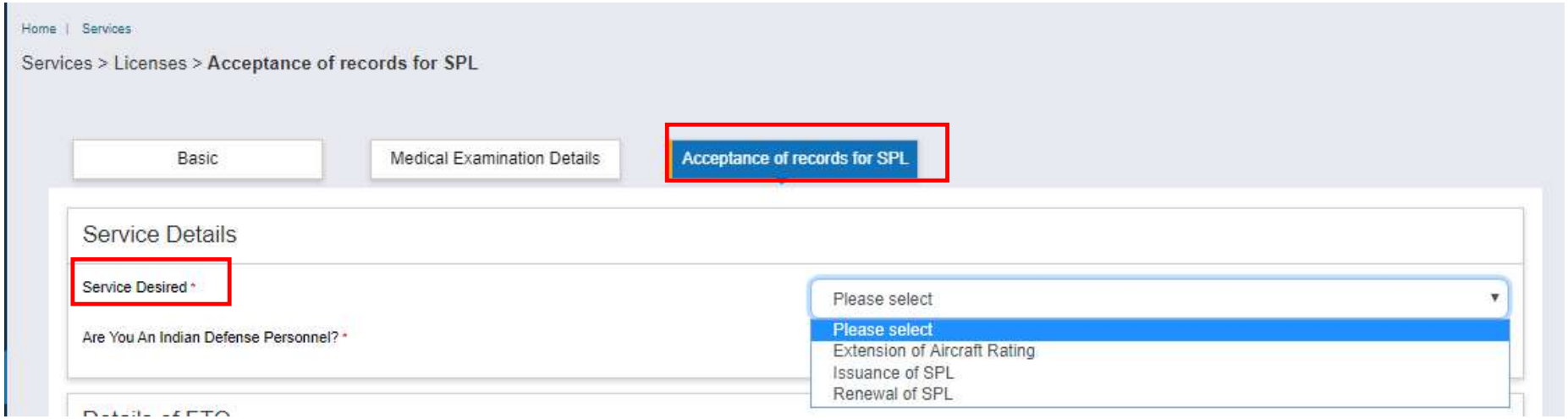


Process Flow: **Acceptance of Records for Student Pilot License(SPL)**



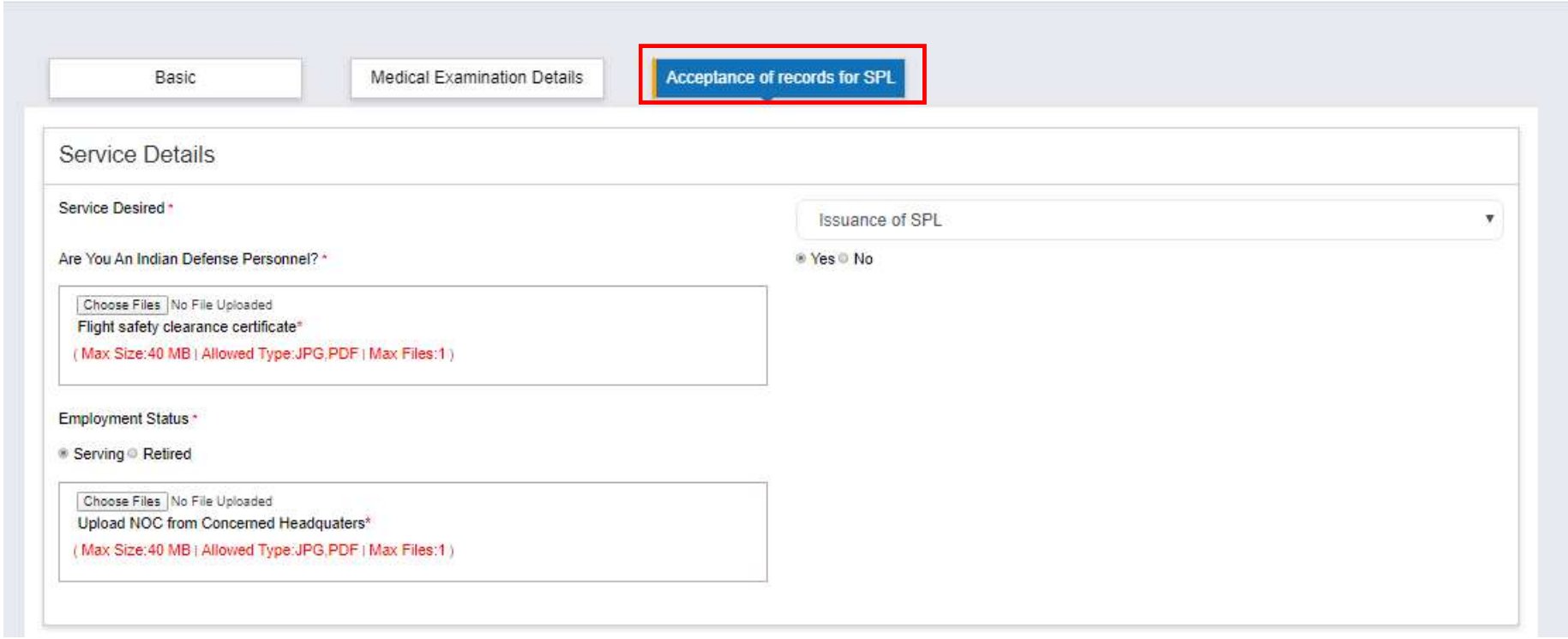
Acceptance of Records for SPL

In Acceptance of records for SPL tab, under Service Details section, student applicant shall select in field Service Desired as Issuance of SPL .



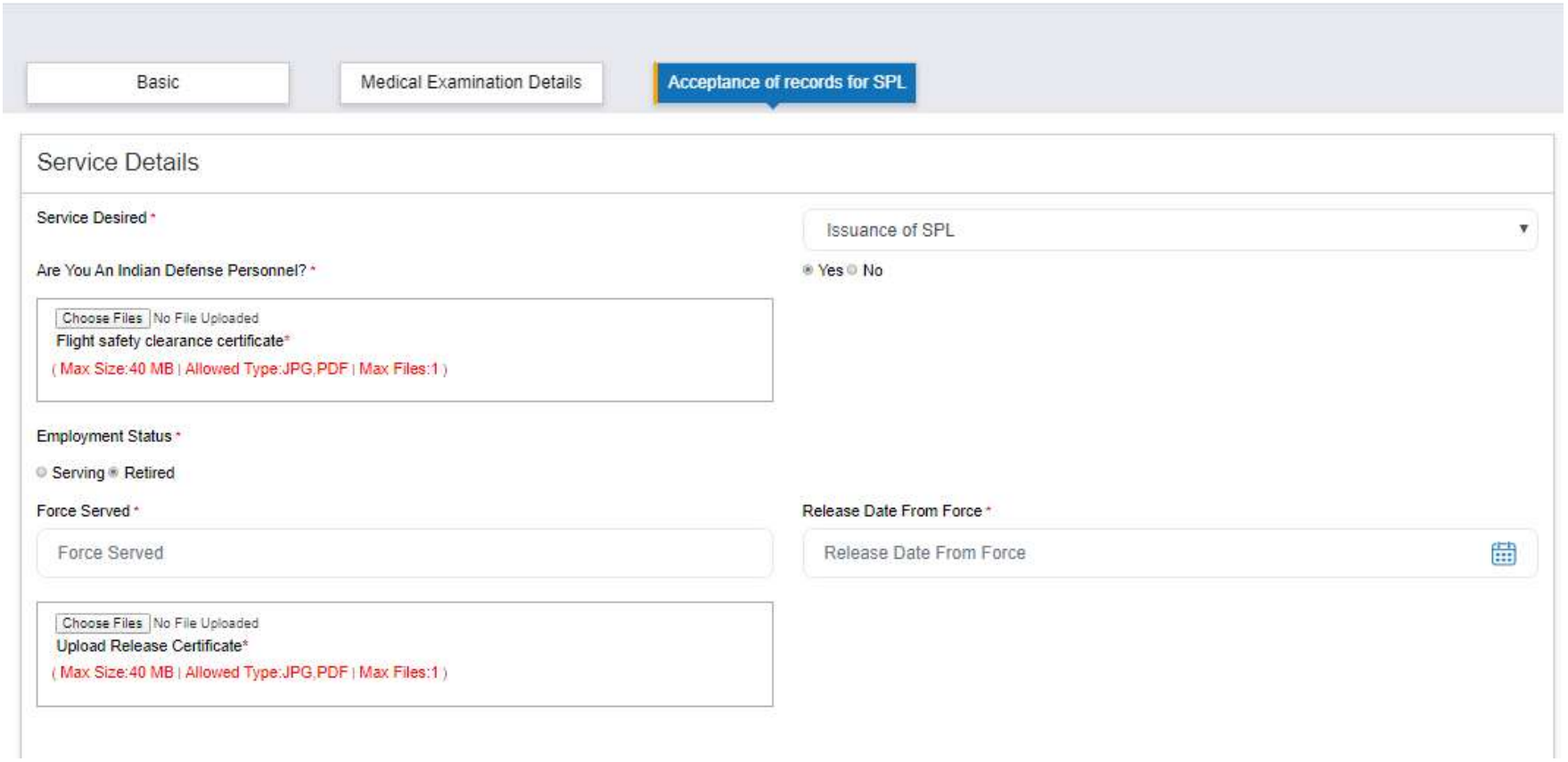
Acceptance of Records for SPL

Under Service Details section, On selecting “Yes” in field Are You An Indian Defense Personnel? , student applicant shall upload Flight safety clearance certificate and shall select Employment status.
If student applicant is Serving, then Upload NOC from Concerned Headquarters



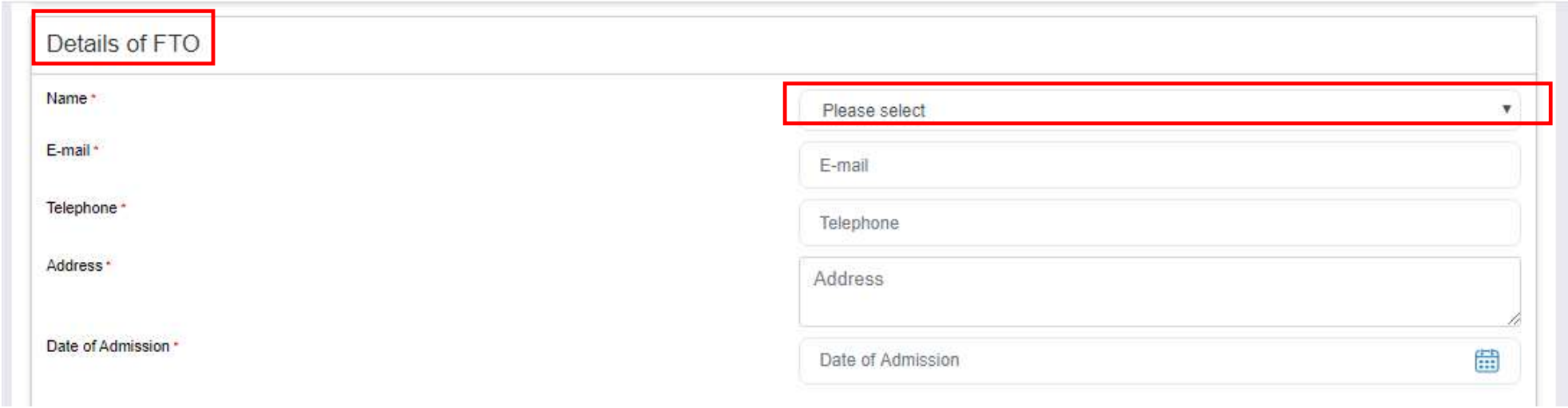
Acceptance of Records for SPL

If student applicant is Retired , then he/she shall Upload Release Certificate ,enter name of Force Served and Release Date From Force.



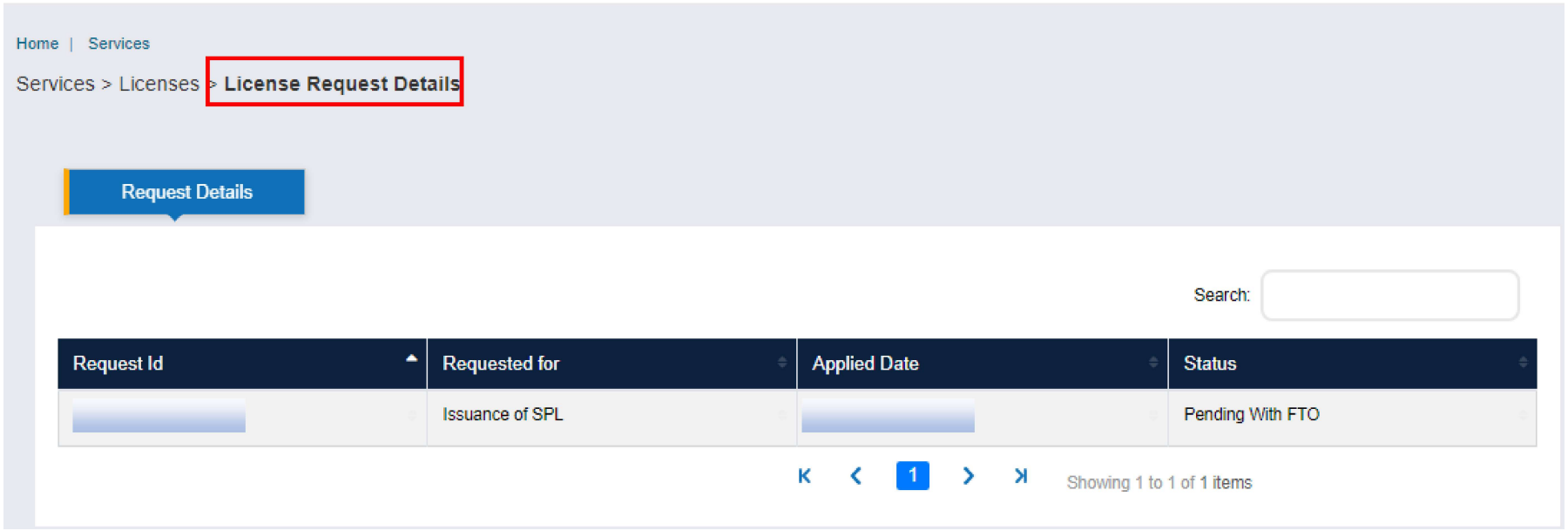
Acceptance of Records for SPL

Under Details of FTO section, student applicant shall select name of **FTO** from drop down option and enter the E-mail, Telephone, Address and Date of Admission of FTO.

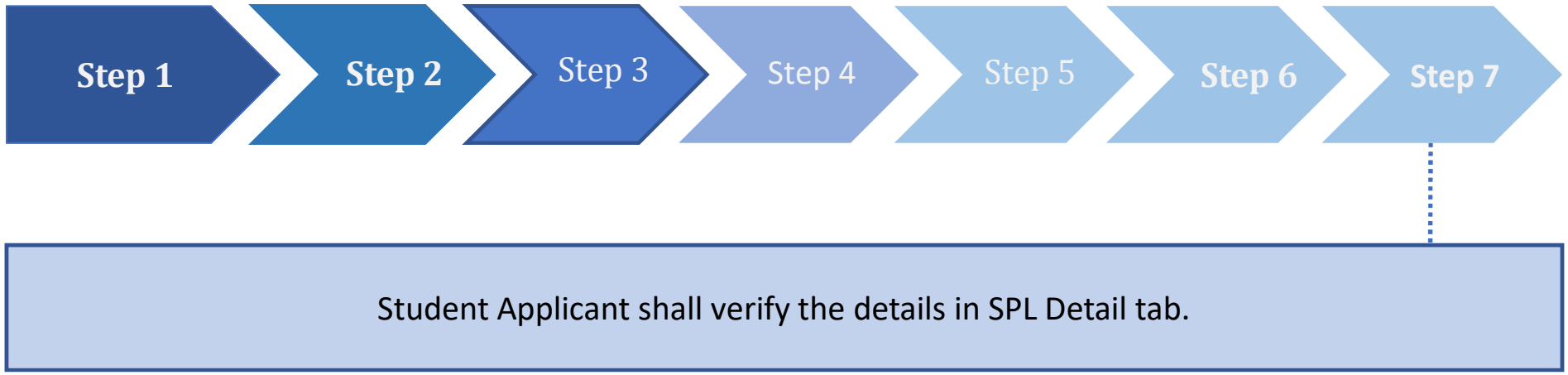


Acceptance of Records for SPL

After the application has been successfully submitted, Student applicant shall track the status of request in License Request Details service under the License section. The status shall be populated as Pending with FTO.

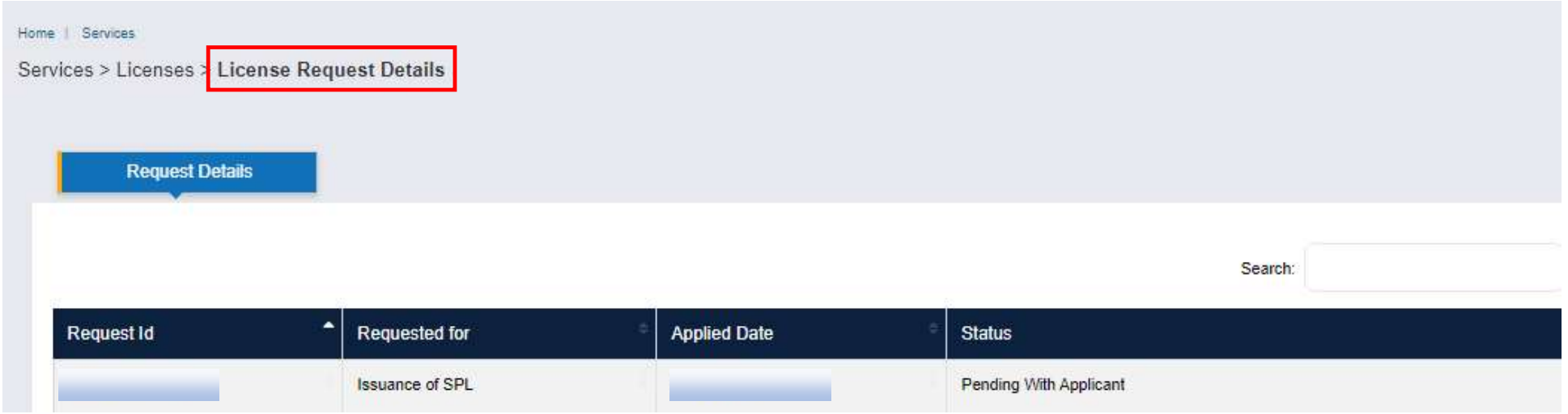


Process Flow: **Acceptance of Records for Student Pilot License(SPL)**



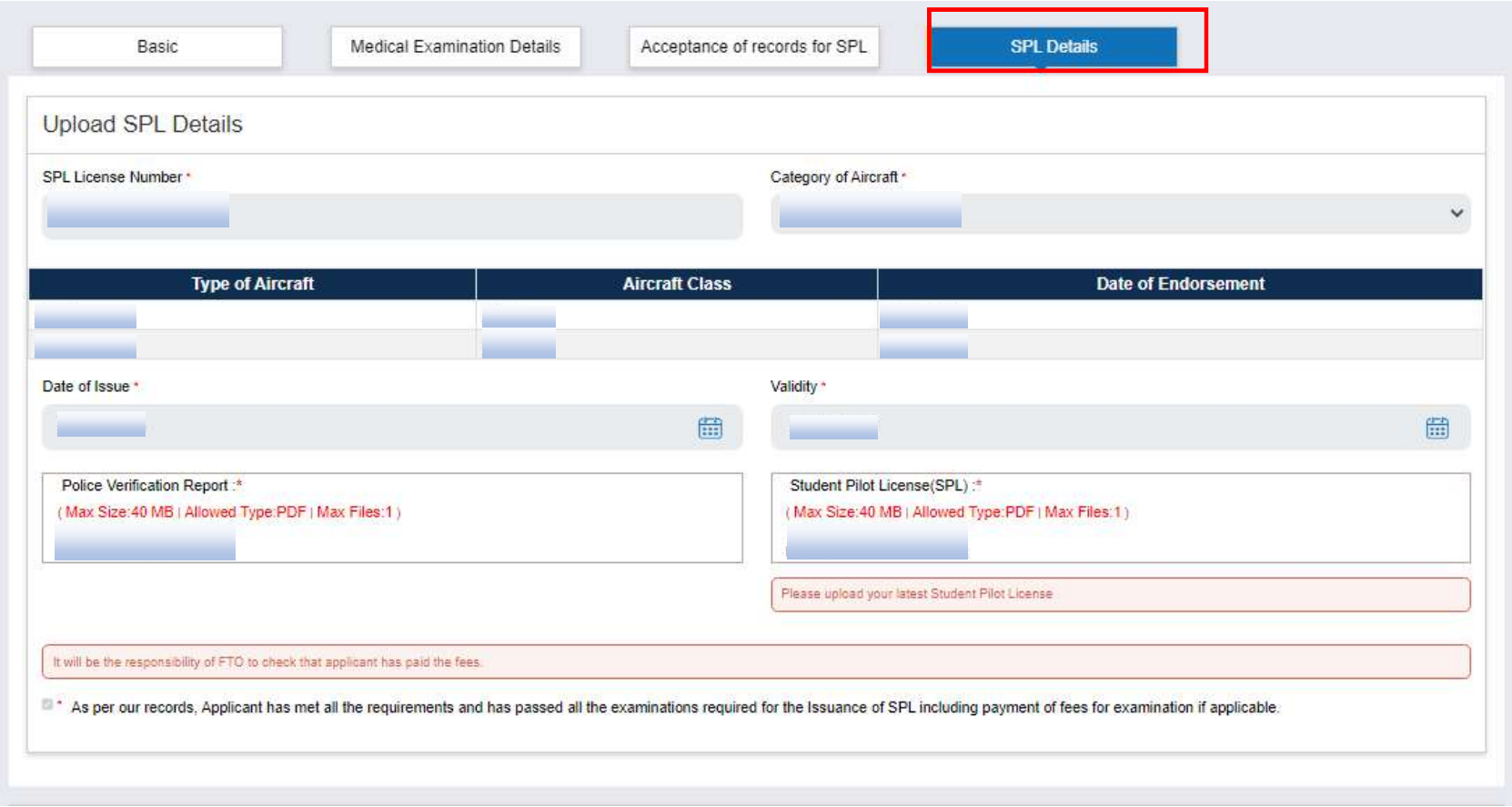
Acceptance of Records for SPL

FTO (Dy. CFI/CFI) shall enters the SPL details, attaches latest SPL copy and police verification report after verification of applicant's identity and association with FTO.
Student Applicant shall track the status of request in License Request Details service under the License section. The status shall be updated as Pending with Applicant.



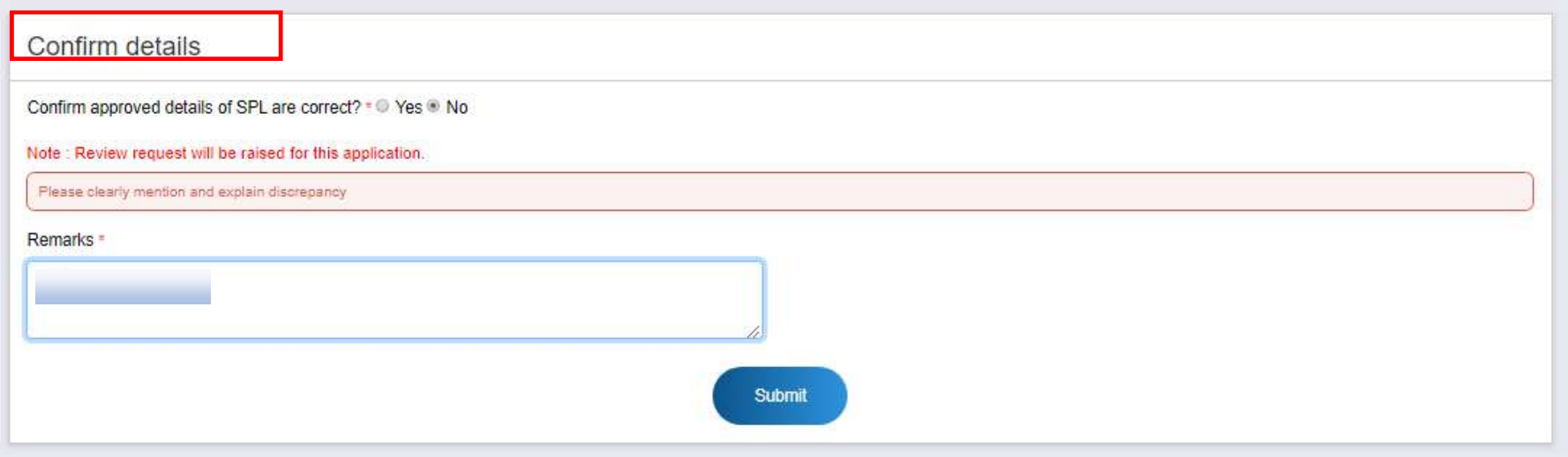
Acceptance of Records for SPL

In SPL Detail tab, under section SPL Details, student applicant shall verify SPL details and document uploaded by FTO.



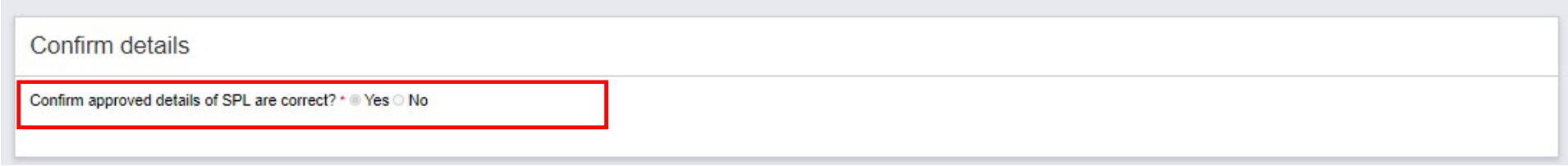
Acceptance of Records for SPL

Under section Confirm Details, in case of any discrepancies student applicant shall clearly mention and explain discrepancy to FTO(CFI/Dy.CFI) by clicking on "No" radio button corresponding to field and then click on Submit

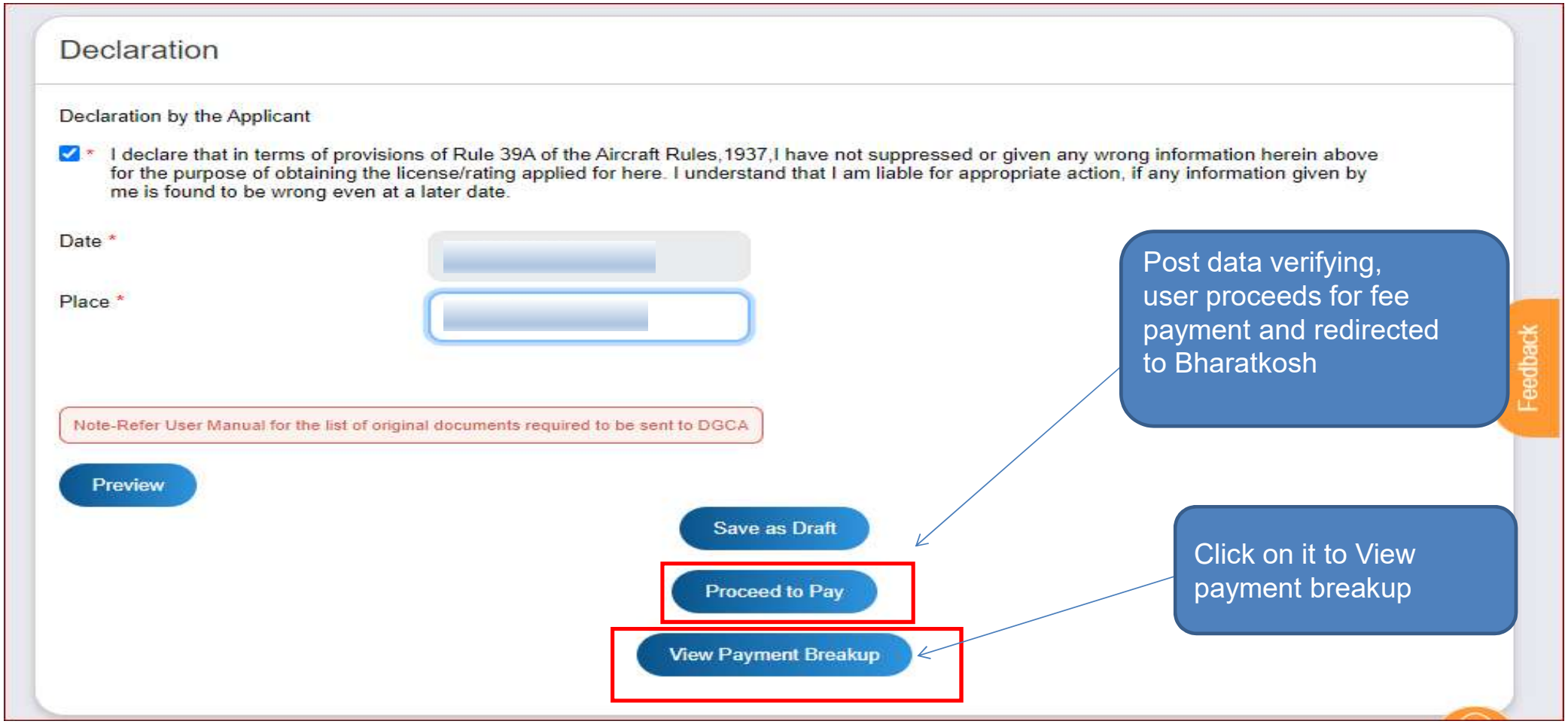


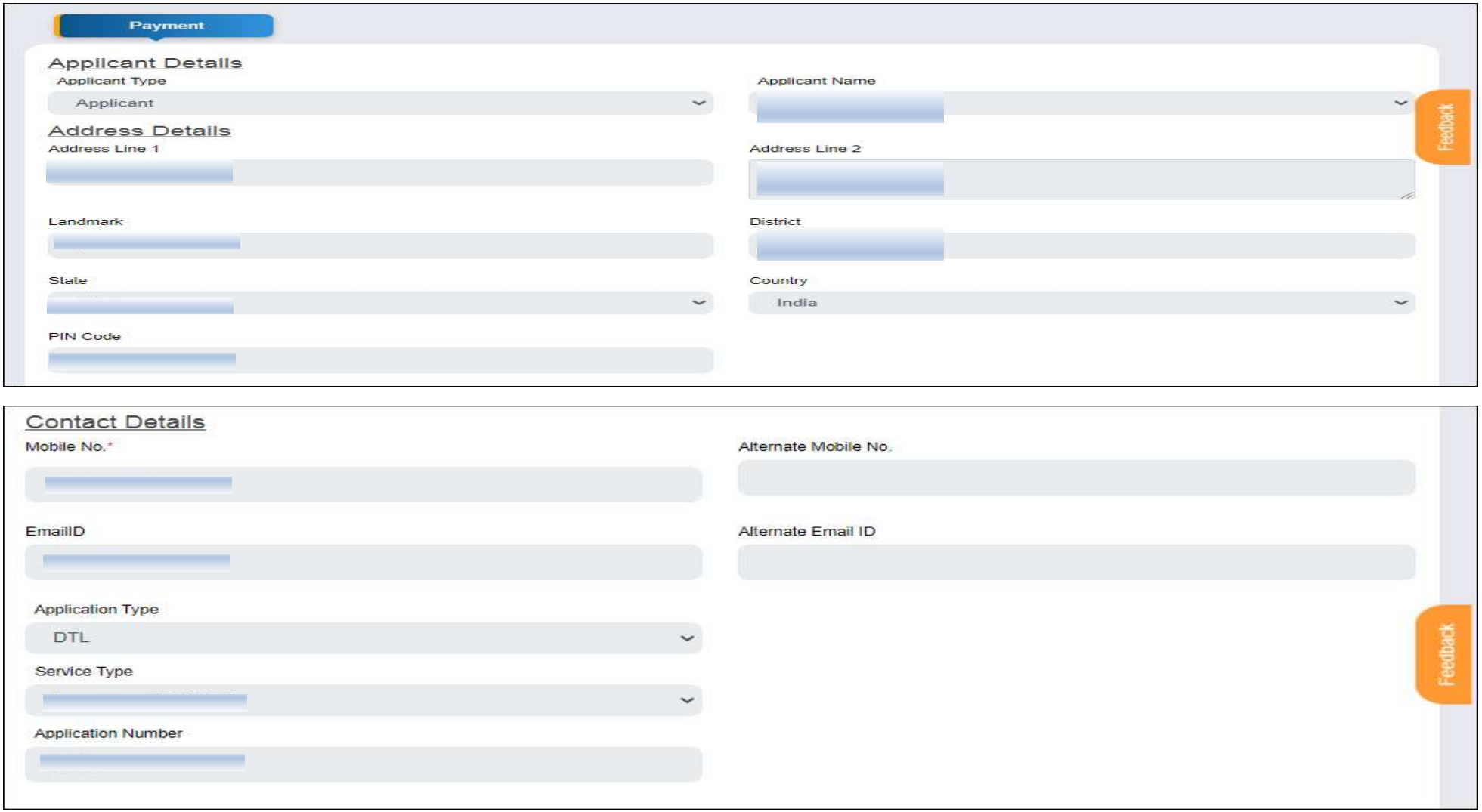
Acceptance of Records for SPL

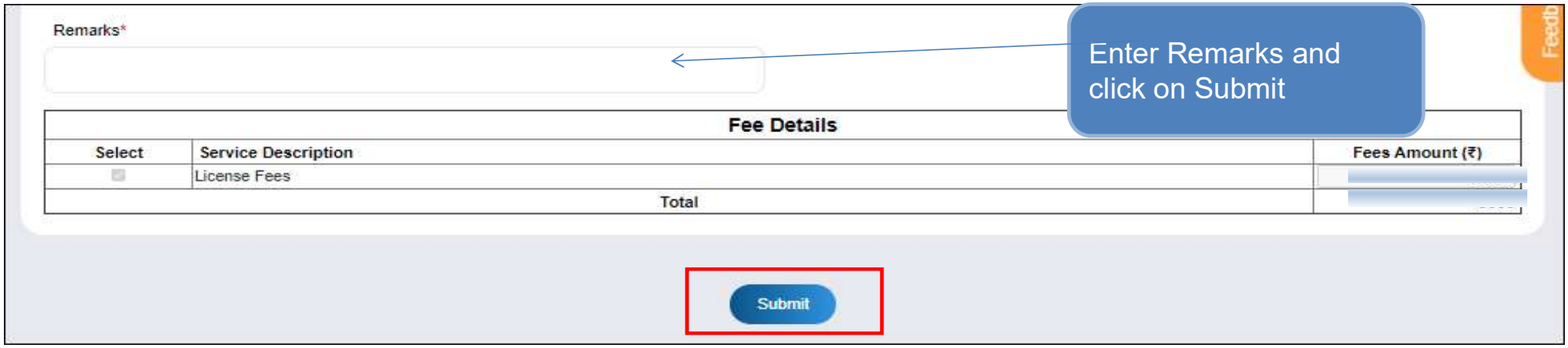
Once the FTO(CFI/Dy.CFI) update the application against the remarks, student applicant can verify the same and in case there is no correction than student applicant shall submit the request to Section Officer.

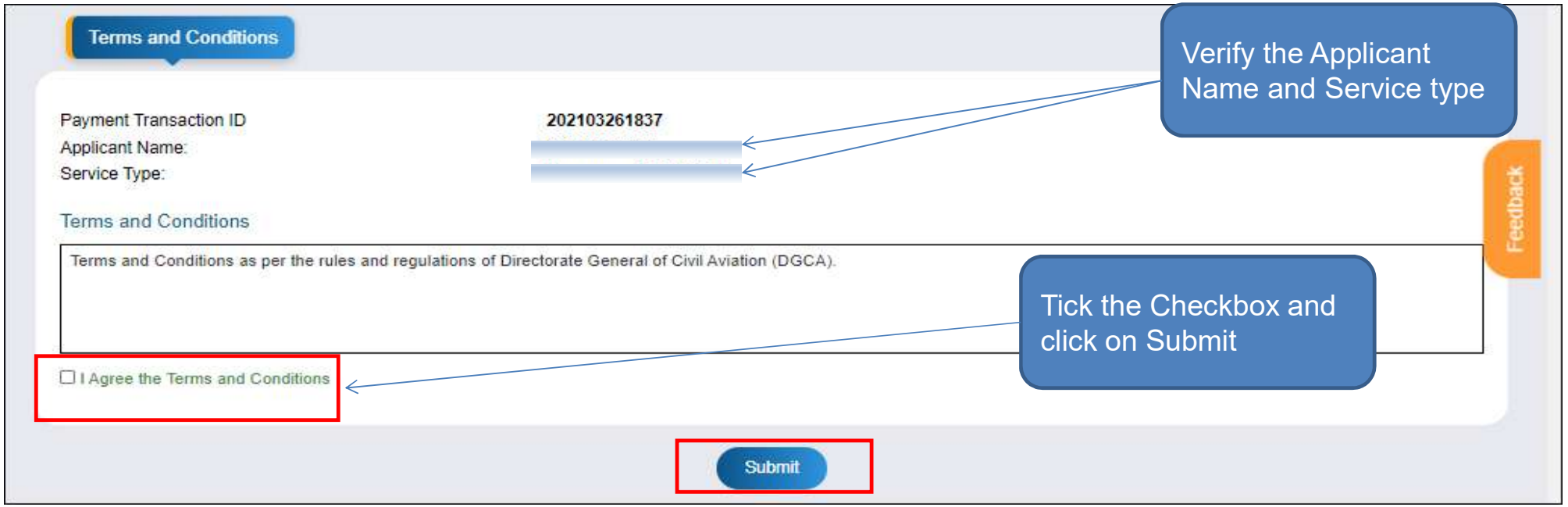


User ticks the “Declaration” and Submit the application (Cont.)



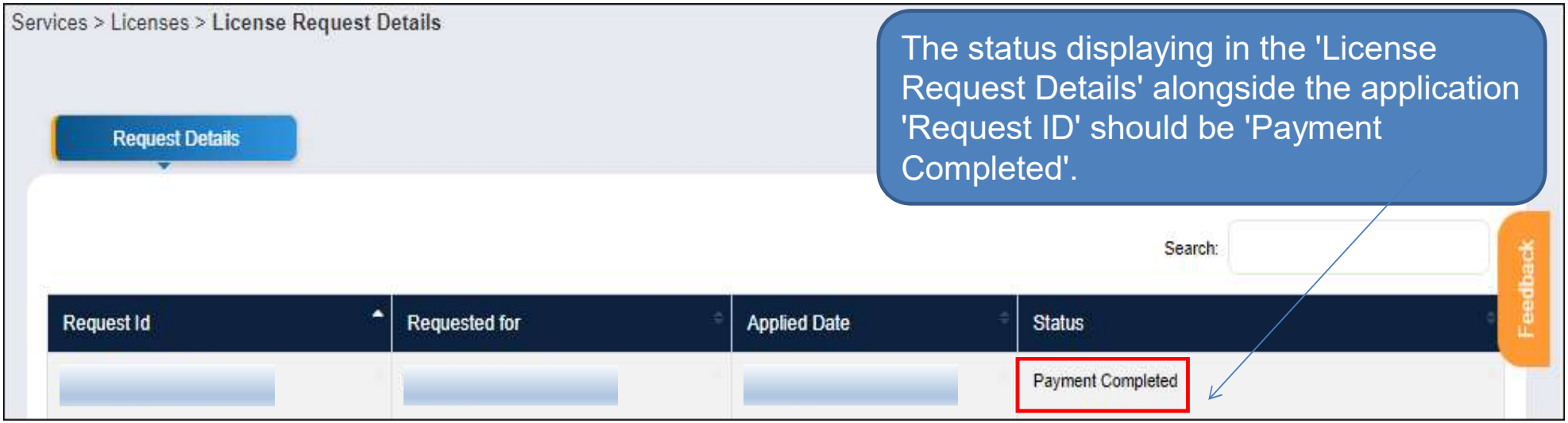

Payment
Applicant Details
Applicant Type
Applicant
Applicant Name
Address Details
Address Line 1
Address Line 2
Landmark
District
State
Country
India
PIN Code
Feedback
Contact Details
Mobile No.*
Alternate Mobile No.
EmailID
Alternate Email ID
Application Type
DTL
Service Type
Application Number
Feedback


Remarks*
Enter Remarks and click on Submit
Fee Details
Select
Service Description
Fees Amount (₹)
License Fees
Total
Submit

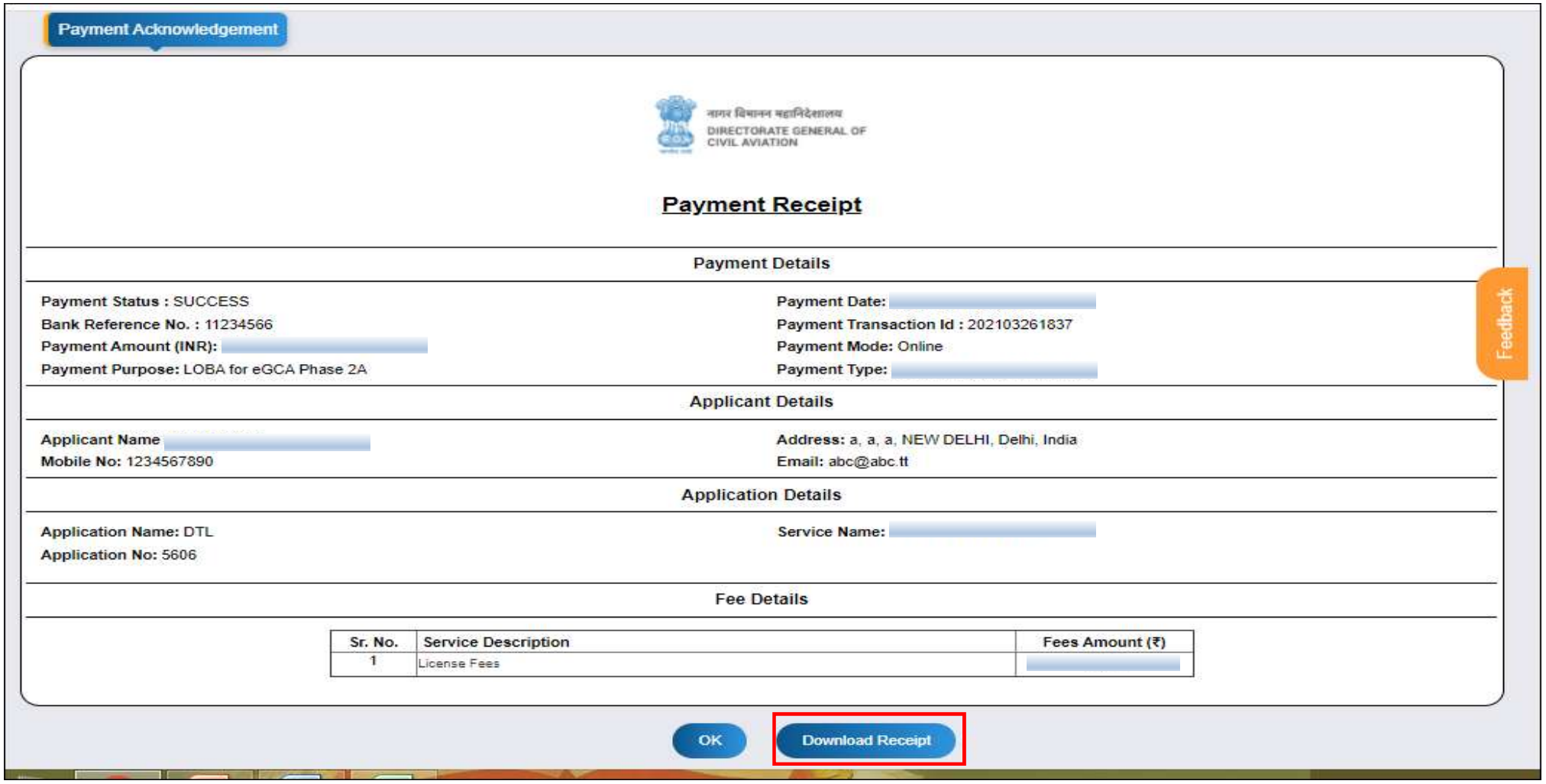

Terms and Conditions
Verify the Applicant Name and Service type
Payment Transaction ID
202103261837
Applicant Name:
Service Type:
Terms and Conditions
Terms and Conditions as per the rules and regulations of Directorate General of Civil Aviation (DGCA).
Tick the Checkbox and click on Submit
I Agree the Terms and Conditions
Submit
Feedback

Bharatkosh Payment Gateway

- After submission of the application form online, applicant will be redirected to payment gateway (Bharatkosh) where he/she has to pay the fees amount for the service requested.
- Further, the candidate will get a notification on his / her Mobile and Email of receipt number after successful submission of application and payment.
- The date of submission to DGCA shall be the date on which the above entire process is completed and received by DGCA.
- **Note**:- Your application process is complete only on successful transaction of fee payment and receipt of the same on portal.
- Check the status displaying in the 'License Request Details' option alongside the submitted application.

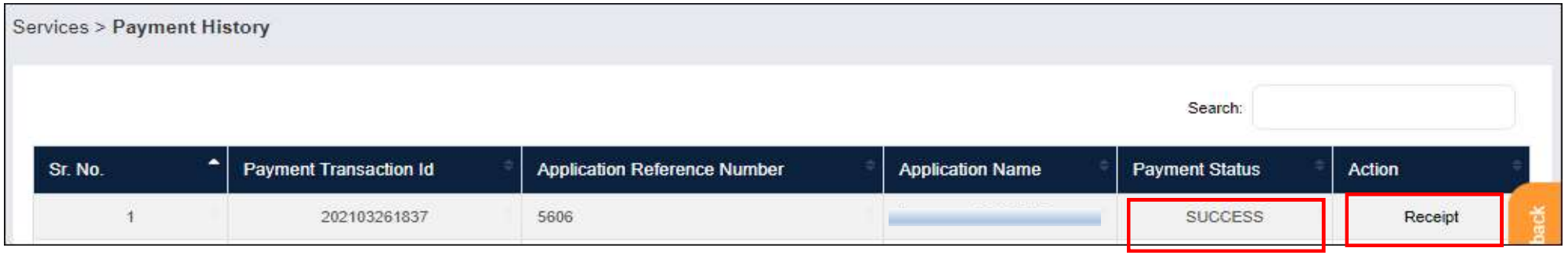


Once Payment is successfully completed, Payment Receipt is generated

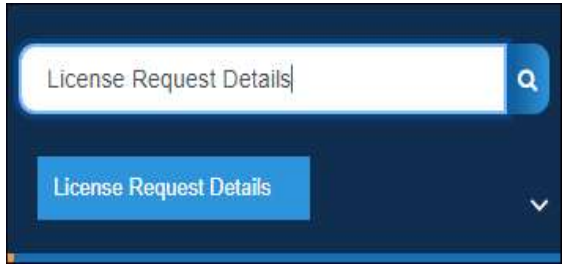


Applicant can download the payment receipt later also by using the node “**Payment History**”





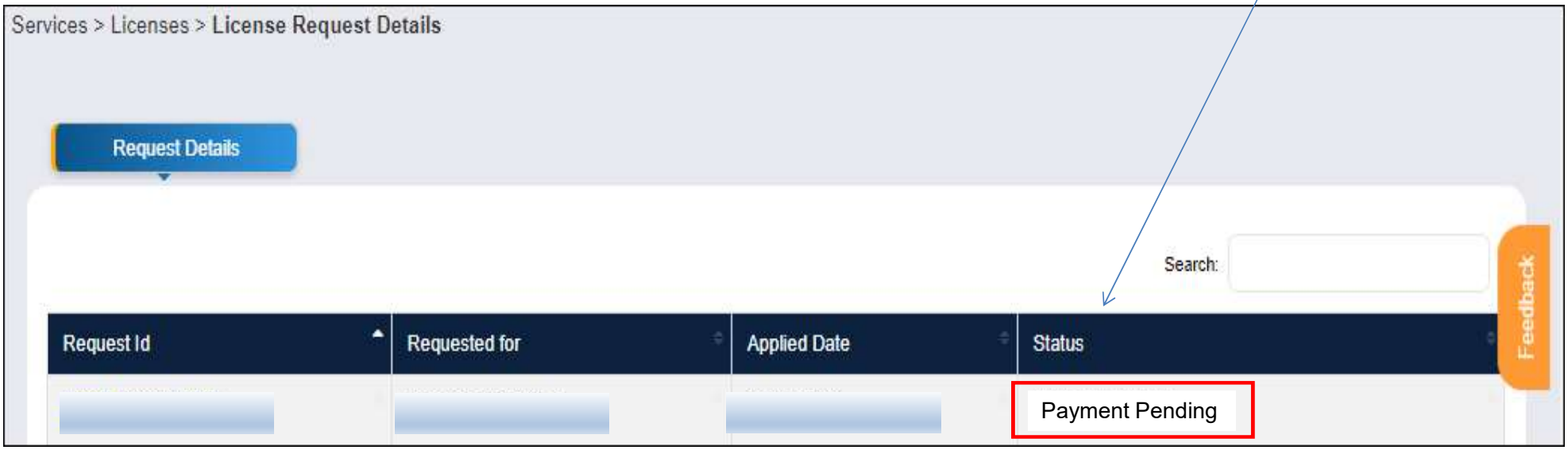
Bharatkosh Payment Gateway



If the payment transaction is successful but the status is not updated to 'Payment Completed' and displaying as 'Payment Pending' in License Request Details for the submitted application.

Wait for 24 hours and raise a ticket in eGCA Support Cell , if the status doesn't update even after 24hrs.

Please do not try to submit the application again.

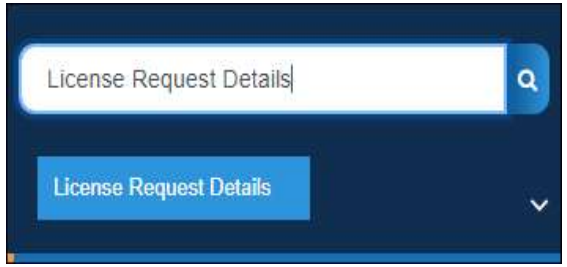


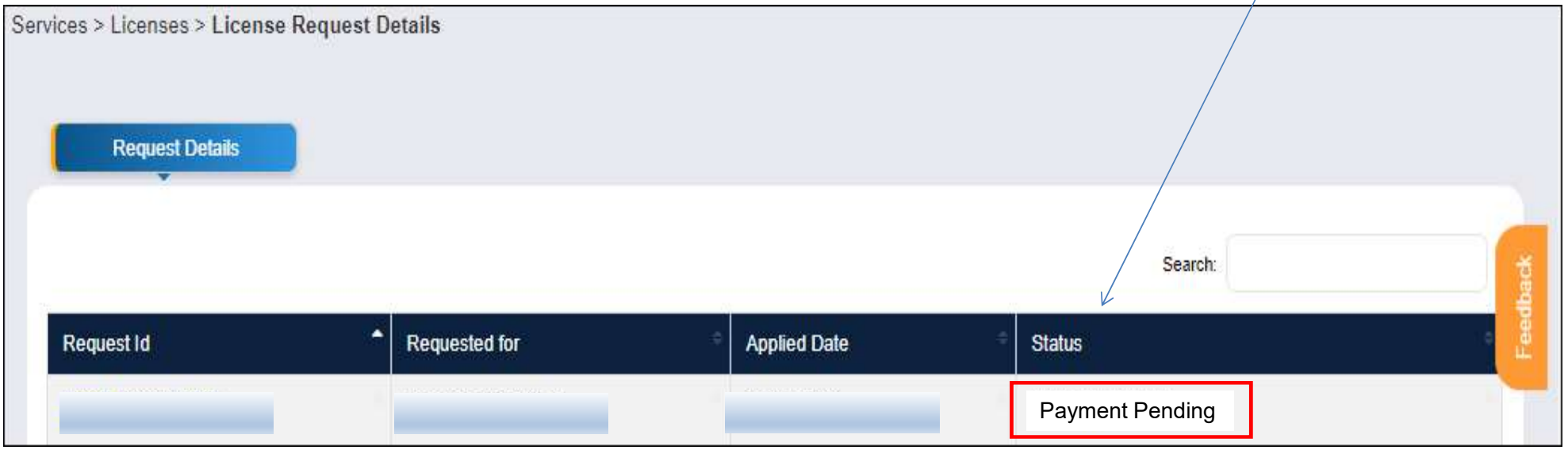
Bharatkosh Payment Gateway

On submission of the application, if the payment for the desired service has not been done due any sort of error.

Click the 'Request ID' to view the submitted application in the 'License Request Details' option if the status is showing as 'Payment Pending'.

Continue to Next Slide





Bharatkosh Payment Gateway

Click the 'Proceed to Pay' button in the last tab to make the payment. After successful payment, the status should change to 'Payment Completed'.

Wait for 24 hours if the status is not updated. Raise a ticket in eGCA Support Cell , if the status doesn't update even after 24hrs.

Please do not try to submit the application again.



Bharatkosh Payment Gateway

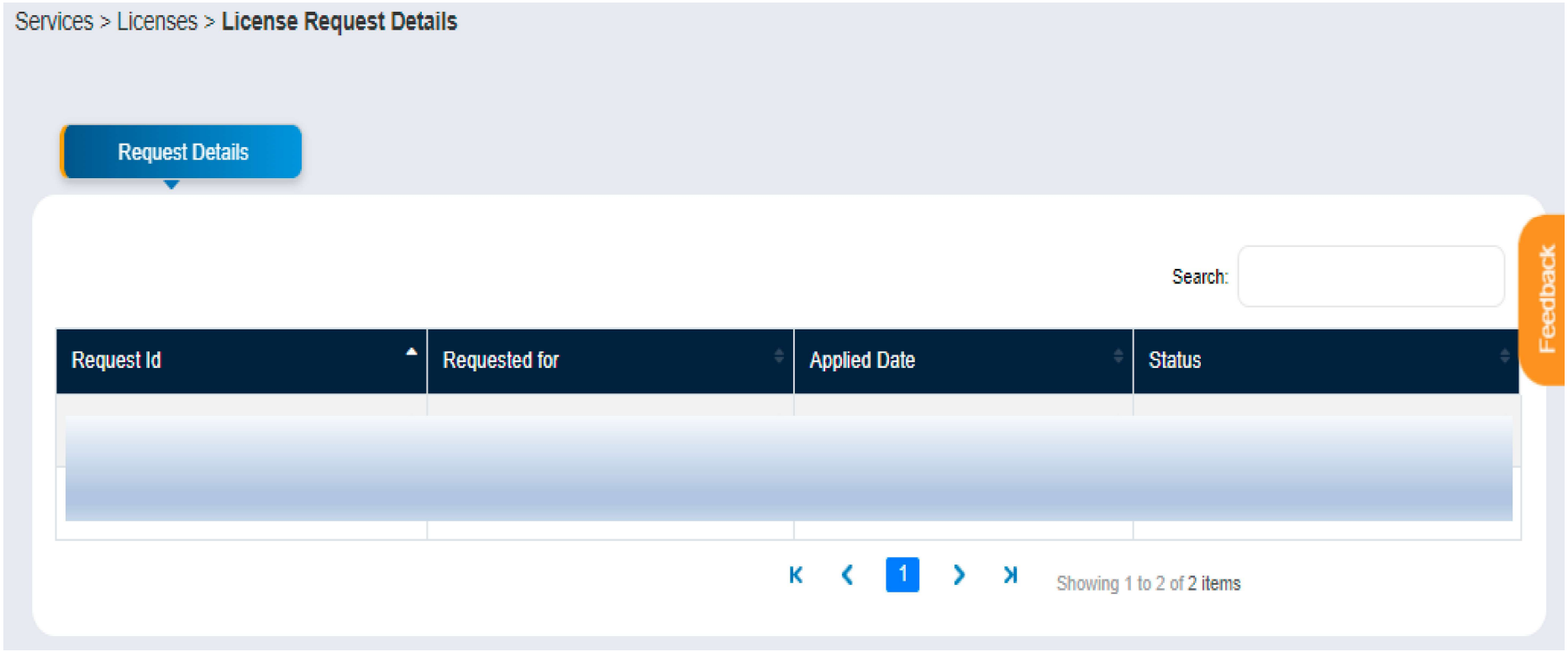
- After submission of the application form online, applicant will be redirected to payment gateway (Bharatkosh) where he / she has to pay the fees amount for the service requested.
- Please note that your application process is complete only on successful transaction of fee payment and receipt of the same on portal. Further, the candidate will get a notification on his / her Mobile and Email of receipt number after successful submission of application and payment.
- The date of submission to DGCA shall be the date on which the above entire process is completed and received by DGCA.
- Applicant are advised to apply atleast 4 working days prior to expiry of requirements for availing FCL services to carter for the time taken by the Bharatkosh towards confirmation of payment of fees.

Process Flow: To Track the application request



The generated payment receipt is visible to the Applicant on the portal post payment. Applicant can track the application status on the Portal through '**License Request details**' option.

License Request Details



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Process to track the Rejection remarks in DTL requested application

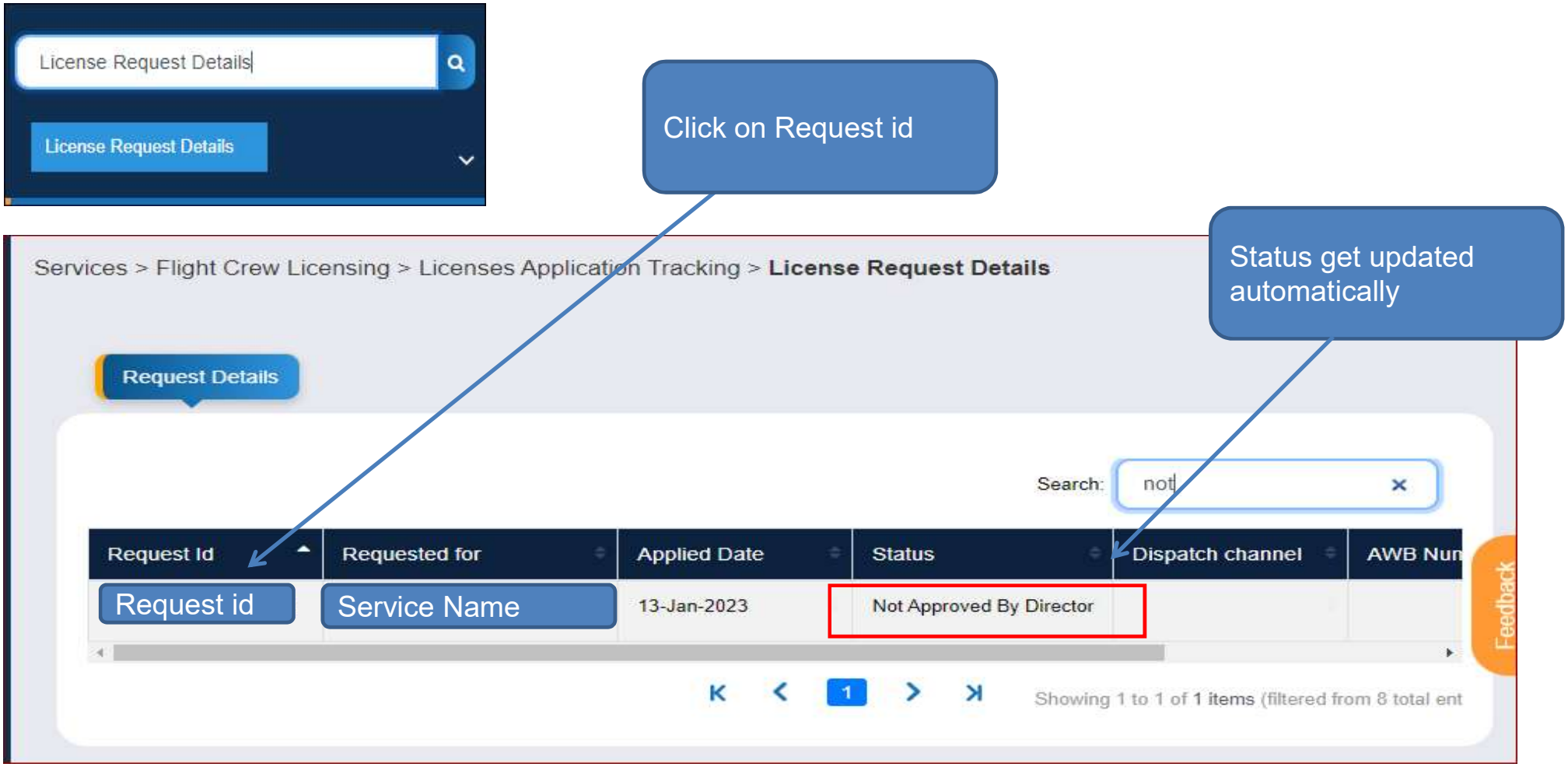


Process Flow: To Track the Rejection remarks in DTL requested application

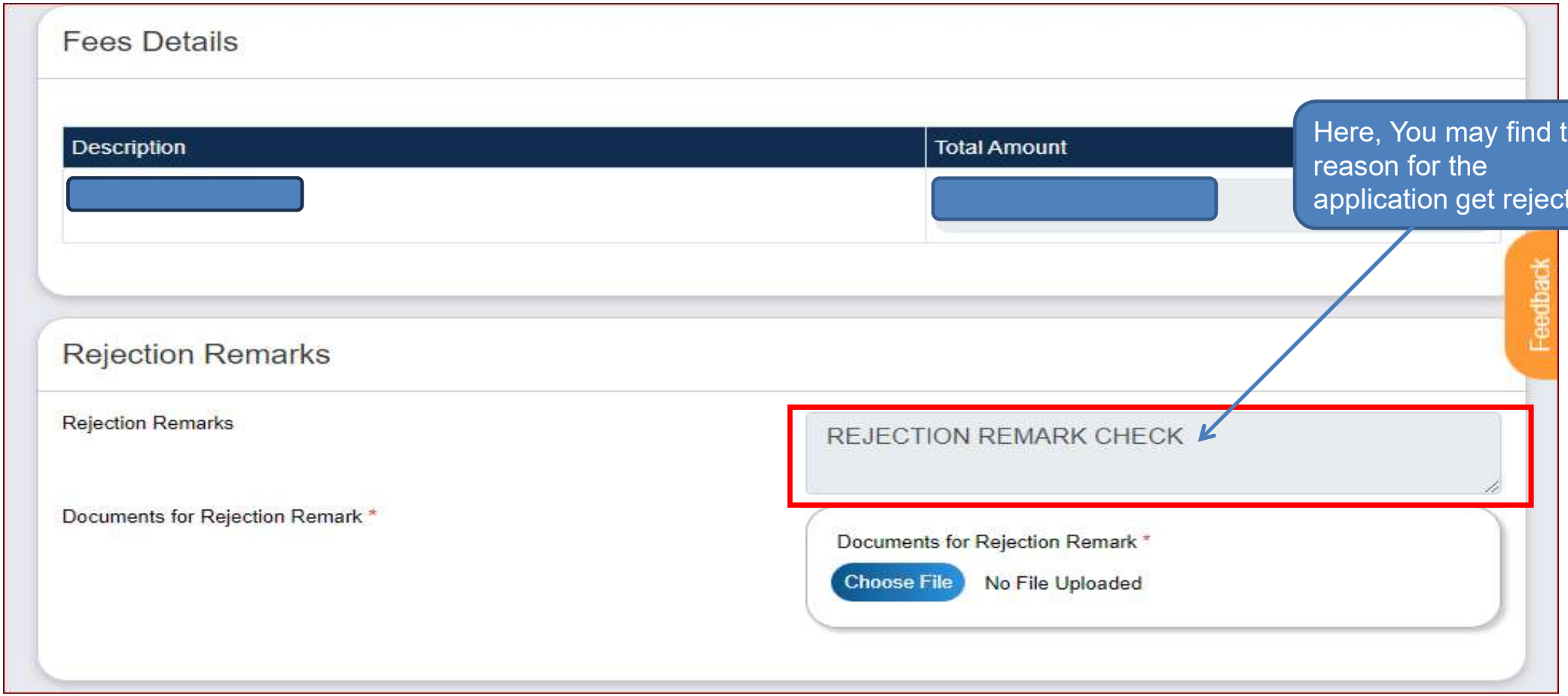


The generated payment receipt is visible to the Applicant on the portal post payment. Applicant can track the application status on the Portal through '**License Request details**' option.

Applicant can track the application status on the Portal through ‘License Request details’ option.
Click on Request id to open the application.



Application open the tab of application for which he/she applied. Scroll down, there is section "Rejection remarks" where application can view the rejection remarks and document for rejection (If attached).



Summary

- Student Applicant visits the eGCA portal and logs-in using eGCA ID and password.
- Student Applicant selects the " Acceptance of Records for Student Pilot License(SPL)" under "Services" Section from Left side panel.
- Prior to Apply for Issuance of SPL, Student Applicant reads and understands the Instruction page, user Manual.
- Student Applicant shall verifies their Basic details and Medical Examination details.
- In case of any Discrepancies in Basic and Medical Examination details, Student Applicant shall use the update license details option and submit for validation by DGCA. For Updating Personal particulars (Name and DOB) Student Applicant shall avail update Personal Particulars option through DMS.
- Student Applicant shall fills the form of Acceptance of Records for Issuance of Student Pilot License (SPL).
- After Submission of the application form, the application shall be submitted to FTO.
- FTO shall enters the SPL details, attaches SPL copy and police verification report after verification of applicant's identity and association with FTO.
- Student Applicant shall verifies the SPL details. In case of any discrepancies Student Applicant shall write in Remarks and submit the form. FTO (CFI/Dy.CFI) update the form as per the Student Applicant's remarks.
- Once the Student Applicant is satisfy with the SPL details, he/she submit the request to SO.
- For more information refer to DGCA Public Notices dated
    - 19 May 2020 pertaining to registration
    - 02 Jun 2020 pertaining to launch of new services on eGCA platform

Note: Values indicated in the Screenshots are for representative purpose only and actual values may differ based on the service requested.

- For More Visit us at: https://dgca.gov.in/digigov-portal/
- **Connect with eGCA Support cell :** 1800-11-3422
- Mail to eGCA Support Cell: egcasupport@dgca.nic.in

Thank You