



GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

DRONE TRAINING CIRCULAR 02 OF 2023

E-File No. DGCA-31012/1/2023-DRONE-Dte

Dated 07 November 2023

Subject: Offline RPC generation by RPTOs.

1. Introduction

- 1.1. Ministry of Civil Aviation, in exercise of the powers conferred by the Rule 48 of the Drone Rules, 2021, has granted conditional exemption from the requirements of Rule 34(3) of the Drone Rules, 2021 to enable the authorized RPTOs to generate new RPCs through Physical/other process other than Digital Sky platform. This circular shall be valid until the RPCs generation services are transited to eGCA or till further orders, whichever is earlier.
- 1.2. This circular provides the procedure for generation of new RPCs through Physical/other process other than Digital Sky platform.

2. Acronyms

Cat 1	–	Category 1
DTC	–	Drone Training Circular
RPC	–	Remote Pilot Certificate
RPTO	–	Remote Pilot Training Organisation
UIN	--	Unique Identification Number

3. Applicability & Scope

Provisions of this circular are applicable to authorized RPTOs.

4. Offline RPC generation procedure

4.1 RPTO shall:

- 4.1.1 Fill up Form D-4 (offline) for each candidate.
- 4.1.2 Submit fee as per Rule 46 of the Drone Rule-2021 through Bharat Kosh
- 4.1.3 Generate offline RPC as per the format specified in Annexure-1.

4.2 Formula to generate RPC number:

- a) RPC number shall have Thirteen (13) alphanumeric identification.
- b) First 04 digits shall be DGCA authorization no. (XXXX) i.e. 3523 for **35/2023**.
- c) Next 02 digit shall represent Batch no. (XX) i.e. batch no. **DPC-78 (drone Pilot Course-78)**.
- d) Next 02 digit shall represent last digits of Serial/Roll no. (XX).
- e) Next 03 alphanumeric representation shall be AXX (A-is type of document and XX is last two digit of that document. **P- Passport, R- Ration Card, D- Driving License, V- Voter ID card**).
- f) Last two alphabets shall be first alphabet of First Name and first alphabet of Last Name.
- g) An illustration to generate RPC number using the formula is shown in Annexure-2.

4.3 Return to be submitted:

RPTOs shall furnish details (to: drone.dgca@gov.in) on every Friday of the week latest by 1700 IST in excel sheet as per the format given in Annexure-3.

5. Maintenance of Record

- 5.1 RPTO shall maintain following records for a period of not less than five (05) Years
 - a) Copy of offline RPC generated.
 - b) Copy of Candidate's Medical Certificate issued by registered medical practitioner.
 - c) Copy of Self-attested documents as per Drone (Amendment) Rule-2023, as submitted by the candidate.
 - d) Bharat Kosh Fee receipt.
 - e) Copy of Return submitted to DGCA.

5.2 The above documents shall be signed by the Accountable Manager (with name and date) and the Stamp affixed.

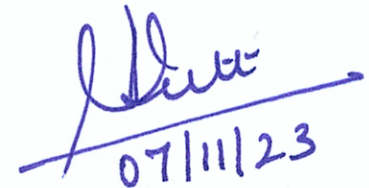
5.3 The RPTO shall prepare physical file/folder for each candidate and the same may also be retained digitally.

5.4 RPTOs shall promptly present such documents as desired by The Director General or any other Officer authorized in this behalf.

6. Suspension or Cancellation or Penalty

6.1 In case of any concealment or misrepresentation of facts to DGCA or during the course of training activities, if the organization fails to comply with the requirements of Aircraft Act, 1934, Aircraft Rules 1937, the Drone Rules, 2021, other applicable CARs or other regulations issued from time to time; or if the standard of training is found to be below the desired level, the authorisation granted to the organization shall be liable to alteration, suspension or cancellation or penalty/penalties may be levied in accordance with the Rule 50 of the Drone Rules, 2021.

6.2 In such cases, the Director General, after giving an opportunity of being heard, if satisfied that a person has contravened or failed to comply with the provisions of applicable rules, regulations, circular, or terms of approval/ privileges etc. he may, for reasons to be recorded in writing, cancel or suspend the authorisation or may levy a penalty in accordance with the Rule 50 of the Drone Rules, 2021.



(Vikram Dev Dutt)

Director General (Civil Aviation)

Logo of
RPTO

Remote Pilot Certificate
Certificate No.
XXXXXXXXXXXXXX
Date of Initial Issue: **10 NOV 2023**

Photo

Name of the Remote Pilot: XXXXXXXXXX XXXXXXXXX	
Gender: XXXX	Date of Birth: DD/MM/YYYY
Address: XXXXXXXXXXXXXXXXXX CITY,STATE, PINCODE , INDIA Type of ID: ID no.	

ENDORSEMENT DETAILS

Category of UAS: **XXXXXXX** Sub-category of UAS: **XXXXXXX** Class of UAS: **XXXXXXX** VLOS/BVLOS: **XXXXXXX**

Date of Endorsement: **DD/MM/YYYY** Expiry Date: **DD/MM/YYYY** Status: **Offline** UIN No.

Declaration:
Pilot has successfully completed the Remote Pilot Training Classes [both theory and practical] for the above mentioned category. Pilot has successfully passed both theory and practical exam conducted by us.

RPTO Name: **XXXXXXX**

RPTO Authorisation No.: (DGCA Authorization No.) **XX/XXXX**

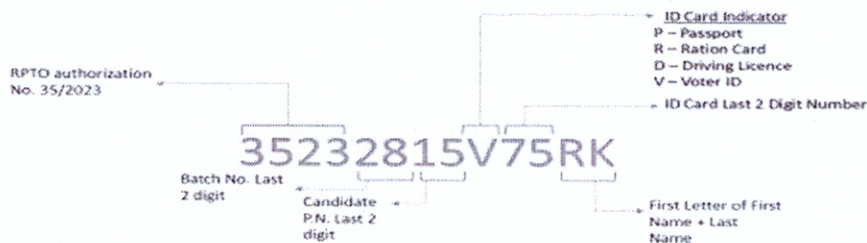
1. This Remote Pilot Certificate is issued under the provision of Rule 4 and Rule 5 of Drone (Amendment) Rules, 2022
2. This certificate is issued under MoCA exemption order no. AV-22014/2/2023-SDIT-MOCA dated: 23.10.2023

Signature of Accountable Manager (with name and Date)

Sl. no.	Name of RPTO and DGCA Authorization No.				Date: DD/MM/YYYY			
	Name of Remote Pilot	Batch no.	Candidate serial no. or roll no.	ID no. reference Drone (Amendment) rules-2023	Type of ID i.e. Passport, Voter id, Ration Card, DL	Bharat kosh Txn. Id	Form D-4 to be filled for each candidate (offline) (yes/No)	RPC No. (Generated by using formula)
Ex.	Sh. Ram Kumar	DPC-028	FH-2023-DPC-115	YPY0154875	Voter id card	011123005640	Yes	35232815V75RK

Example: Sh. Ram Kumar has completed RPC course from M/s Fly high an authorized RPTO (DGCA Authorization no. 35/2023) on 01.11.2023 in batch no. DPC-028 and roll no. FH-2023-DPC-115(or may be all digits) and has submitted Voter ID card (no. YPY0154875) at the RPTO, in this case his RPC no. shall be as: **RPC no. 35232815V75RK.**

Illustration



Return to be submitted in excel format

(To: drone.dgca@gov.in)

Name of RPTO and DGCA Authorization No.					Date: DD/MM/YYYY				
Sl. no.	Name of Remote Pilot	Batch no.	Candidate serial no. or roll no.	ID no. reference Drone (Amendment) rules-2023	Type of ID i.e. Passport, Voter id, Ration Card, DL	Bharatkosh Txn. No.	Whether offline Form D-4 has been filled (yes/No)	RPC No. (Generated by using formula)	UIN no.
Date of Birth	Aadhar number	Email ID	Phone number	Residential address	RPTO issued Training Certificate No. (Course completion certificate No.)				

Signature of Accountable Manager (with name and Date)