



Process for Submitting Commercial Pilot License Application



Training Objectives

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

- User Identifies the pre-requisites for Commercial Pilot Licence (CPL).
- Understand the process for Applying of Commercial Pilot Licence (CPL).



Introduction

The Directorate of Training and Licence process describes the procedure of acquiring Commercial Pilot License. With the SPL and FRTOL/FRTOL(R), the pilot goes to FTO and undertakes his training and thereon meet the requirements as per Section J of Aircraft Rules 1937 for issuance of Commercial Pilot License.

This training aims at covering the following topics:

- The pre-requisites and process flow for obtaining licence.
- Issuance of Commercial Pilot Licence with Instrument Rating and Extension of Rating.



Pre-requisites for Issuance of Commercial Pilot Licence

Pre-requisites for Applying CPL

For CPL 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.
- Applicant must have completed medical examination and must have a valid Class I medical certificate and medical assessment sheet.
- Applicant must have valid FRTOL or FRTOL(R) and RTR certificate.
- Applicant must update e-Log book and get it e-validated by FTO for flying hours and skill tests.
- Applicant must have cleared at least Level 4 ELP examination.
- Passing of following written examinations conducted by CEO
 - Air Regulations
 - Air Navigation
 - Aircraft and Engines (Technical General and Technical specific)
 - Aviation Meteorology
 - Performance paper (if applicable)

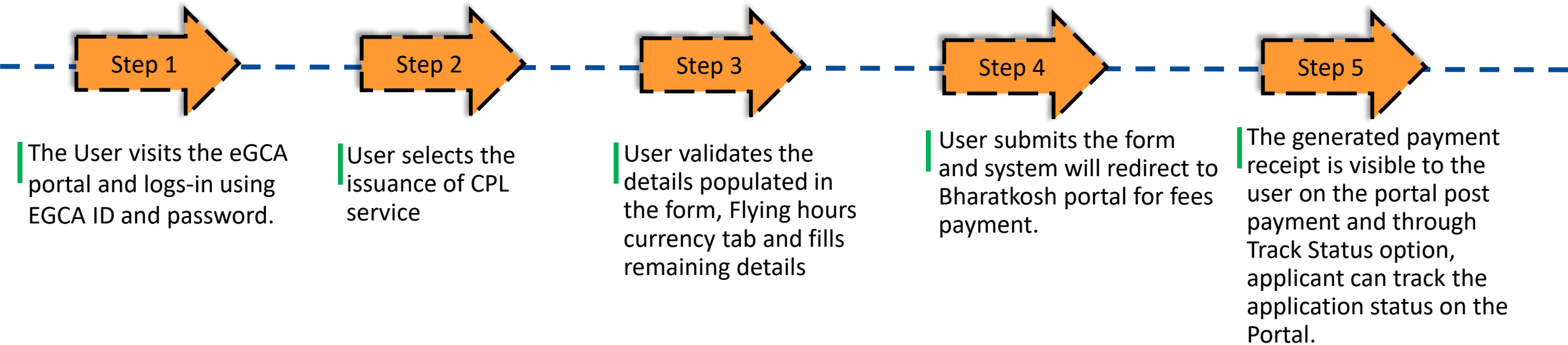




Process Flow: Issuance of Commercial Pilot Licence

The Flow Chart

Let us understand how an Applicant can apply for Issuance of Commercial Pilot Licence

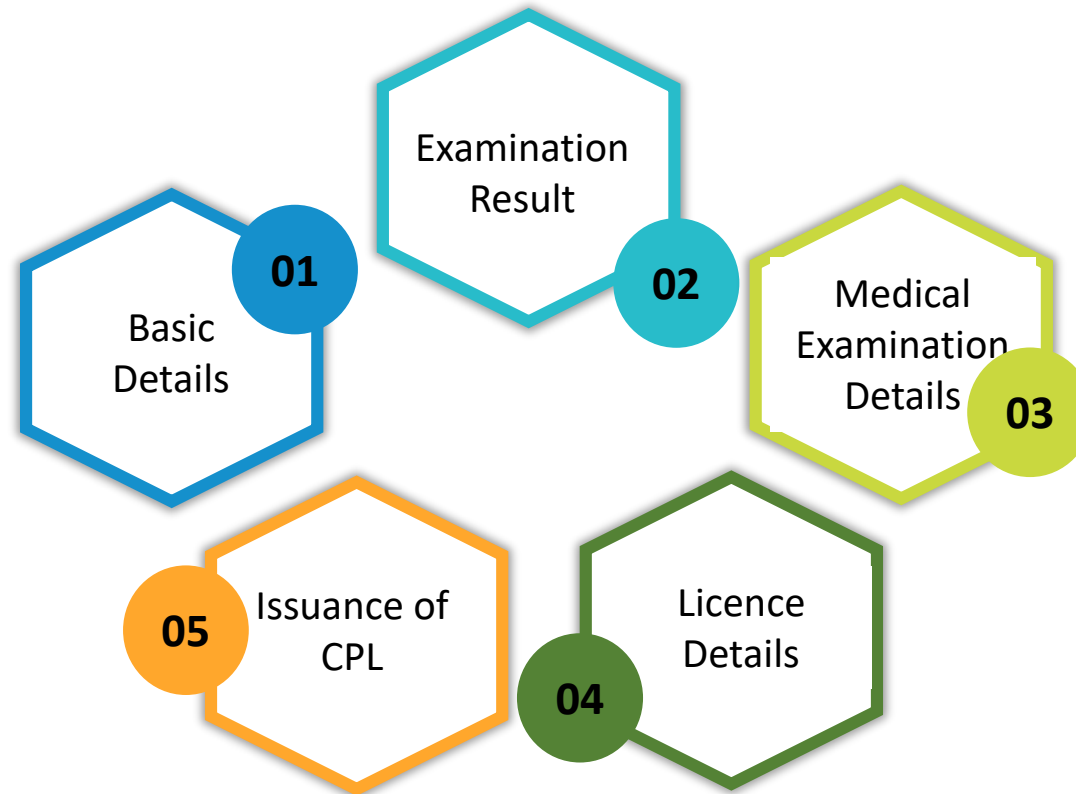




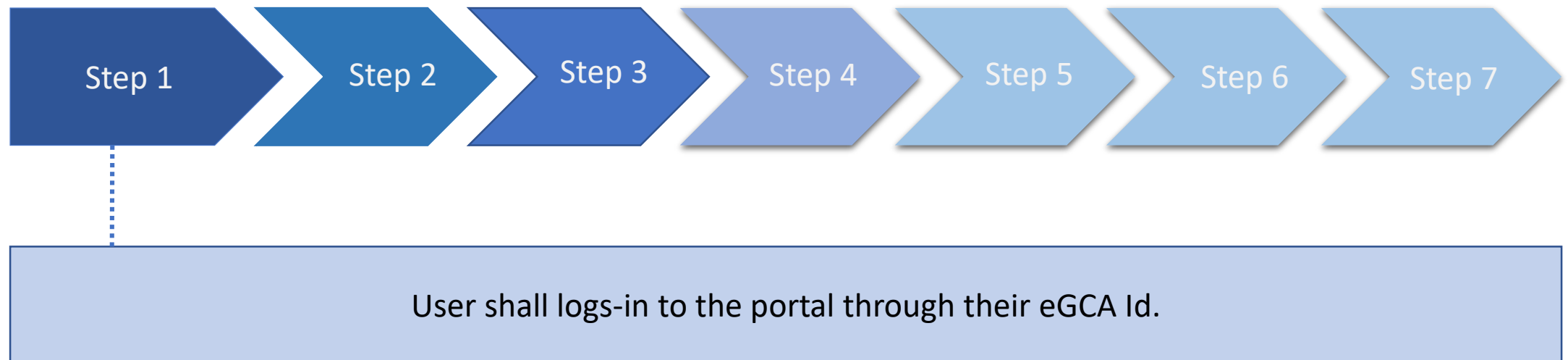
Form Details: Issuance of Commercial Pilot Licence

Issuance of Commercial Pilot Licence

User check and validates the following sections in the CPL Issuance form:



Process Flow: Issuance of Commercial Pilot Licence (CPL)



Log-in Page

[eGCA Login](#) [Sign Up](#)

eGCA Id

Password

Type the code shown

~~PEE65~~



LOG IN

[Forgot eGCA Id?](#)

[Forgot Password?](#)

User shall logs-in with their eGCA Id and password

[eGCA Login](#) [Sign Up](#)

eGCA Id

Password

.....

Type the code shown

PEE65



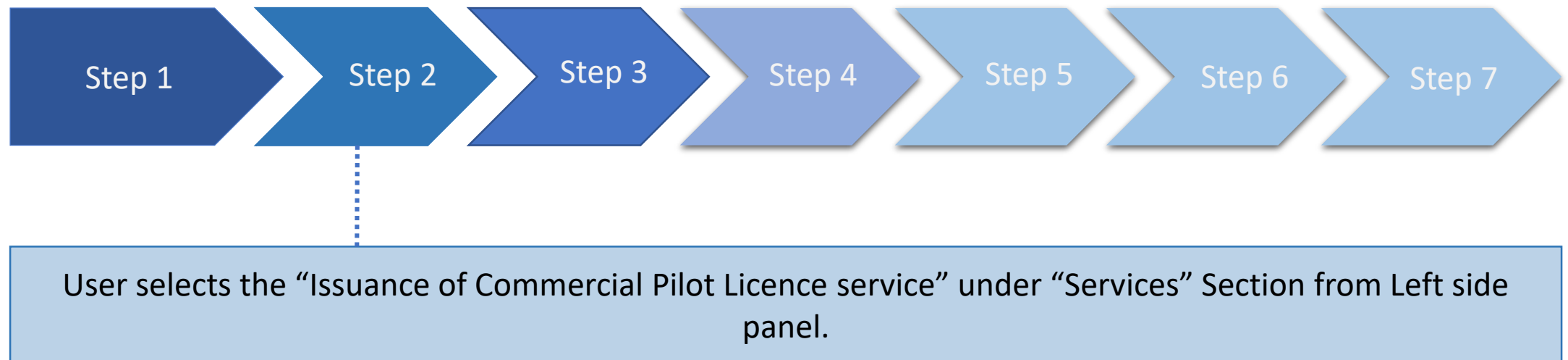
PEE65

LOG IN

[Forgot eGCA Id?](#)

[Forgot Password?](#)

Process Flow: Issuance of Commercial Pilot Licence (CPL)



Home Page

Search

Q

E-Log Book

▼

Licenses

▲

Conversion of Commercial Pilot License

Extension of Rating

Issuance of Commercial Pilot License

Issuance of Instrument Rating

License Request Details

Upload SPL Details

Medical

▼

Track Status

Change Password

Dashboard

Home | Services

Home

My Accomplishments

●

SEPTEMBER 2017

SPL

My Flying Experience

321.0

Hours

Upcoming Medical Appointments

No data found.

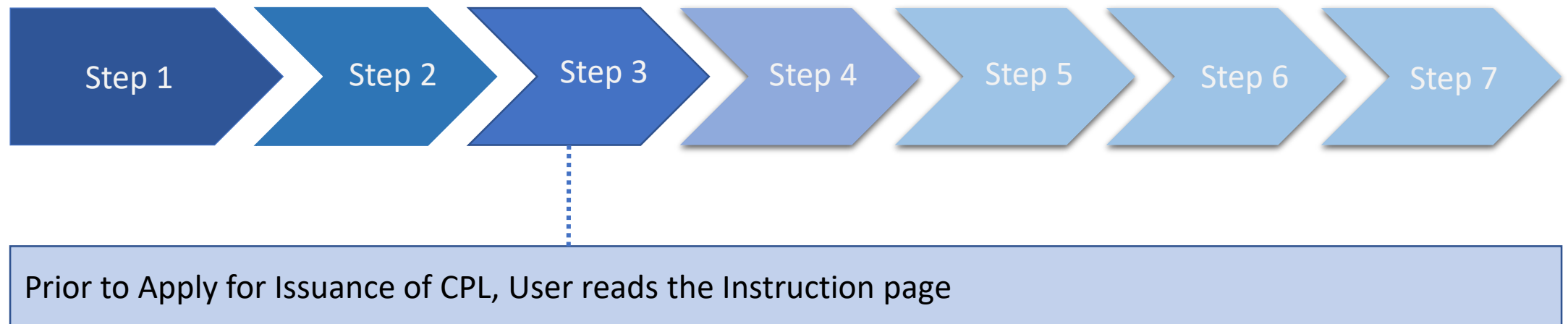
Upcoming Examinations

No data found.

Website owned by Directorate General of Civil Aviation.

Designed, Developed and Hosted by TATA Consultancy Services

Process Flow: Issuance of Commercial Pilot Licence (CPL)



Instruction page before applying for CPL

Search



E-Log Book



Licenses



Conversion of Commercial
Pilot License

Extension of Rating

Issuance of Commercial Pilot
License

Issuance of Instrument Rating

License Request Details

Upload SPL Details

Medical



Track Status

Change Password

Dashboard

Profile

[Home](#) | [Services](#)

[Services](#) > [Licenses](#) > **Issuance of Commercial Pilot License**

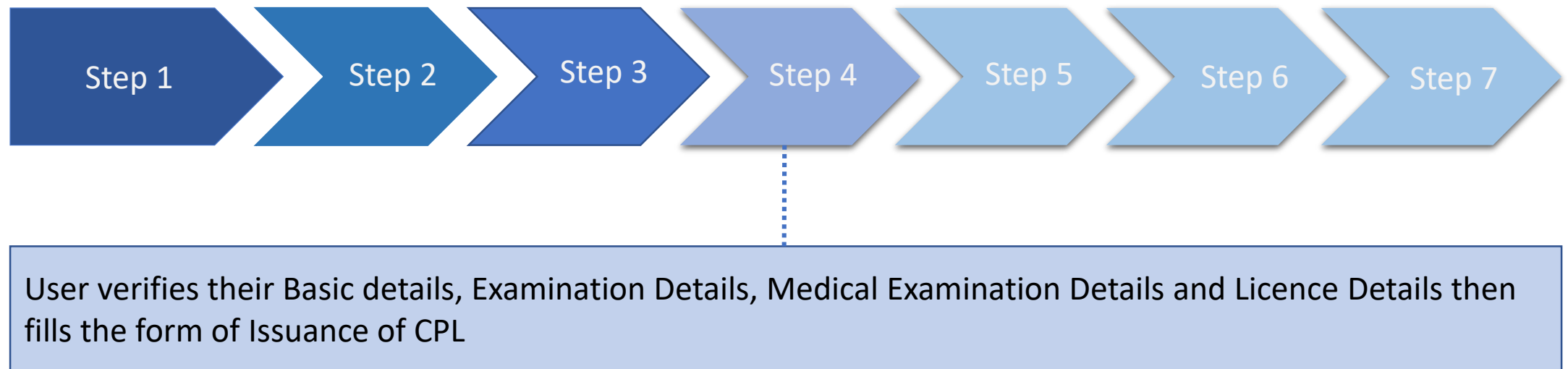
INSTRUCTIONS FOR FILLING FORM OF ISSUANCE OF CPL

1. Applicant is to check for correctness of details pertaining to Personal Details, Mobile Number, Email Id, Address details, Examination details, Medical Details, and License Details. If any discrepancy is found, the Applicant is to log a ticket using the '**Raise Support Request**' option for the same. The status of such requests can be viewed under '**View Support Request status**' tab.
2. Before proceeding for applying for License ensure that you have read and understood the eligibility criteria and requirements as laid down in the relevant Rules, Regulations of Aircraft Rules, 1937, CARs, Circulars etc. applicable for issuance of relevant license.
3. The Status of each Flying experience parameter in '**Flying experience**' table shall be '**Qualified**' for applied services after selection for '**Category of Aircraft**' in '**Service Details**'.
4. The Applicant shall select '**Aircraft Rating**' in '**Rating**' field and select the aircraft type on which License is requested i.e. Aircraft on which GFT day, GFT night, 250 nm cross country and 120 nm cross country tests undertaken and the same need to be added in the list by Clicking on **ADD** button.
5. For Endorsement of additional Aircraft and Instrument Rating, Applicant shall select '**Extension of Rating**' and '**Instrument Rating**' in '**Rating**' field separately and the same need to be added in the list by Clicking on **ADD** button.
6. Applicants requesting for Issue of FRTOL along with the CPL request shall fill necessary details in '**RTR Details**' field. Holder of FRTOL (R) shall also fill the RTR details.
7. Before final submission of online Application Form, Read the declaration given on the form at the bottom carefully. Applicants shall check all the details filled in the application form carefully before final submission.
8. 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. The candidate shall make the payment by using All Indian Credit Cards/ Debit Cards (Except Diners Club Card) /Internet Banking of banks through the any Payment Gateways available **within 48 hours** of the submission. The payment via American Express Credit Card (AMEX) can be made through SBI e-pay payment gateway.
9. 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.
10. Applicants may track their application status through '**Track Status**' on their profile. 11. The applicant shall be solely responsible for any error arising while filling the form leading to rejection of application.

☒ * I declare that I have read and understood all the Instructions/guidelines which are mentioned above.

I Agree

Process Flow: Issuance of Commercial Pilot Licence (CPL)



In Basic Detail tab, User verifies their PMR No., Computer No., Personal Details

Search

Q

E-Log Book

▼

Licenses

▲

Conversion of Commercial Pilot License

Extension of Rating

Issuance of Commercial Pilot License

Issuance of Instrument Rating

License Request Details

Upload SPL Details

Medical

▼

Track Status

Change Password

Dashboard

Home | Services

Basic

Examination Result

Medical Examination Details

License Details

Issuance of CPL

PMR No/Computer No

PMR No*

Computer No*

Personal Details

First Name*

Middle Name

Last Name*

Father's Name

Mother's Name

Legal Guardian Name

Nationality*

INDIA

▼

Place of Birth*

LUDHIANA

Date of Birth (DD-MMM-YYYY)*

Blood Group*

O+

▼

Ask AAKASH

In Basic Detail tab, User verifies their Contact details, Address Details, Education Details

Track Status

Change Password

Dashboard

Draft List

Payment History

Support Request

Update Computer Number

Gender *

Male

Contact Details

Mobile No.*

Alternate Mobile No.

Email Id*

Alternate Email Id

Permanent Address

Apartment or Building number or Shop number*

Landmark

Country*

--- Select ---

Area*

Correspondence Address

Apartment or Building number or Shop number*

Landmark

Country*

--- Select ---

Area*

Education Details

Search:

Examination Passed	Name of Board/University	Year of Passing	Subjects Offered	Marks Obtained
--------------------	--------------------------	-----------------	------------------	----------------

Examination Details

User Verifies their Examination details

Basic

Examination Result

Medical Examination Details

License Details

Issuance of CPL

Examination Details

Search:

Paper Name	Date of Examination	Date Of Result	Validity up to	Marks/Percentage	Result(Pass/Fail)	Remarks	Aircraft Name
Air Navigation		28/05/2018	27/05/2023	71.0	PASS	Valid	
Air Regulation		28/05/2018	27/05/2023	72.0	PASS	Valid	
Aviation Meteorology		16/02/2018	15/02/2023	74.0	PASS	Valid	
General	14/12/2018	31/12/2018	30/12/2023	76.0	PASS	Valid	
Specific	26/09/2019	27/09/2019	26/09/2024	78.0	PASS	Valid	Beech Baron G 58
Specific	14/12/2018	31/12/2018	30/12/2023	70.0	PASS	Valid	TECNAM P2006T
Specific		20/02/2018	19/02/2023	78.0	PASS	Valid	Cessna 172 R

K

<

1

>

>

Showing 1 to 7 of 7 items

Examination Details (Cont.)

In Case of any Result Pending, User Selects the “Result Pending” and enter the details and proceed

Applicant details as per CEO

Name Of Applicant

Date Of Birth

Father's Name

Mother's Name

Disclaimer:- 1. In case any discrepancy is observed in the examination results and personal details displayed in the system, please check your computer number. In case computer no. is correct and the details displayed are still incorrect, please do not proceed further with the application and raise a support request from left side dashboard menu's. 2. Submitted applications identified as having intentionally proceeded with the incorrect computer number or with incorrect examination results or personal details, will be considered as submission of false information to DGCA and the individual is solely responsible for his actions and enforcement action against him/her will be initiated as per relevant sections of The Aircraft Rules 1937, DGCA enforcement policy and procedure manual

Note-If your Result details are not visible here kindly provide details by using 'Result Pending'

Result Pending

No File Uploaded

Upload Additional Certificate if any (Max Size:40 MB | Allowed Type:JPG,PDF |

Max Files:1)

Previous

Next

Medical Examination Details

Basic

Examination Result

Medical Examination Details

License Details

Issuance of CPL

Search:

No	Medical exam	Class of medical examination	Date of examination	Place of examination	Validity till
1	Initial	Class-1	20/03/2019		02/04/2020

K < 1 > X

Showing 1 to 1 of 1 items

Previous

Next

Licence Details

Basic

Examination Result

Medical Examination Details

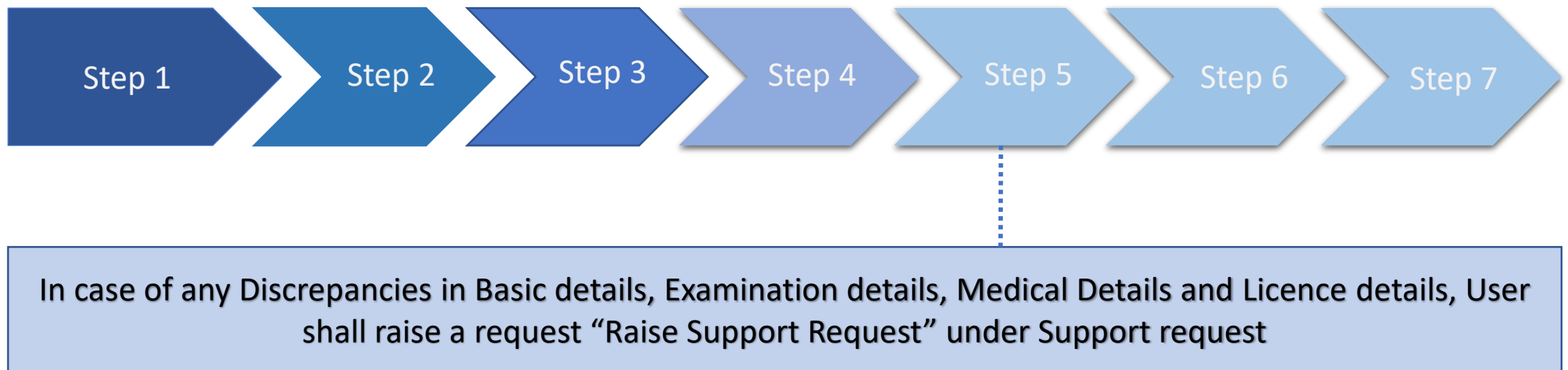
License Details

Issuance of CPL

Search:

License No	License Type	Category	Date of Issue	Valid Till
------------	--------------	----------	---------------	------------

Process Flow: Issuance of Commercial Pilot Licence (CPL)



In case of any discrepancies in their Basic details, Examination Details, Medical Examination Details and Licence Details., User shall raise a ticket under “Raise Support Request”

Search

Home | Services

Home

My Accomplishments

JULY 2019
SPL

My Flying Experience

231.03
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

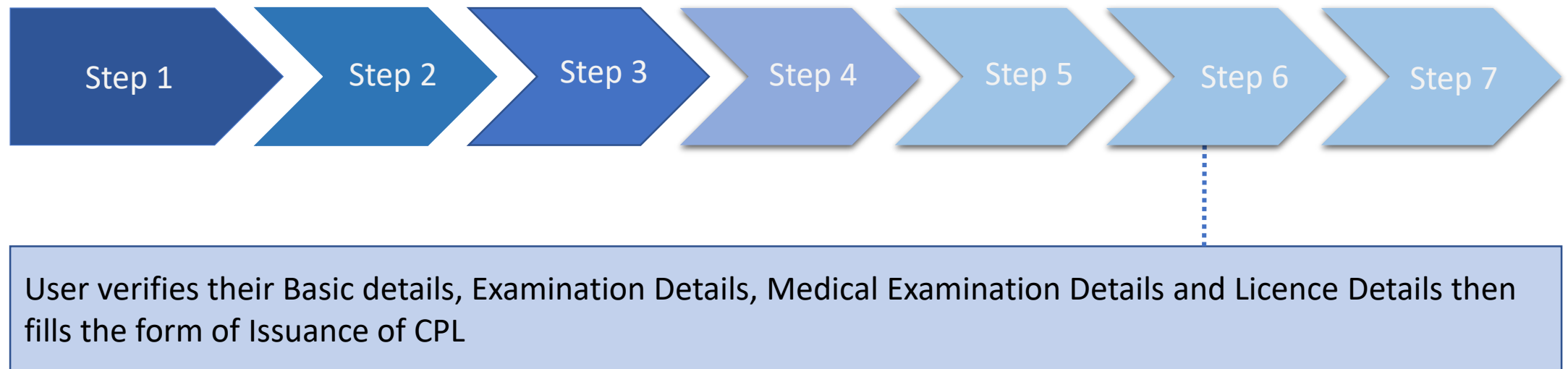
Support Request

View Support Request status

Raise Support Request

Update Computer Number

Process Flow: Issuance of Commercial Pilot Licence (CPL)



Issuance of CPL

Once User validates all their Details, User proceed for applying “**Issuance of CPL**” and selects '**Aircraft Rating**' in '**Rating**' field and select the aircraft type on which License is requested i.e. Aircraft on which tests undertaken and the same need to be added in the list by Clicking on **ADD** button.

Basic

Examination Result

Medical Examination Details

License Details

Issuance of CPL

Service Details

Category of Aircraft *

Aeroplane

Are You An Indian Defense Personnel? *

☐ Yes ☒ No

Rating

Rating Type *

Aircraft Rating

Please select

Aircraft Rating

Instrument Rating

Extension of Aircraft Rating

Type of Aircraft *

--- Select ---

Aircraft Class * ☒ Single ☐ Multi

Add

Reset

Rating Type	Aircraft Class	Type of Aircraft	Date Of Test	Actions
-------------	----------------	------------------	--------------	---------

Issuance of CPL (Cont.)

For Endorsement of additional Aircraft and Instrument Rating, User selects '**Extension of Rating**' and '**Instrument Rating**' in '**Rating**' field separately and the same need to be added in the list by Clicking on **ADD** button

Rating

Rating Type *

Please select ▼

Type of Aircraft *

--- Select --- ▼

Aircraft Class * ☐ Single ☐ Multi

Add

Reset

Rating Type	Aircraft Class	Type of Aircraft	Date Of Test	Actions
Aircraft Rating	Single	C 152		Edit / Delete

Rating

Rating Type *

Please select ▼

Type of Aircraft *

--- Select --- ▼

Aircraft Class * ☐ Single ☐ Multi

Add

Reset

Rating Type	Aircraft Class	Type of Aircraft	Date Of Test	Actions
Aircraft Rating	Single	C 172		Edit / Delete
Instrument Rating	Single	C 172	02/12/2019	Edit / Delete
Extension of Aircraft Rating	Multi	TECNAM P2006T		Edit / Delete

Issuance of CPL (Cont.)

The Status of each Flying experience parameter in 'Flying experience' table shall be 'Qualified' for applied services after selection for 'Category of Aircraft' in 'Service Details'

Flying experience

Parameter Name	Required Value	Actual Value	Status
1) Flight Time as Pilot of an Aeroplane	200	321.00	Qualified
1.1) Flight time as PIC	100	244.50	Qualified
2) Flight time as PIC within period of 6 months preceding the date of application	15	74.50	Qualified
3) Cross country flight time as PIC	50	104.00	Qualified
3.1) Cross country flight distance (300NM) with two fullstop landings at two different aerodrome	1	1	Qualified
4) Instrument Time	40	41.00	Qualified
4.1) Instrument time on approved simulator	20	0.00	Qualified
4.2) Instrument time within period of 6 months preceding the date of application	5	41.00	Qualified
5) Flight Night Time as PIC immediately preceding 6 months from date of application	5	34.00	Qualified
5.1) Take-offs	10	11	Qualified
5.2) Landings	10	11	Qualified

Exercise Name For (TECNAM P2006T)	Required Value	Actual Value	Status
1) Familiarization and normal flight procedure & maneuvers during all phases of flight in day	1	0.00	Dis-qualified
2) Circuit landing familiarization in day	1	0.00	Dis-qualified
2.1) Landings Day	6	0	Dis-qualified
2.2) Take-off Day	6	0	Dis-qualified
2.3) Circuit landing familiarization in night	1.5	0.00	Dis-qualified
2.4) Landings Night	6	0	Dis-qualified
2.5) Take-off Night	6	0	Dis-qualified
3) Asymmetric landing familiarization in day	1	0.00	Dis-qualified
3.1) Landings	6	0	Dis-qualified
3.2) Take-off	6	0	Dis-qualified
4) Abnormal and Emergency procedure & maneuvers in the event of failure (including simulated engine failure) and malfunctioning of the instrument such as power plant, systems and air frames, stall and recovery performed in day	1.5	0.00	Dis-qualified
5) Holding and Instrument procedures, including instrument approaches, missed Approach and landing procedure under normal, abnormal and emergency conditions	1.5	0.00	Dis-qualified
6) General flying Test - VFR Flight in Day	1	0.00	Dis-qualified
6.1) General flying Test - VFR Flight in Night	1	0.00	Dis-qualified
6.2) Landings Day	3	0	Dis-qualified
6.3) Take-off Day	3	0	Dis-qualified
6.4) Landings Night	3	0	Dis-qualified
6.5) Take-off Night	3	0	Dis-qualified

Upload Statement

Choose Files

No File Uploaded

Upload Statement* (Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:10)

User have to upload the Statement in case of any of the exercise are "Dis-qualified"

If User requests for FRTOL also then select the FRTOL required and fill the 'RTR Details' field and select the Holder of FRTOL (R) shall also fill the RTR details.

RTR Details

FRTOL Required ? * ☐ Yes ☐ No

Enter RTR Number *

Enter RTR Number

Date of Issuance of RTR *

Date of Issuance of RTR



Expiry Date of RTR *

Expiry Date of RTR



[Choose Files](#) No File Uploaded

Upload RTR Certificate* (Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

ELP Details

ELP Level

Please select



Date of Issuance of ELP

Date of Issuance of ELP



Validity Till

Validity Till



[Choose Files](#) No File Uploaded

Upload ELP Certificate* (Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

Other Details

Involvement In Accident/Incident *

☐ Yes ☐ No

Any Other Information *

☐ Yes ☐ No

Address to Receive Physical Copy of License *

☐ Permanent ☐ Correspondence

12th Marksheet

[Choose Files](#) No File Uploaded

Upload 12th Marksheet* (Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

Fees Details

Description	Total Amount
Issuance OF CPL	0

Flying Training Progress Report

Upload FTPR (Flying Training Progress Report) *

[Choose Files](#) No File Uploaded

Upload FTPR (Flying Training Progress Report)* (Max Size:40 MB | Allowed Type:JPG,PDF |

Max Files:1)

Medical Certificate and Assessment Sheet

Upload Medical Certificate and Assessment Sheet

[Choose Files](#) No File Uploaded

Upload Medical Certificate and Assessment Sheet * (Max Size:40 MB | Allowed Type:JPG,PDF |

Max Files:1)

Declaration

Declaration by the Applicant

☐ * I declare that in terms of provisions of Rule 39A of the Aircraft Rules,1937,I have not suppressed or given any wrong information herein above for the purpose of obtaining the license/rating applied for here. I understand that I am liable for appropriate action, if any information given by me is found to be wrong even at a later date.

Date *

Place *

Note-It is mandatory for the applicant to send his/her physical e-log book to DGCA for verification. Application will be processed post its receiving.

Save as Draft

Submit

Bharatkosh Payment Gateway



After Submission the application form, the application will re-directed to Bharatkosh payment gateway and after payment is successful, the generated Payment receipt will visible to Portal.

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.
- The candidate shall make the payment by using All Indian Credit Cards/ Debit Cards (Except Diners Club Card) /Internet Banking of banks through the any Payment Gateways available **within 48 hours** of the submission.
- The payment via American Express Credit Card (AMEX) can be made through SBI e-pay payment gateway.
- 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.

Summary

- User visits the eGCA portal and logs-in using eGCA ID and password.
- User selects the “Issuance of Commercial Pilot Licence service” under “Services” Section from Left side panel.
- Prior to Apply for Issuance of CPL, User reads the Instruction page
- User verifies their Basic details, Examination Details, Medical Examination Details and Licence Details then fills the form of Issuance of CPL
- In case of any Discrepancies in Basic details, Examination details, Medical Details and Licence details, User shall raise a request “Raise Support Request” under Support request
- User verifies their Basic details, Examination Details, Medical Examination Details and Licence Details then fills the form of Issuance of CPL
- After Submission the application form, the application will re-directed to Bharatkosh payment gateway and after payment is successful, the generated Payment receipt will visible to Portal.



Thank You

