



DIRECTORATE GENERAL OF
CIVIL AVIATION

DIRECTORATE GENERAL OF CIVIL AVIATION

**Renewal of Commercial Pilot's
License – Aeroplane/Helicopter**





Training Objectives

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

- Identify the pre-requisites for availing Renewal of Commercial Pilot's License (CPL).
- Understand the process for availing Renewal of Commercial Pilot's License (CPL).



Pre-requisites for Renewal of Commercial Pilot's License

Pre-requisites for Applying Renewal of CPL

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

- Applicant must have an expired CPL License
- Passing of requisite examinations conducted by CEO for Renewal of CPL if applicable as per Rule-42 of The Aircraft Rules 1937.
- Requisite flying experience for availing the service and duly filled in e-logbook with approvals where applicable. (Refer User Manual for filling e-logbook on DGCA website)
<https://dgca.gov.in/digigov-portal/jsp/dgca/common/login.jsp>
- For More Info Refer Schedule II of The Aircraft Rules 1937
- <https://dgca.gov.in/digigov-portal/?dynamicPage=aircraftRulesContent2Req/1/3026/viewDynamicRuleContentLvl2&mainaircraftRules1937/1/0/viewDynamicRulesReq>

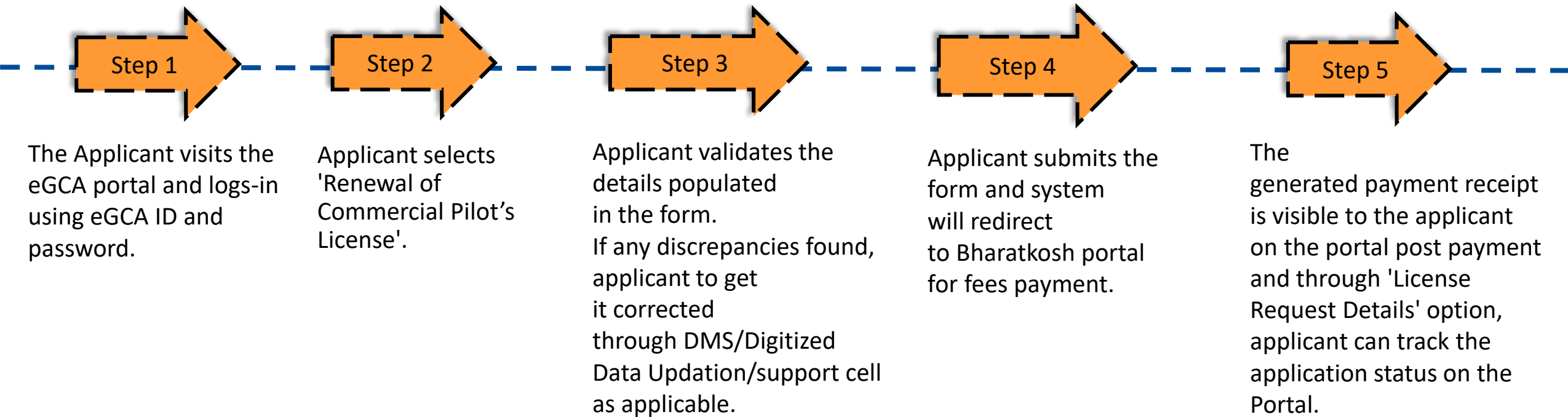




Process Flow: Renewal of Commercial Pilot's License

The Flow Chart

- Let us understand how an Applicant can apply for Renewal of Commercial Pilot's License

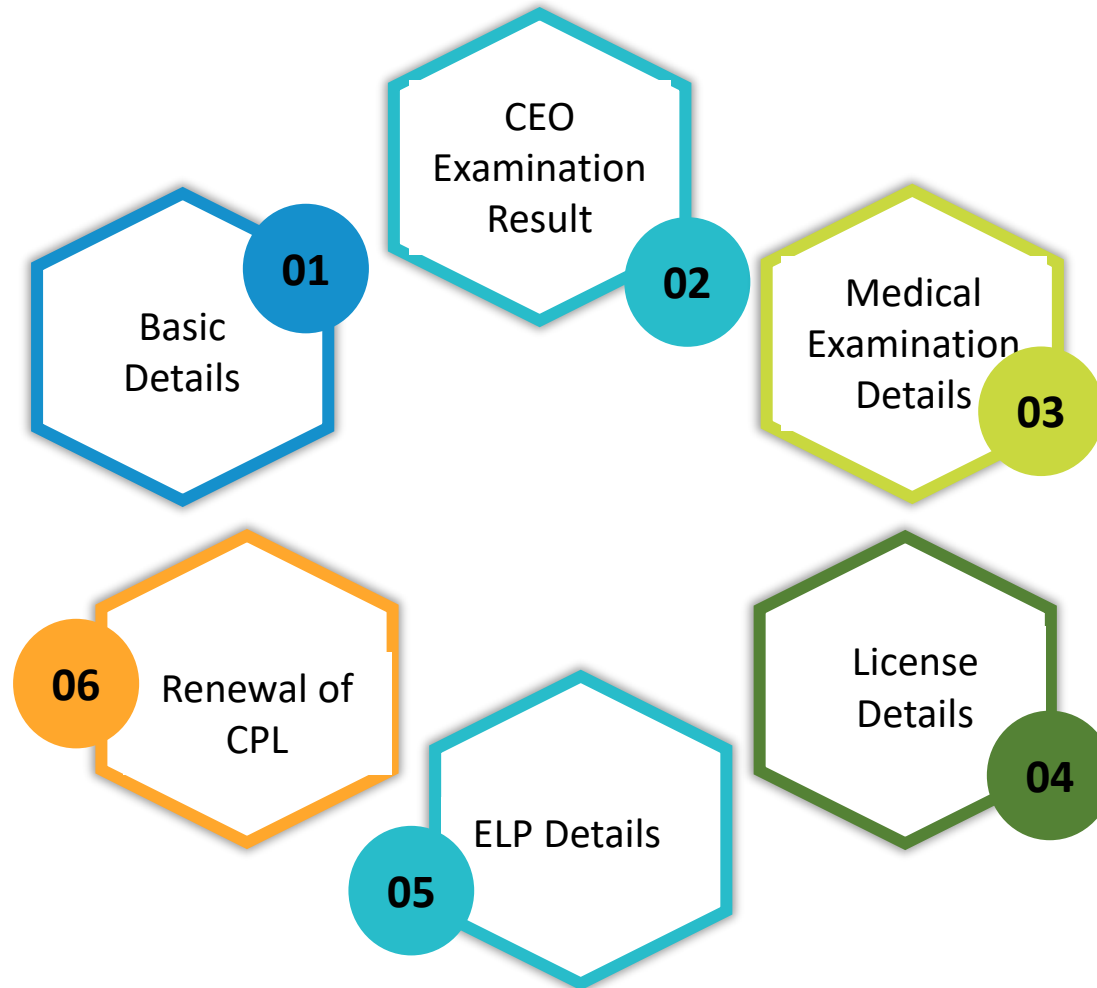




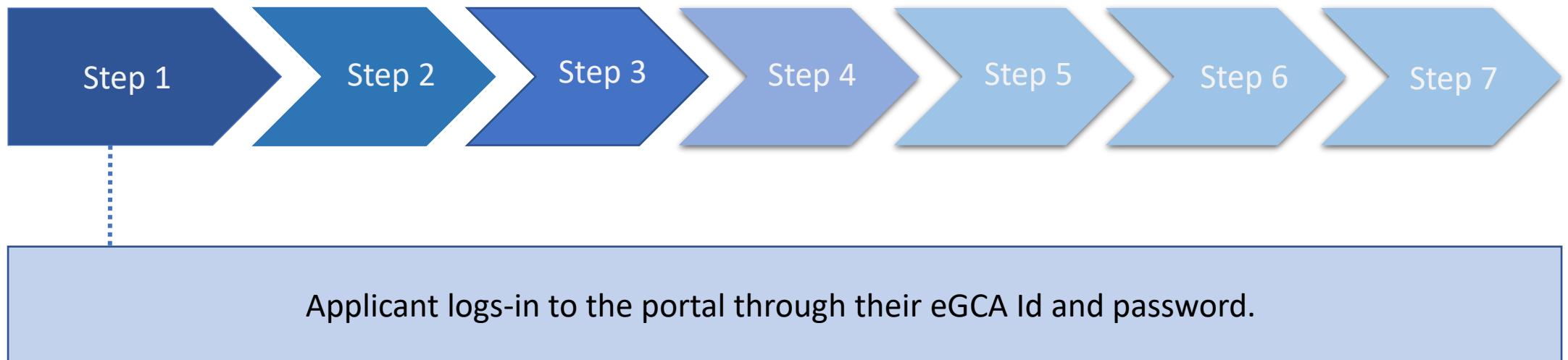
Application Form : Renewal of Commercial Pilot's License

Renewal of Commercial Pilot's License

Applicant validates the following sections in the CPL Renewal form:



Process Flow: Renewal of Commercial Pilot's License (CPL)



Log-in Page

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

eGCA Id

Password

Type the code shown

~~PEE65~~



LOG IN

[Forgot eGCA Id?](#)

[Forgot Password?](#)

Applicant logs-in with their eGCA Id and password

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

eGCA Id

Password

Type the code shown

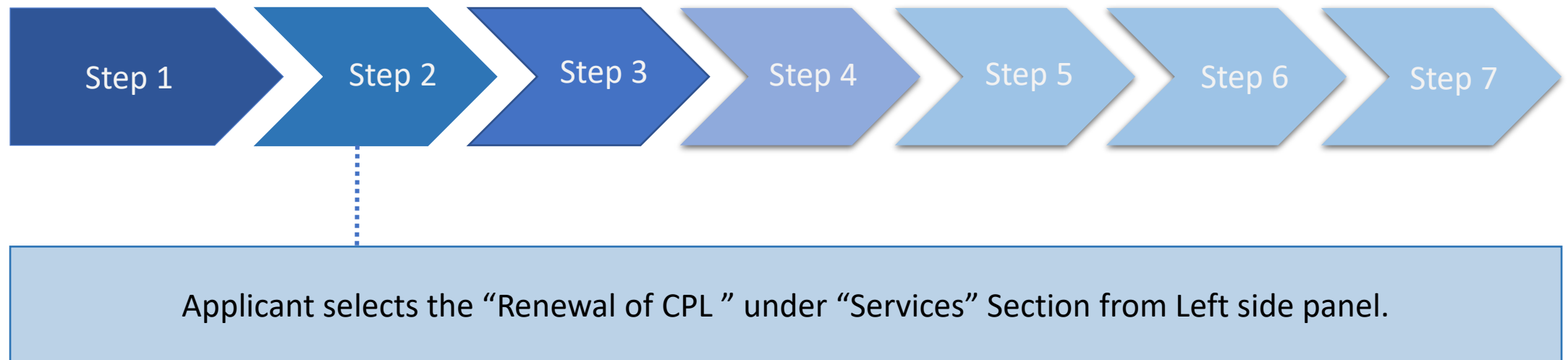
PEE65

LOG IN

[Forgot eGCA Id?](#)

[Forgot Password?](#)

Process Flow: Renewal of Commercial Pilot's License (CPL)



Home Page

Search

Q

E-Log Book

▼

Licenses

▲

Issuance/Renewal of FRTOL

Issuance/Renewal of FRTOL-R

License Request Details

Renewal of ATPL

Renewal of Commercial Pilot License

Home | Services

Home

My Accomplishments

No data found.

Upcoming Medical Appointments

No data found.

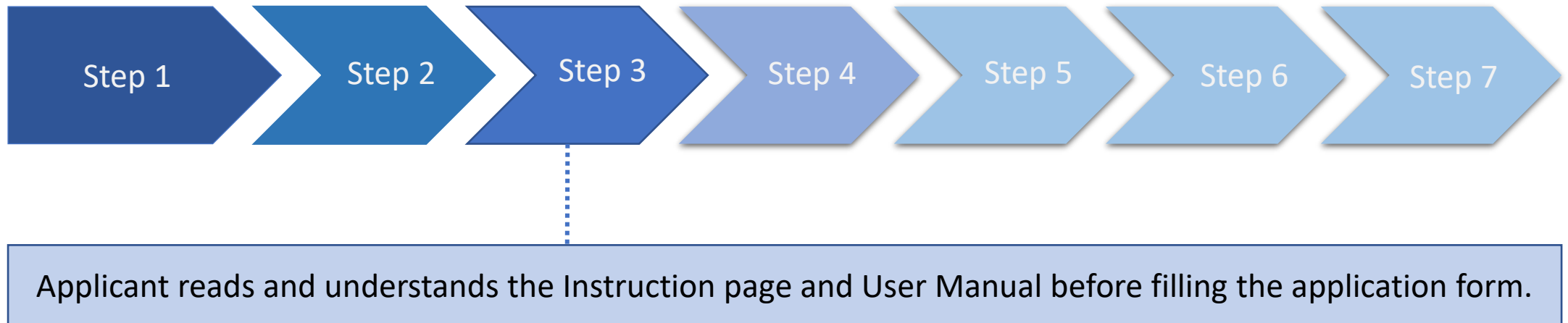
Upcoming Examinations

No data found.

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Process Flow: Renewal of Commercial Pilot's License (CPL)



Instruction page before applying for Renewal 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 use the update license details option and submit for validation by DGCA. (Refer Public Notice dated 19th May 2020).

Note: *In case of applicants already registered and desirous of uploading/adding their SPL details only (already issued) then they are to avail the "Upload SPL details" node and not "License Records Update" node. 'License Records Update' node is to be utilised in case of erroneous entries undertaken while updating the SPL details which is subject to validation by DGCA.*

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 Renewal of relevant license. Additionally refer relevant user manual for filling e-logbook and relevant service before applying. (<https://dgca.gov.in/digigov-portal/jsp/dgca/common/login.jsp>)

3. The Status of each Flying experience parameter in 'Flying experience' table shall be 'Qualified' for applied service if selected Flying Receny. Please ensure that the details of the flying undertaken are correctly entered while filling e-logbook to avoid disqualification of the element required for availing the service.

4. If Renewal is sought based on "Extension of Aircraft Rating" then an applicant is required to select "NO" in "Flying Done on Aircraft already endorsed on Indian License?" field and selects the requisite details. Further the applicant has to select Category of Extension of Aircraft Rating Above or Below AUW 5700 Kg as per the service requested.

5. In case of Helicopter, the type of Aircraft to be chosen for Chetak/Cheetah is SA 316/315 and for ALH is DHRUV respectively.

6. For Endorsement of additional Aircraft and Instrument Rating, Applicant shall select 'Extension of Rating' and 'Instrument Rating' in 'Details of Aircraft for Endorsement' section separately and the same need to be added in the list by Clicking on ADD button.

7. Applicants can also request for Renewal of IR, FRTOL or ELP by Selecting Yes and providing relevant information in mentioned fields in the form along with Renewal of CPL.

8. 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.

9. 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.

Instruction page before applying for Renewal of CPL (cont.)

10. 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.

11. Applicants may track their application status through 'License request details' or 'Track Status' on their profile.

12. The applicant shall be solely responsible for any error arising while filling the form leading to rejection of application.

13. Additional all necessary original documents as applicable shall be sent to DGCA. (Refer Slide Nos. 51-52 of User Manual) (<https://dgca.gov.in/digigov-portal/jsp/dgca/common/login.jsp>)

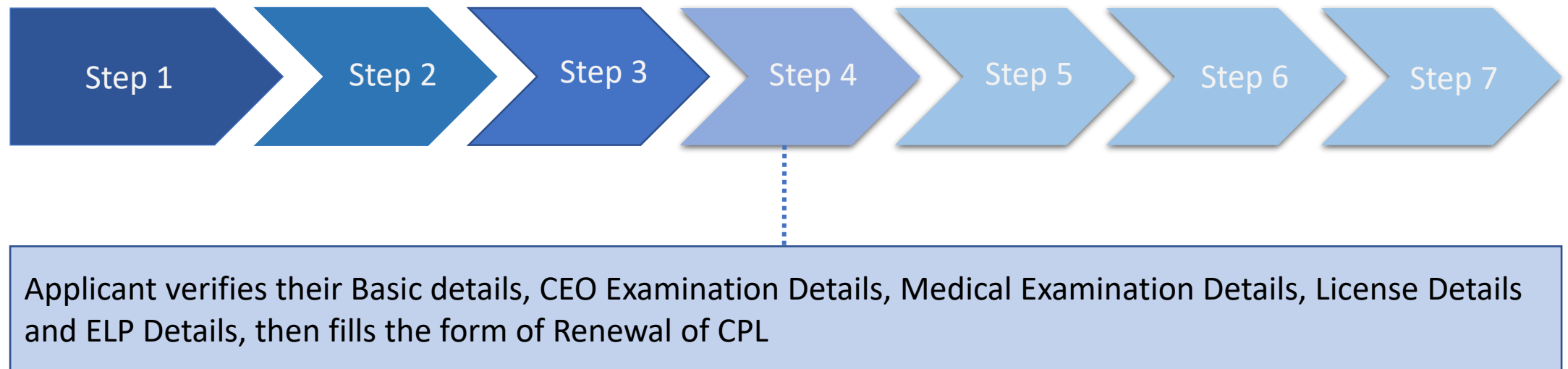
Note: The indication of qualified against respective fields in the application form shall not be misconstrued as having met all the requirement for Issuance of License/ Rating. The same is subject to scrutiny and approval of DGCA.

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

I Agree

Fee

Process Flow: Renewal of Commercial Pilot's License (CPL)



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

Basic

CEO Examination Results

Medical Examination Details

License Details

ELP Details

eGCA ID*

PMR No.

Computer No.

Personal Details

First Name*

Middle Name

Last Name*

Father's Name

Mother's Name

Legal Guardian's Name

Nationality*

Place of Birth*

Feedback

In Basic Detail tab, applicant verifies their Contact details and Address Details

Gender *

Contact Details

Mobile No.*

Email ID*

Permanent Address

Apartment or Building number or Shop number*

Landmark

State*

PIN Code*

Correspondence Address

Apartment or Building number or Shop number*

Landmark

State*

PIN Code*

Alternate Mobile No.

Alternate Email ID

Area*

District*

Country*

Area*

District*

Country*

Feedback

Feedback

Education Details

Education Details

Search:

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

K < 1 > >

Showing 1 to 1 of 1 items

Upload Marksheet

Upload 12th Marksheet with P&M *

Choose Files No File Uploaded

Upload HSC Marksheet*

(Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

10th marksheet *

Upload 10th Marksheet :*

pilot.jpg



CEO Examination Details (Exam results as per records of CEO)

<

Basic

CEO Examination Results

Medical Examination Details

License Details

ELP Details

>

Examination Details

Validity :- In accordance with Para 7 (a) of Section A, Schedule II, The Aircraft Rules, 1937, "The technical and other examinations for the issue of a licence, rating or type rating shall be completed within a period of two and a half years immediately preceding the date of application for the issue of the licence or rating, except for issue of Commercial Pilot's Licence (CPL) and Airline Transport Pilot's Licence (ATPL), and for issue of CPL and ATPL, such period shall be five years.

Search:

Paper Name	License Type	Date of Examination	Date of Result	Validity up to	Marks/Percentage	Re
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<

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1

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>>

Showing 1 to 5 of 5 items

Feedback

Examination Details (Cont.)

In Case of any Pending Result, Applicant clicks "Result Pending" ,enter the details and proceed

Applicant details as per CEO

Name Of Applicant

Name Of Applicant

Father's Name

Father's Name

Computer Number

Date Of Birth

Date Of Birth

Mother'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

Choose Files

No File Uploaded

Upload Additional Certificate if any

(Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

Medical Examination Details

<

Basic

CEO Examination Results

Medical Examination Details

License Details

ELP Details

>

Search:

No	Medical exam	Class of medical examination	Date of examination	Place of examination	Valid

Previous

Next

Feedback

License Details

<

Basic

CEO Examination Results

Medical Examination Details

License Details

ELP Details

>

Search:

License No.	Licence Type	Aircraft Category	Date of Issue	Valid Till	Attachment
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Feedback

K

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1

>

X

Showing 1 to 6 of 8 items

ELP Details

ELP Details shows when applicant already have ELP.

<

Basic

CEO Examination Results

Medical Examination Details

License Details

ELP Details

>

ELP Details

ELP Level *

▼

Date of Issuance of ELP *

Validity Till *

Elp Attachment

View

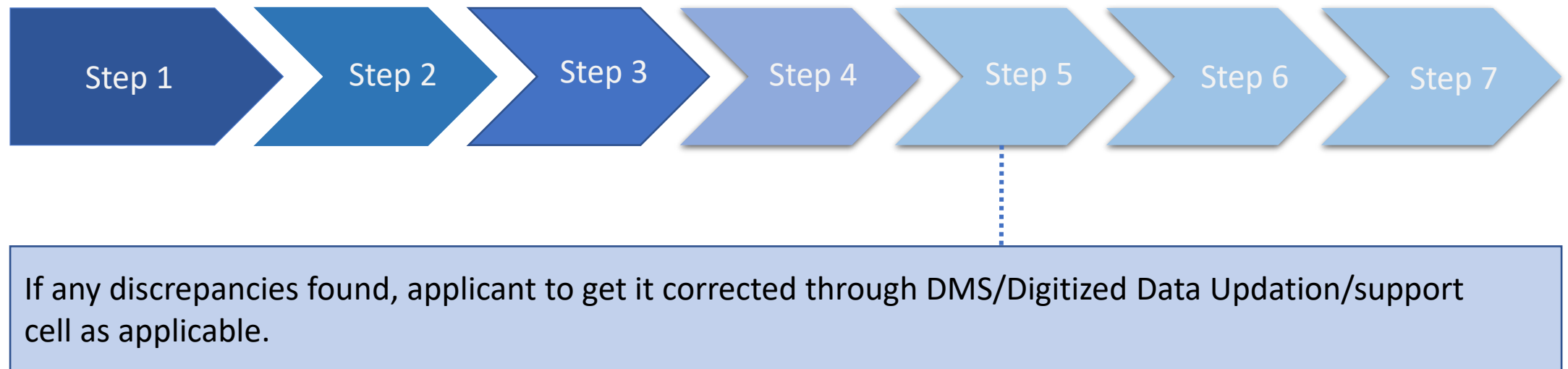
ELP Pending Request

Previous

Next

Feedback

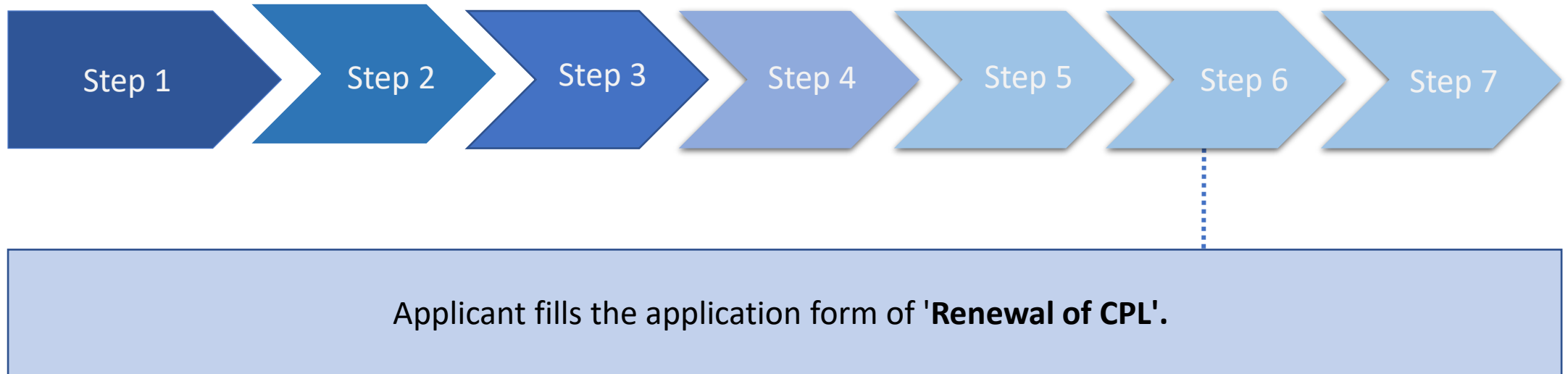
Process Flow: Renewal of Commercial Pilot's License (CPL)



In case of any discrepancies in their License Details. Applicant is to use the “**License Records Update**” option and submit for validation by DGCA. This should be used before availing any service with DTL.

The screenshot displays the DGCA DTL portal dashboard. On the left is a dark blue sidebar with a search bar at the top. Below the search bar are several menu items: 'E-Log Book', 'Licenses', 'Medical', 'Track Status', 'CFI/Dy.CFI Application Worklist', 'Change Password', 'Dashboard', and 'Digitized Data Update'. The 'Digitized Data Update' item is expanded, showing two sub-options: 'License Records Update' (which is highlighted with a red rectangular box) and 'Medical Records Update'. The main content area has a light blue header with 'Home | Services' and a 'Home' title. Below the header, there are four main sections: 'My Accomplishments' (a blue header with a white content area below it), 'My Flying Experience' (a blue header with a white input field and the word 'Hours' below it), 'Upcoming Medical Appointments' (a blue header with 'No data found.' below it), and 'Upcoming Examinations' (a blue header with 'No data found.' below it). At the bottom of the main content area, there is a footer with the text: 'Website owned by Directorate General of Civil Aviation. Designed, Developed and Hosted by TATA Consultancy Services'.

Process Flow: Renewal of Commercial Pilot's License (CPL)



Renewal of CPL

Select region in the field '**Intended place of Renewal**' to process the application in the selected regional office.

Regional Office Details

Intended place of Renewal *

Please select

Please select

Northern Region (Delhi)

Western Region (Mumbai)

Eastern Region (Kolkata)

Southern Region (Chennai)

Feedback

Applicants employed with Operators, fill the **Operator/Employer details**. Select 'Name' , 'Authorized Role for Verification' and 'Authorized Person for Verification'. 'Contact Number', 'Email ID of designated person' and 'eGCA ID' will be auto-populated based on the selection. Applicants who are not currently employed with operators, may proceed without filling the Operator/Employer Details.

Operator / Employer Details

Name ⓘ

Authorized Role for Verification

Authorized Person for Verification

eGCA Id *

Contact No *

Email ID of designated person *

Feedback

Select appropriate License Number. Category will be automatically populated based on this selection

Select Yes/No in '**Are You An Indian Defence Personnel**'. On selecting 'Yes' and 'Serving' in Employment Status , upload 'NOC from Concerned Headquarters'.

License

License Number *

Category Of License

Are You An Indian Defense Personnel? *

☒ Yes ☐ No

Choose File

No File Uploaded

Flight safety clearance certificate*

(Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

Employment Status *

☒ Serving ☐ Retired

Choose File

No File Uploaded

Upload NOC from Concerned Headquarters*

(Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

Note-Confirm Compliance of Operations Circulars 02 of 2004 has been done (For Aircraft AUW <=5700 kgs)

Feedback

If 'Retired' , fill 'Force Served' , 'Release date from force' and upload 'Release Certificate'

Employment Status *

☐ Serving ☒ Retired

Force Served *

Force Served

Choose File

No File Uploaded

Upload Release Certificate*

(Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

Release Date From Force *

Release Date From Force



Feedback

Renewal of CPL (Cont.)

If applicant has undertaken flying in **India** and Aircraft is already endorsed on Indian License, then select either 'Flying Recency' or 'Skill test' as applicable.

For 'Flying Recency', the Status indicated in Flying experience table shall be '**Qualified**' for applied services.

For Aeroplane

Renewal Criteria

Flying Done In *

☒ India ☐ Contracting State

Flying Done on Aircraft already endorsed on Indian License? *

☒ Yes ☐ No

Evidence for Renewal *

☒ Flying Recency ☐ Skill Test

Flying experience

Parameter Name	Required Value	Actual Value	Status
1) Flight time as PIC (or 50% Co-Pilot) within a period of 6 months	10:00		

For Helicopter

Flying experience

Parameter Name	Required Value	Actual Value	Status
1) Flight time as PIC (or 50% Co-Pilot) within a period of 6 months	05:00		

For Skill test:

If applicant selects 'Skill test' then he/she must attach the Skill Test report at the time of filling e-log book

Renewal Criteria

Flying Done In *

☒ India ☐ Contracting State

Evidence for Renewal *

☐ Flying Recency ☒ Skill Test

Flying Done on Aircraft already endorsed on Indian License? *

☒ Yes ☐ No

If Renewal is sought based on “Extension of Aircraft Rating” then an applicant is required to select “NO” in “Flying Done on Aircraft already endorsed on Indian License?” field

Further, select 'Category of Extension of Aircraft Rating Above or Below AUW 5700 Kg' as per the service requested.

If the selected Aircraft AUW is '**AUW less than 5700kgs**' , enter Details of Aircraft for Endorsement

Renewal Criteria

Flying Done In *

☒ India ☐ Contracting State

Evidence for Renewal *

☐ Flying Recency ☒ Skill Test

Flying Done on Aircraft already endorsed on Indian License? *

☐ Yes ☒ No

Aircraft AUW *

☒ AUW Less than 5700 Kg ☐ AUW exceeding 5700 Kg

Details of Aircraft for Endorsement

Rating Type *

Please select

Type Of Aircraft *

--- Select ---

Aircraft Class *

☐ Single ☐ Multi

Add

Reset

Rating Type	Aircraft Class	Type of Aircraft	Date of IR Test	IR Test Report	Evidence of Rating	Actions
Choose Files No File Uploaded Upload No Flying Certificate* (Max Size:40 MB Allowed Type:JPG,PDF Max Files:10) Name of Sponsoring Authority * Name of Sponsoring Authority Last office of Licence Renewal * Please select						

Renewal of CPL (Cont.)

If the selected Aircraft AUW is '**AUW exceeding 5700kg**', applicant can select 'ATO' or 'CEO' for Written examination.

Renewal Criteria

Flying Done In *

☒ India ☐ Contracting State

Evidence for Renewal *

☐ Flying Recency ☐ Skill Test

Flying Done on Aircraft already endorsed on Indian License? *

☐ Yes ☒ No

Aircraft AUW *

☐ AUW Less than 5700 Kg ☒ AUW exceeding 5700 Kg

Written Exam

☐ ATO ☐ CEO

If 'ATO' is selected, enter 'Date of Exam' , 'Marks Obtained in %' , 'Name of ATO' and upload marksheet and Approval of State Regulatory Authority.

Written Exam

☒ ATO ☐ CEO

Date of Exam *

Date of Exam



Marks Obtained in % *

Marks Obtained in %

Upload Result and Marksheet

Choose Files

No File Uploaded

Upload Result and Marksheet*

(Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

Name of the ATO *

Name of the ATO

Upload Approval of State Regulatory Authority

Choose Files

No File Uploaded

Upload Approval of State Regulatory Authority*

(Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

If 'CEO' is selected, applicant can only select that aircraft for endorsement on which he/ she has cleared the technical specific examination.

Written Exam

☐ ATO ☒ CEO

For 'Extension greater than 5700kgs' fill the mentioned details of Aircraft for Endorsement.

Note :- Please select the Endorsement name of the aircraft as the common type rating list published by DGCA in the 'Type of Aircraft' dropdown. List of Common type rating of Aeroplane/ Helicopter can be found on page 47-60 of License and Medical Records Updation Process User manual.

Details of Aircraft for Endorsement

Rating Type *

Please select

Type Of Aircraft *

--- Select ---

Aircraft Class *

☐ Single ☐ Multi

Date of Latest IR Test *

Date of Latest IR Test

Choose Files

No File Uploaded
Upload IR Test Report
(Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

Add

Reset

Fill the 'Jet Induction Training' and 'Ground Training' details and upload documents.

Jet Induction Training

Training Type

Please select

Quantum of Training/Flying

Quantum of Training/Flying

Upload documents

Choose Files

No File Uploaded
Upload documents
(Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

Please choose and add relevant aspects of jet induction training by using add option.

Add

Reset

Training Type	Quantum of Training	Attachment	Actions
---------------	---------------------	------------	---------

Ground Training

Date *

Date

Hours *

Hours

Add

Reset

Day	Date	Hours	Actions
-----	------	-------	---------

Total Hours *

Total Hours

Upload Ground Training Report

Choose Files

No File Uploaded
Upload Ground Training Report*
(Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

Disclaimer: A maximum of only 8 hours of ground training per day is allowed.

Renewal of CPL (Cont.)

If applicant has undertaken flying in **Contracting States** and Aircraft is already endorsed on Indian License, then select either 'Flying Recency' or 'Skill test' as applicable.

For 'Flying Recency', the Status indicated in Flying experience table shall be '**Qualified**' for applied services.

Renewal Criteria

Flying Done In *

☐ India ☒ Contracting State

Flying Done on Aircraft already endorsed on Indian License? *

☒ Yes ☐ No

Evidence for Renewal *

☒ Flying Recency ☐ Skill Test

Flying experience

Parameter Name	Required Value	Actual Value	Status
1) Flight time as PIC (or 50% Co-Pilot) within a period of 6 months	10:00		

Feedback

If applicant selects 'Skill test' then he/she must attach the Skill Test report at the time of filling e-log book

Renewal Criteria

Flying Done In *

☐ India ☒ Contracting State

Flying Done on Aircraft already endorsed on Indian License? *

☒ Yes ☐ No

Evidence for Renewal *

☐ Flying Recency ☒ Skill Test

Renewal of CPL (Cont.)

If an applicant done his/her flying in '**Contracting state**' and Aircraft is not endorsed on Indian License.

For **AUW less than and equal to 5700 kgs.**

Renewal Criteria

Flying Done In -
☐ India ☒ Contracting State

Evidence for Renewal -
☐ Flying Recency ☐ Skill Test

Flying Done on Aircraft already endorsed on Indian License? -
☐ Yes ☒ No

Aircraft AUW -
☒ AUW Less than 5700 Kg ☐ AUW exceeding 5700 Kg

Details of Aircraft for Endorsement

Rating Type -

Extension of Aircraft Rating

Type Of Aircraft -

--- Select ---

Aircraft Class - ☐ Single ☐ Multi

Date of Passing Technical Specific Examination -

Date of Passing Technical Specific Examination

Choose Files No File Uploaded

Upload Evidence of Current Rating in accordance with Para 3 of CAR Section 7 Series G Part I
(Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

Add

Reset

Rating Type	Aircraft Class	Type of Aircraft	Date of IR Test	IR Test Report	Evidence of Rating	Date of Passing	Actions
Choose Files No File Uploaded Upload No Flying Certificate* (Max Size:40 MB Allowed Type:JPG,PDF Max Files:10)							

Name of Sponsoring Authority -

Name of Sponsoring Authority

Last office of Licence Renewal -

Please select

For **AUW greater than 5700 kgs.**

Renewal Criteria

Flying Done In *

☐ India ☒ Contracting State

Evidence for Renewal *

☐ Flying Recency ☒ Skill Test

Flying Done on Aircraft already endorsed on Indian License? *

☐ Yes ☒ No

Aircraft AUW *

☐ AUW Less than 5700 Kg ☒ AUW exceeding 5700 Kg

Details of Aircraft for Endorsement

Rating Type *

Please select

Type Of Aircraft *

--- Select ---

Aircraft Class * ☐ Single ☐ Multi

Date of Latest IR Test *

Date of Latest IR Test



Choose Files

No File Uploaded

Upload IR Test Report

(Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

Add

Reset

Rating Type

Aircraft Class

Type of Aircraft

Date of IR Test

IR Test Report

Evidence of Rating

Actions

Choose Files

No File Uploaded

Upload No Flying Certificate*

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

Name of Sponsoring Authority *

Name of Sponsoring Authority

Last office of Licence Renewal *

Please select

Foreign License Details

Required only when Applicant selects 'Contracting state'.

Foreign License Details

Category of License *	Country *
Please select	Please select
Type of License *	License Number *
Please select	License Number
Date of Issue	
Date of Issue	
Choose Files No File Uploaded Attach License * (Max Size:40 MB Allowed Type:JPG,PDF Max Files:1)	

Foreign License Rating Details

Required only when Applicant selects 'Contracting state'.

Foreign License Rating Details

Aircraft Rating *

Please select

Endorsement Type as *

☐ P1 ☐ P2

Aircraft Class *

☐ Single ☐ Multi ☐ Instrument Rating

Type of Aircraft *

--- Select ---

Add

Reset

Rating Type	Aircraft Class	Type of Aircraft	Endorsement Type	Actions
-------------	----------------	------------------	------------------	---------

Details of Contracting State's Airline/FTO

Required only when Applicant selects 'Contracting state'.

Details of Contracting State's Airline/ FTO

Name of Airline/ FTO *

Name of Airline/ FTO

Phone *

Phone

From Date *

From Date

Address *

Address

Website *

Website

Website Format :www.abc.com,http://www.abc.com and https://www.abc.com etc.

Email Id of Competent Authority of Airline/FTO *

Email Id of Competent Authority of Airline/FTO

To Date *

To Date

Add

Reset

Institute Name	Website	Phone No	Email Id of Competent Authority of Airline/FTO	Address	From Date	To Date	Actions
----------------	---------	----------	--	---------	-----------	---------	---------

Applicant should upload the following documents if the flying is done in **Contracting state** and selected Aircraft AUW is **AUW <= 5700 kgs**.

Checklist

Document Name	List of Documents	Document Name
☐	Details of Training with Briefing and Debriefing comments	Choose Files I No File Uploaded Details of Training with Briefing and Debriefing comments* (Max Size:40 MB Allowed Type:JPG,PDF Max Files:1)
☐	ATO Approval	Choose Files I No File Uploaded ATO Approval* (Max Size:40 MB Allowed Type:JPG,PDF Max Files:1)
☐	Instructor Approval	Choose Files I No File Uploaded Instructor Approval* (Max Size:40 MB Allowed Type:JPG,PDF Max Files:1)

☐	Examiner Approval	Choose Files I No File Uploaded Examiner Approval* (Max Size:40 MB Allowed Type:JPG,PDF Max Files:1)
☐	Verification of Training	Choose Files I No File Uploaded Verification of Training* (Max Size:40 MB Allowed Type:JPG,PDF Max Files:1)
☐	Skill Test Report	Choose Files I No File Uploaded Skill Test Report* (Max Size:40 MB Allowed Type:JPG,PDF Max Files:1)
☐	Examination Results	Choose Files I No File Uploaded Examination Results* (Max Size:40 MB Allowed Type:JPG,PDF Max Files:1)

Renewal of CPL (Cont.)

Applicants can also request for 'Renewal of IR' by Selecting 'Yes' and providing relevant information in mentioned fields in the form along with 'Renewal of CPL'.

Renewal of Instrument Rating

Is Renewal of Instrument Rating Required? *

☒ Yes ☐ No

Type of Aircraft *

--- Select ---

Last Validity *

Last Validity

Date of Latest IR Test *

Date of Latest IR Test

Choose Files

No File Uploaded

Upload IR Test Report*

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

Add

Reset

Type of Aircraft	Last Validity	Date of Latest IR Test	IR Test Report	Actions
------------------	---------------	------------------------	----------------	---------

Upload 'Compliance of Operations Circular 02 of 2004' if the selected aircraft is not high performance.

Renewal of Instrument Rating

Note - You need to Renew FRTOL also before applying Renewal of IR

Is Renewal of Instrument Rating Required? *
☒ Yes ☐ No

Type of Aircraft *

Last Validity *

Date of Latest IR Test *

Choose File

sample.pdf X

Upload IR Test Report*
(Max Size:2000 MB | Allowed Type:JPG,PDF | Max Files:10)

Whether high performance Aircraft? *
☐ Yes ☒ No

Add

Reset

Type of Aircraft	Last Validity	Date of Latest IR Test	IR Test Report	High Performance Aircraft	Actions
------------------	---------------	------------------------	----------------	---------------------------	---------

Compliance of Operations Circular 02 of 2004

Compliance of Operations Circular 02 of 2004 *

Upload evidence

Choose File

No File Uploaded

Upload evidence*
(Max Size:2000 MB | Allowed Type:JPG,PDF | Max Files:1)

Specify Gap of flying in Accordance with CAR section 8 series F part I if the selected aircraft is high performance.

Renewal of Instrument Rating

Note - You need to Renew FRTOL also before applying Renewal of IR

Is Renewal of Instrument Rating Required? *

☒ Yes ☐ No

Type of Aircraft *

Last Validity *

Date of Latest IR Test *

Choose File

sample.pdf X

Upload IR Test Report*

(Max Size:2000 MB | Allowed Type:JPG,PDF | Max Files:10)

Whether high performance Aircraft? *

☒ Yes ☐ No

AddReset

Type of Aircraft	Last Validity	Date of Latest IR Test	IR Test Report	High Performance Aircraft	Actions
------------------	---------------	------------------------	----------------	---------------------------	---------

Specify Gap of Flying in accordance with CAR section 8 series F part I

Gap in Flying

☐ More than 90 days to 6 months

☐ More than 6 months to 12 months

☐ More than 1 year to 2 years

☐ More than 2 years to 3 years

☐ More than 3 years to 5 years

☐ More than 5 years to 7 years

☐ More than 7 years

Feedback

If applicant selects not exceeding 5700 kgs aircraft in field "Type of aircraft" and "Yes" is selected in field "whether high performance Aircraft" option OR Aircraft selected in "Type of aircraft" is exceeding 5700 kgs aircraft , then applicant shall select "Gap in Flying " as per CAR 8/ F/ I and Upload Certificate as requested.

Note : In Case of Gap in flying for Renewal of Instrument rating ensure that requisite flying experience as per CAR Section 8 Series F Part I.

Specify Gap of Flying in accordance with CAR section 8 series F part I

Gap in Flying

- ☐ More than 90 days to 6 months
- ☐ More than 6 months to 12 months
- ☐ More than 1 year to 2 years
- ☐ More than 2 years to 3 years
- ☐ More than 3 years to 5 years
- ☐ More than 5 years to 7 years
- ☐ More than 7 years

Under **Specify Gap of Flying in accordance with CAR section 8 series F part I**, applicant shall select the check box Undertaken 3 Take off and landings in simulator OR proficiency check (if due), if radio button option **More than 90 days to 6 months** is selected.

Specify Gap of Flying in accordance with CAR section 8 series F part I

Gap in Flying

☒ More than 90 days to 6 months

☐ More than 6 months to 12 months

☐ More than 1 year to 2 years

☐ More than 2 years to 3 years

☐ More than 3 years to 5 years

☐ More than 5 years to 7 years

☐ More than 7 years

Upload Certificate of Annual Ground refresher training (if due) as applicable for the type of aeroplane in Technical & Performance subjects followed by a test

Choose File

No File Uploaded

Please Upload Certificate.

(Max Size:30 MB | Allowed Type:JPG,PDF | Max Files:1)

☐ *Undertaken 3 Take off and landings in simulator OR proficiency check (if due).

Feedback

Under **Specify Gap of Flying in accordance with CAR section 8 series F part I**, applicant shall select the check box Undertaken Regular Annual recurrent training syllabus followed by an IR (if due) & proficiency check. , if radio button option **More than 6 months to 12 months** is selected.

Specify Gap of Flying in accordance with CAR section 8 series F part I

Gap in Flying

☐ More than 90 days to 6 months

☒ More than 6 months to 12 months

☐ More than 1 year to 2 years

☐ More than 2 years to 3 years

☐ More than 3 years to 5 years

☐ More than 5 years to 7 years

☐ More than 7 years

Upload Certificate of Extended Ground refresher training as applicable for the type of aeroplane in Technical & Performance subjects followed by a test.

Choose File

No File Uploaded

Please Upload Certificate.

(Max Size:30 MB | Allowed Type:JPG,PDF | Max Files:1)

☐ Undertaken Regular Annual recurrent training syllabus followed by an IR (if due) & proficiency check.

Feedback

Under **Specify Gap of Flying in accordance with CAR section 8 series F part I**, applicant shall select the check box Undertaken Two training session as PF & PM each followed by an IR/PPC. , if radio button option **More than 1 year to 2 years** is selected.

Specify Gap of Flying in accordance with CAR section 8 series F part I

Gap in Flying

☐ More than 90 days to 6 months

☐ More than 6 months to 12 months

☒ More than 1 year to 2 years

☐ More than 2 years to 3 years

☐ More than 3 years to 5 years

☐ More than 5 years to 7 years

☐ More than 7 years

Upload Certificate of Extended Ground refresher training as applicable for the type of aeroplane in Technical & Performance subjects followed by a test.

*

Choose File

No File Uploaded

Please Upload Certificate.

(Max Size:30 MB | Allowed Type:JPG,PDF | Max Files:1)

☐ *Undertaken Two training session as PF & PM each followed by an IR/PPC.

Feedback

Under **Specify Gap of Flying in accordance with CAR section 8 series F part I**, applicant shall select the check box Undertaken Three training session as PF & PM each followed by an IR/PPC. , if radio button option **More than 2 years to 3 years** is selected.

Specify Gap of Flying in accordance with CAR section 8 series F part I

Gap in Flying

☐ More than 90 days to 6 months

☐ More than 6 months to 12 months

☐ More than 1 year to 2 years

☒ More than 2 years to 3 years

☐ More than 3 years to 5 years

☐ More than 5 years to 7 years

☐ More than 7 years

Upload Certificate of Extended Ground refresher training as applicable for the type of aeroplane in Technical & Performance subjects followed by a test.

*

Choose File

No File Uploaded

Please Upload Certificate.

(Max Size:30 MB | Allowed Type:JPG,PDF | Max Files:1)

☐ *Undertaken Three training sessions as PF & PM each followed by an IR/PPC.

Feedback

Under **Specify Gap of Flying in accordance with CAR section 8 series F part I**, applicant shall select the check box Undertaken Four training sessions as PF & PM each followed by an IR/PPC , if radio button option **More than 3 years to 5 years** is selected.

Specify Gap of Flying in accordance with CAR section 8 series F part I

Gap in Flying

☐ More than 90 days to 6 months

☐ More than 6 months to 12 months

☐ More than 1 year to 2 years

☐ More than 2 years to 3 years

☒ More than 3 years to 5 years

☐ More than 5 years to 7 years

☐ More than 7 years

Upload Certificate of Extended Ground refresher training as applicable for the type of aeroplane in Technical & Performance subjects followed by a test.

*

Choose File

No File Uploaded

Please Upload Certificate.

(Max Size:30 MB | Allowed Type:JPG,PDF | Max Files:1)

☐ *Undertaken Four training sessions as PF & PM each followed by an IR/PPC.

Feedback

Under **Specify Gap of Flying in accordance with CAR section 8 series F part I**, applicant shall select the check box Undertaken Six training sessions as PF & PM each followed by an IR/PPC , if radio button option **More than 5 years to 7 years** is selected.

Specify Gap of Flying in accordance with CAR section 8 series F part I

Gap in Flying

☐ More than 90 days to 6 months

☐ More than 6 months to 12 months

☐ More than 1 year to 2 years

☐ More than 2 years to 3 years

☐ More than 3 years to 5 years

☒ More than 5 years to 7 years

☐ More than 7 years

Upload Certificate of Complete ground training as for type rating

*

Choose File

No File Uploaded

Please Upload Certificate.

(Max Size:30 MB | Allowed Type:JPG,PDF | Max Files:1)

☐ *Undertaken Six training sessions as PF & PM each followed by an IR/PPC.

Feedback

Under “Specify Gap of Flying in accordance with CAR section 8 series F part I”, applicant shall select the check box Undertaken Complete ground and simulator syllabus as for type rating, if radio button options **More than 7 years is selected**. Under Ground Training section, applicant shall enter ground training details as requested.

Specify Gap of Flying in accordance with CAR section 8 series F part I

Gap in Flying

☐ More than 90 days to 6 months

☐ More than 6 months to 12 months

☐ More than 1 year to 2 years

☐ More than 2 years to 3 years

☐ More than 3 years to 5 years

☐ More than 5 years to 7 years

☒ More than 7 years

Upload Certificate of Complete ground and simulator syllabus as for type rating

*

Choose File

No File Uploaded

Please Upload Certificate.

(Max Size:30 MB | Allowed Type:JPG,PDF | Max Files:1)

☒ *Undertaken Complete ground and simulator syllabus as for type rating.

Under “Specify Gap of Flying in accordance with CAR section 8 series F part I”, applicant shall select the check box Undertaken Complete ground and simulator syllabus as for type rating, if radio button options **More than 7 years is selected**. Under Ground Training section, applicant shall enter ground training details as requested.

Ground Training

Date *

Date

Hours *

Hours

Add

Reset

Day	Date	Hours	Actions
-----	------	-------	---------

Total Hours *

Total Hours

Upload Ground Training Report

Choose File

No File Uploaded

Upload Ground Training Report*

(Max Size:30 MB | Allowed Type:JPG,PDF | Max Files:1)

Disclaimer: A maximum of only 8 hours of ground training per day is allowed.

For Gap in flying more than 7 years, Under “Written Exam” section, if applicant selects ATO then he/she shall enter Date of exam, Marks obtained in %, Name of the ATO and upload result and mark sheet. Approval of State Regulatory Authority shall also be uploaded.

Written Exam

☒ ATO ☐ CEO

Date of Exam *

Date of Exam

Marks Obtained in % *

Marks Obtained in %

Upload Result and Marksheet

Choose Files

No File Uploaded
Upload Result and Marksheet*
(Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

Name of the ATO *

Name of the ATO

Upload Approval of State Regulatory Authority

Choose Files

No File Uploaded
Upload Approval of State Regulatory Authority*
(Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

Written Exam

☐ ATO ☒ CEO

Renewal of CPL (Cont.)

Enter Details of RTR(A)/RTR(P) : RTR(A)/RTR(P) number, Date of Issue, Date of Validity, Signal Reception Competency –Test and Upload RTR Certificate.

Details of RTR(A)/RTR(P)

RTR(A)/RTR(P) No. *

RTR(A)/RTR(P) No.

Date of Issue *

Date of Issue

Date of Validity *

Date of Validity

Signal Reception Competency - Test

Signal Reception Competency - Test

Choose File No File Uploaded

Upload RTR Certificate*

(Max Size:2000 MB | Allowed Type:JPG,PDF | Max Files:1)

Feedback

Renewal of CPL (Cont.)

Applicant can also request for 'Renewal of FRTOL' by Selecting 'Yes' and providing relevant information in mentioned fields in the form along with 'Renewal of CPL'.

Upload **Copy of RTR pass result published on WPC website**, if RTR result is published and result awaited.

FRTOL Renewal

Is Renewal of FRTOL Required? *

☒ Yes ☐ No

RTR result published but RTR certificate issuance is awaited *

☒ Yes ☐ No

Copy of RTR pass result published on WPC website *

Choose File

No File Uploaded

Copy of RTR pass result published on WPC website*

(Max Size:2000 MB | Allowed Type:JPG,PDF | Max Files:1)

Renewal of CPL (Cont.)

If not, fill the **RTR Details** : RTR Number, Date of Issuance of RTR, Expiry Date of RTR and upload RTR certificate

RTR result published and result awaited *

☐ 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 File

sample.pdf  X

Upload RTR Certificate*

(Max Size:2000 MB | Allowed Type:JPG,PDF | Max Files:1)

Renewal of CPL (Cont.)

Applicant can also request for 'Renewal of ELP' by Selecting 'Yes' and providing relevant information in mentioned fields in the form along with 'Renewal of CPL'.

Is Renewal of ELP Required? *

☒ Yes ☐ No

ELP Level *

Please select 

Date of Issuance of ELP *

Date of Issuance of ELP 

Validity Till *

Validity Till 

No File Uploaded

Upload ELP Assessment Certificate*

(Max Size:40 MB | Allowed Type:JPG,PDF | Max Files:1)

Renewal of CPL (Cont.)

Attach the Valid Medical Assessment/ CA35 document and select the relevant details in other Details section

Medical Certificate and Assessment Sheet

Upload Valid Medical Assessment/ CA 35

No File Uploaded

Upload Valid Medical Assessment/ CA 35*

(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

After filling the application, Tick the checkbox in Declaration and enter the place.

Click on **Send to Operator'** and application sent to Document Verifier whom Operator/ Employer Details selected in the application form.

Note: Send to operator is available only when Operator/ Employer Details are filled in the application form else applicant directly submit to DGCA if he/she doesn't belong to any operator.

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 *

Place

Note-Refer User Manual for the list of original documents required to be sent to DGCA

Preview

Save as Draft

Send to Operator

Operator checked and validated the submitted details by applicant for Renewal of CPL from the records available with this office. Operator provide their confirmation by selecting the radio button "Yes" or "No" and send back to Applicant.

If Selected "No", Applicant verifies and correct the details again in application form and send to operator again. This process continues till operator selected "Yes" then only Applicant get an option to submit the application to DGCA.

Operator Confirmation

Name Of Applicant

License Number

Certified that i have checked and validated the above submitted details by applicant for Renewal of Commercial Pilot License from the records available with this office.

*

☒ Yes ☐ No

Renewal of CPL (Cont.)

Once Operator checked and validated the submitted details by applicant for Renewal of CPL then after Applicant check Fees Details and Click on '**Proceed To Pay**' to make the payment.

Fees Details

Description	Total Amount
Renewal of CPL	

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 log book to DGCA for verification. Application will be processed post its receiving.

Save as Draft

Proceed to Pay

Payment

Applicant Details

Applicant Type

Applicant

Address Details

Address Line 1

Applicant Name

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

Feedb

Terms and Conditions

Payment Transaction ID

202103261837

Applicant Name:

Service Type:

Verify the Applicant Name and 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.

Services > Licenses > License Request Details

Request Details

The status displaying in the 'License Request Details' alongside the application 'Request ID' should be 'Payment Completed'.

Search:

Request Id	Requested for	Applied Date	Status
			Payment Completed

Feedback

Once Payment is successfully completed, Payment Receipt is generated

Payment Acknowledgement



नागर विमानन महानिदेशालय
DIRECTORATE GENERAL OF
CIVIL AVIATION

Payment Receipt

Payment Details

Payment Status : SUCCESS
Bank Reference No. : 11234566
Payment Amount (INR):
Payment Purpose: LOBA for eGCA Phase 2A

Payment Date:
Payment Transaction Id : 202103261837
Payment Mode: Online
Payment Type:

Applicant Details

Applicant Name
Mobile No: 1234567890

Address: a, a, a, NEW DELHI, Delhi, India
Email: abc@abc.tt

Application Details

Application Name: DTL
Application No: 5606

Service Name:

Fee Details

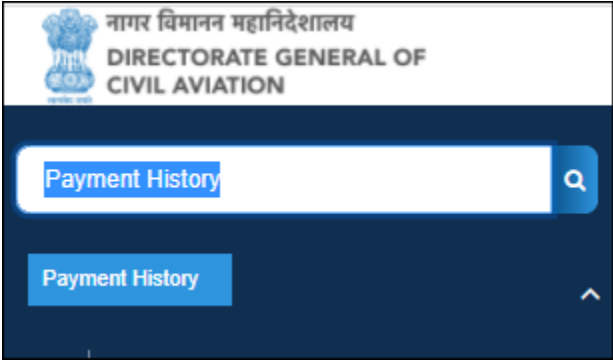
Sr. No.	Service Description	Fees Amount (₹)
1	License Fees	

OK

Download Receipt

Feedback

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



Services > Payment History

Search:

Sr. No.	Payment Transaction Id	Application Reference Number	Application Name	Payment Status	Action
1	202103261837	5606		SUCCESS	Receipt

back

Please note that application process is complete only on successful transaction of fee payment and receipt of the same on portal. The date of submission to DGCA shall be the date on which the above entire process is completed and received by DGCA.



License Request Details



Services > Licenses > License Request Details

Request Details

Search:

Request Id	Requested for	Applied Date	Status
			Payment Completed

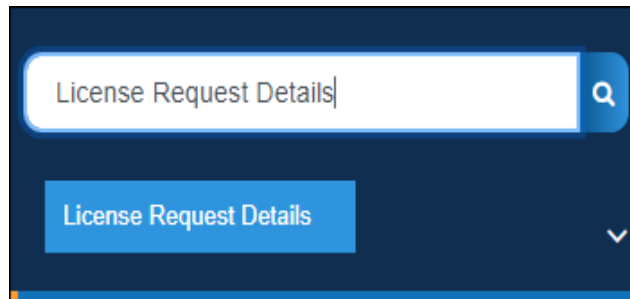
Feedback

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.



License Request Details

License Request Details

Services > Licenses > License Request Details

Request Details

Search:

Request Id	Requested for	Applied Date	Status
			Payment Pending

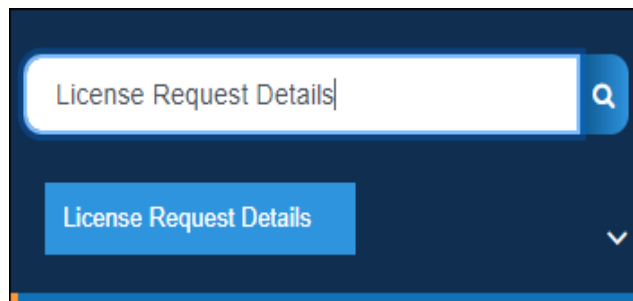
Feedback

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



A search bar with the text "License Request Details" and a magnifying glass icon. Below the search bar is a blue button labeled "License Request Details" with a downward arrow.

Services > Licenses > License Request Details

Request Details

Search:

Feedback

Request Id	Requested for	Applied Date	Status
[Request ID]	[Requested for]	[Applied Date]	Payment Pending

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.

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 *

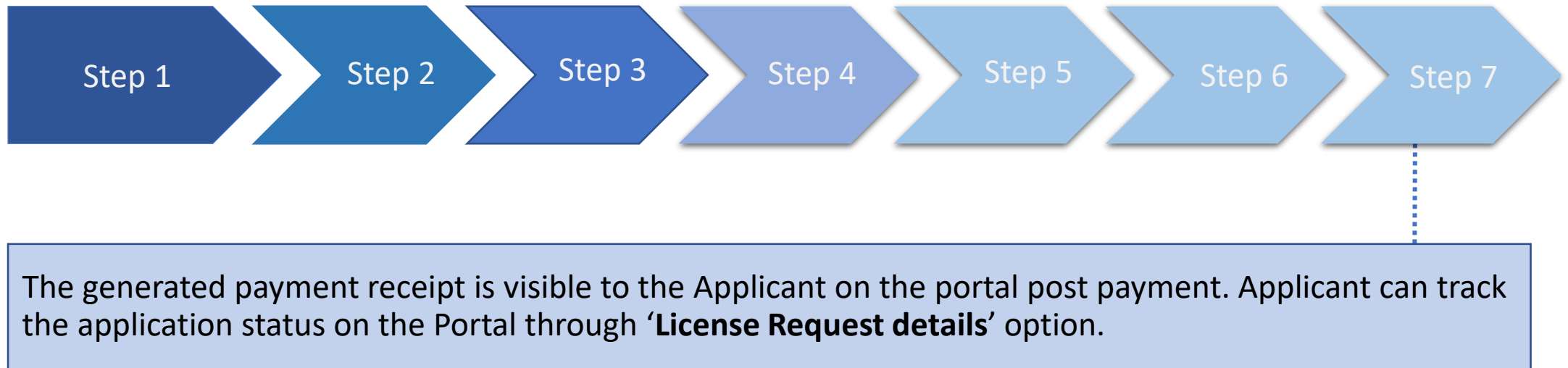
Place *

Note-Refer User Manual for the list of original documents required to be sent to DGCA

[Preview](#) [Proceed to Pay](#)

Feedback

Process Flow: To Track the application request



License Request Details

Services > Licenses > License Request Details

Request Details

Search:

Request Id	Requested for	Applied Date	Status

K < 1 > X

Showing 1 to 2 of 2 items

Feedback

On receiving shortfall notification on SMS/Email, find the shortfall on the portal through '**License Request details**' option.



License Request Details 

Services > Licenses > License Request Details

Request Details 

Click here to view the applied application along with shortfall

Status is visible as 'Shortfall'

Search:

Request Id	Requested for	Applied Date	Status
			Shortfall

Feedback

Shortfall

Shortfall/Observations from DGCA

Sr No.	Shortfall Details	Shortfall Given By	Shortfall Issue Date	Applicant Response	Applicant Response Date	Uploaded Document from DGCA officer	Uploaded Document from Applicant
1				FVVF			View
2							Choose File No File Uploaded Upload Documents for Justification (Max Size:2000 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-Refer User Manual for the list of original documents required to be sent to DGCA.

Preview

Update

Enter your response to shortfall

Attach any documents if you want

After enter the shortfall response, then click on "Update" button



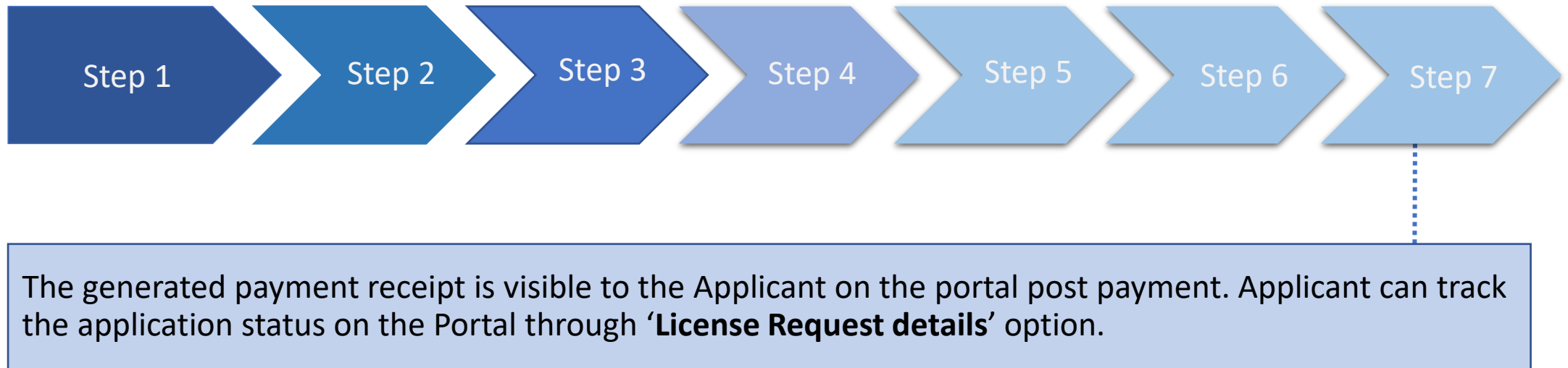
DIRECTORATE GENERAL OF
CIVIL AVIATION

DIRECTORATE GENERAL OF CIVIL AVIATION

Process to track the Rejection
remarks in DTL requested
application



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



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

License Request Details

License Request Details

Click on Request id

Services > Flight Crew Licensing > Licenses Application Tracking > License Request Details

Request Details

Search: not

Request Id	Requested for	Applied Date	Status	Dispatch channel	AWB Num
Request id	Service Name	13-Jan-2023	Not Approved By Director		

Status get updated automatically

Feedback

K < 1 > X

Showing 1 to 1 of 1 items (filtered from 8 total ent

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).

Fees Details

Description	Total Amount
Extension of Rating	

Rejection Remarks

Rejection Remarks

Documents for Rejection Remark *

REJECTION REMARK CHECK

Documents for Rejection Remark *

Choose FileNo File Uploaded

Feedback

Here, You may find the reason for the application get rejected.

Important Instructions

- Verify all the e-logbook entries, considered in the flying experience before submission of the application.
- Entries submitted in the e-logbook after submission of any application in eGCA will not be considered in that application.
- After the submission of an application the applicants are not allowed to edit entries considered in that application.
- While filling the e-logBook entries, if any pilot's name is not visible in the dropdowns (Co-Pilot/ Student/ Pilot in Command etc.). Please search with the exact registered name in the eGCA Profile including correct first, middle and last name.
- Before filling any application, please check your details of Licenses/Endorsements/Ratings under Licence Tab in 'View Profile'.
- If any discrepancies found, applicant to get it correct through DMS/Digitized Data updation/support cell as applicable.
- To update existing SPL details in your profile, use the '**Upload SPL details**'. This is one time service available for the users whose SPL is issued before the launch of 'Acceptance of records for Student Pilot License (SPL)' service in eGCA i.e., before 31st August 2020.
- The applicants will not be allowed to avail the services for Renewal of Licences before 30 days prior to the Date of Expiry of their Licence.

- The image is a screenshot of the Directorate General of Civil Aviation (DGCA) eGCA Login page. The header is dark blue with the DGCA logo on the left, which includes the text 'नागर विमानन महानिदेशालय' (Nagar Vimanan Mahanideshalay) and 'DIRECTORATE GENERAL OF CIVIL AVIATION'. Below the header, there are two main sections: 'eGCA Login' and 'Support Request'. The 'Support Request' section is expanded, showing two options: 'Raise Support Request' and 'View Support Request status'. At the bottom, there is a red-bordered box containing the text 'User Manual' and a blue bar with the text 'Voluntary/ confidential Reporting System'.

- Search:



List of original documents required to be sent to DGCA for Renewal of CPL (A)

1. Log Book(s)
2. Others license issued by DGCA (e.g. CPL, FRTOL,SPL etc.)

From Contracting state (In addition to above), if applicable

1. Foreign Licence
2. Valid Foreign Class I Medical
3. Foreign Log Book(s)

After submission of application through eGCA, The Applicant shall submit above mentioned original documents along with Covering letter issued by Operator as applicable to the place of intended renewal regional office/ Base of operations.

List of original documents required to be sent to DGCA for Renewal of CPL (H)

1. Log Book(s)
2. Others license issued by DGCA (e.g. CPL, FRTOL,SPL etc.)

From Contracting state (In addition to above), if applicable

1. Foreign Licence
2. Valid Foreign Class I Medical
3. Foreign Log Book(s)

After submission of application through eGCA, The Applicant shall submit above mentioned original documents along with Covering letter issued by Operator as applicable to the place of intended renewal regional office/ Base of operations.

Summary

- Applicant visits the eGCA portal and logs-in using eGCA ID and password.
- Applicant selects the “Renewal of CPL” under “Services” Section from Left side panel.
- Prior to Apply for Renewal of CPL, Applicant reads and understands the Instruction page, User Manual.
- Applicant verifies their Basic details, CEO Examination Details, Medical Examination Details and License Details then fills the form of Renewal of CPL.
- If any discrepancies found, applicant to get it correct through DMS/Digitized Data updation/support cell as applicable.
- After Submission the application form, the application will re-direct to Bharatkosh payment gateway and after payment is successful, the generated Payment receipt will be visible to Portal.
- Applicant can track the application status on the Portal through ‘**License Request details**’ option.
- **Note:** There is no provision to make any correction in the application form once application is submitted in DGCA.
- For more information refer to DGCA Public Notices dated
 - 19 May 2020 pertaining to registration
 - 01 July 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
- Chat with us in case of any queries or concerns **(Ask Aakash)**



Thank You

