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Operation of tourist charter flights to and from India approved by Ministry of Civil Aviation vide letter No.AV.14011/1/2000-A dated 30th January 2004 is issued for information, guidance and compliance.

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 DIRECTOR GENERAL OF CIVIL AVIATION

OPERATIONS OF INCLUSIVE TOUR PACKAGE (ITP) **CHARTER FLIGHTS TO AND FROM INDIA**

1. **Introduction** Government has reviewed the guidelines for operation of tourist charter flights to and from India and further liberalised the conditions for operating these flights subject to the condition that tourist charter flights will be permitted only for 'Inclusive Tour Package' (ITP).
2. **Inclusive Tour Package (ITP)** is defined as a round trip for a pre-determined period for one or several pre-determined places charging an inclusive consolidated price for the airfare for all segments, hotel accommodation and other ground arrangement services like visit to tourist places.
3. **Application For The Tourist Charter Flights**

3.1 The application for operating inclusive tourist charter flights to India shall be submitted to the Director General of Civil Aviation (Attn: Deputy Director Air Transport: Fax No. 91 – 11 – 2462 8922) on the prescribed form (Appendix 'A') at least seven working days prior to the proposed date of operation of the first flight. Only an Indian Tour Operator recognised by Ministry of Tourism, Government of India and cleared by the security agencies for obtaining flight clearances from DGCA can file the applications.

3.2 One or more than one tour operator can apply for the same tourist charter flight. In such a case, the application should clearly state the number of tourists booked by each tour operator on the flight and authorised signatory of each tour operator should jointly sign the application, as this information would be used while processing the applications for outbound tourist charter flights.

3.3 It may be noted that any application submitted with incomplete information would be summarily rejected. However, series of tourist charter flights (total duration not less than one month) operated by airlines approved by their DGCA for international passenger charter operations may be cleared without information relating to the registration of aircraft and name and nationality of pilot, provided that the application is submitted at least one month in advance and the aircraft is not capable of air dropping.

3.4 Application for operating outbound tourist charter flights from India with Indian registered aircraft may be submitted three working days prior to the proposed date of operation of the first flight along with additional information on the prescribed form (Appendix B'). However, in case any tour operator proposes to use an aircraft belonging to Indian scheduled airlines for outbound tourist charters, a notice period of seven working days will be required and the airline would be required to satisfy DGCA that there would be no cancellation or delay to the scheduled flights operated by him.

4. Conditions for Operation of ITP Charter Flights

4.1 Foreign ITP Charter Flights to India (Inbound Tourist Charters)

- i) The foreign ITP charter flights shall originate from any place outside India.
- ii) All tourists carried on these flights should have booked the inclusive tour package in the originating countries.
- iii) The duration of stay of charter tourists in India shall not be less than one week and not more than four weeks.
- iv) All arrangements in India for the tourists will be through Indian Tour Operators recognised by the Ministry of Tourism and the charges for arrangements will be paid in advance.
- v) Indian passport holders are also permitted to travel by ITP charter flights.

- vi) ITP charter flights may be operated to any airport in India without any limitations on frequency of flights or size of the aircraft provided customs and immigration facilities are available.
- vii) ITP charter flights can also be operated to other airports and these facilities would be made available on either ad-hoc or seasonal basis by Customs and Immigration authorities on the request of tour operator.
- viii) Tourists flying on ITP charter flights can only fly into India and out of the country by using the services of same charter operator.
- ix) The charter operators may be permitted to carry one-way passengers not availing 'Inclusive Tour Package', on the first leg of outward operation and on the last leg of inward operation, subject to the condition that the charter operations are in a series of at least eight flights to any metro destination (Delhi, Mumbai, Chennai, Kolkata, Bangalore and Hyderabad) and at least four flights to any other destination.
- x) The Indian Tour Operator may send two bonafide representatives on such charter flights to finalise arrangements with the principals.
- xi) Tourists availing ITP charter flights would not be permitted to fly on inward or outward journeys using a scheduled airline. In emergency cases like medical etc., DGCA may permit tourists, arriving on a charter flight to depart on scheduled flights or vice versa.
- xii) The embarkation point to India and the final destination out of India need not be the same. ITP charter flight may also transport the tourists brought into the country on domestic sectors in India as part of the package. However, the initial place of arrival and the final place of departure from India shall be from the airports wherein customs and immigration facilities are available.
- xiii) The tour operator shall ensure the following :
 - a) All foreign aircraft operators operating ITP charter flights must be in possession of valid Air Operator's Certificate (AOC) or equivalent document issued by their DGCA as per ICAO requirements.

- b) The flight crew operating such flight(s) are familiar with the regulations, operating procedures, limitations, and restrictions in respect of airport, airspace and facilities intended to be used, that may be in force at the time of operation of the flight(s) in India.
 - c) The aircraft is fitted with ACAS-II/TCAS-II – Change 7 in accordance with the Aeronautical Information Circular (AIC) 5 of 1998.
 - d) Advance coordination with the concerned agencies like airport, customs and immigration authorities so that the services and facilities necessary for the operation of the flights are available at the concerned airports in India.
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- xiv) The ITP charter flights will not be permitted to be used for purposes other than carrying bona fide ITP tourists and for carriage of cargo under ‘Open Sky Policy’.
 - xv) The ITP charter flights shall operate to the airport(s) in India as specified in the flight clearance issued by DGCA. For any change, the operator shall obtain prior approval of Director General of Civil Aviation.
 - xvi) Handling of the ITP charter flights shall be done by any authorised handling agency.
 - xvii) The tour operator shall furnish to DGCA the names and description of the tourists brought by them on the ITP charter flights within three working days of their arrival in India for counting the same for outbound charters.
 - xviii) The flights shall be operated in accordance with the approved flight schedules.
 - xix) All ITP charter flights shall operate on promulgated ATS routes for international operations.
 - xx) All registered baggage carried on the ITP charter flights shall be subjected to mandatory checks as specified by the Bureau of Civil Aviation Security.
 - xxi) Compliance with any other condition considered necessary by DGCA.

4.2 ITP Charter Flights from India (Outbound Tourist Charters)

- i) ITP charter flights may originate from any place in India.
- ii) All tourists carried on these flights should have booked their inclusive tour package in India.
- iii) Only Tour operators recognised by the Ministry of Tourism and cleared by security agencies will be entitled to operate ITP outbound charters.
- iv) The duration of stay of ITP charter tourist abroad shall not be less than one week and not more than four weeks.
- v) All arrangements for the tourists will be through Indian Tour Operator recognised by the Department of Tourism and the charges for arrangements will be paid in advance as part of the ITP charter flight.
- vi) There shall be no restriction on frequency of flight and size of the aircraft. However, the tour operator organising outbound charter will have to organise inbound charters with 2:1 tourist ratio between inbound and outbound operations. The number of tourists brought by the tour operator would be recognised only on the basis of the information submitted to DGCA as stipulated in para 4.1 (xvii).
- vii) The condition of 2:1 tourist ratio between inbound and outbound operation would not apply to
 - a) charters operated with aircraft of maximum capacity of nine passenger seats, and
 - b) charters operating exclusively to carry pilgrims to well known pilgrimage centres or pilgrimages like Haj.
- viii) The tour operator shall be responsible for making necessary payments towards navigational charges, landing fees and parking charges to the concerned authorities abroad.
- ix) The tour operator shall ensure the following:
 - a) The Indian aircraft operator operating charter flights has a valid non-scheduled/scheduled operator's permit.

- b) The Operations Manual of the airline operator has Flight Duty Time Limitations and weather minima for international operations at destination and alternate airports.
- c) The airline operator has obtained necessary authorisation for operation of the flights directly from the foreign aeronautical authorities concerned and would comply with their rules, regulations and procedures. For this purpose, DGCA India may give the operator necessary letter of comfort.
- d) The aircraft to be operated has a valid Certificate of Airworthiness and no major inspection falls due when the aircraft is abroad.
- e) The aircraft is fitted with mandatory equipment/instruments stipulated by the regulatory authority of the destination country.
- f) The flight crew is familiar with operations on international routes intended to be flown and has the required documents like Jeppesen Charts, route guides etc. for planning the flight. The flight crew is experienced and competent to operate the proposed foreign flights and is aware of the operating procedures of the destination airports.
- g) For operating charter flights with aircraft of Indian scheduled airlines, tour operator shall submit their application at least 7 working days in advance with a certificate from the scheduled airlines that there shall be no cancellation or delay to their scheduled flights. If any flight is to be delayed or cancelled, the same should be clearly indicated along with the alternate arrangements made by the scheduled airlines.
- h) The aircraft and the passengers are properly insured.
- x) The tour operator shall submit the passenger manifest to DGCA within three working days of completion of the tourist charter flight to confirm that the number of outbound passengers had not exceeded the stipulated limits for outbound charters.
- xi) The tour operator shall submit a statement, by tenth of each month, containing details regarding flight clearance obtained, flights operated and tourist carried by him to/from India with details of embarkation/disembarkation abroad during the previous month.
- xii) Compliance with any other condition considered necessary by DGCA.

5. Safeguards and Penalties

The following penalties would be imposed in the event of violation of above guidelines:

- 1) All clearances given earlier by DGCA for operation of charter flights by the tour operator would stand cancelled.
- 2) Automatic de-recognition of tour operator by Ministry of Tourism.
- 3) Blacklisting of the tour operator and the airline concerned for undertaking any future ITP Charter or any other flight for minimum two years.

**APPLICATION FOR INCLUSIVE TOURIST PACKAGE (ITP)
CHARTER FLIGHTS TO AND FROM INDIA**

Sl. No.	PARTICULARS		DETAILS
1.	Name(s) of the Tour Operator(s)		
2	Details of Tour Package		
	i	Arriving From/Going To (Country)	
	ii	Tour itinerary – Including Mode of Transport	
	iii	Cost	
		a) Land segment	
		b) Air Segment	
3.	Aircraft Operator		
	i.	Name	
	ii.	Nationality	
	iii.	Address (with Tel./Fax Nos.)	
	iv.	Aircraft Operators Certificate/Permit No. and Validity	
4.	Aircraft Details		
	i.	Type	
	ii.	State of Registry/Nationality	
	iii.	Registration Number	
	iv.	Telephony Designator (Flight No./Call Sign.)	
	v.	Whether the aircraft is capable of air dropping (Yes/No)	
	vi.	Whether the maximum certified seating capacity of the aircraft is more than 30 seats (Yes/No)	
	vii.	Whether the maximum pay load capacity of the aircraft is more than 3 tonnes (Yes/No)	
	viii.	Whether the aircraft is fitted with ACAS - II/TCAS-II – Change 7 in accordance with AIC 5 of 1998	
	ix	Seating capacity of Aircraft	
5.	Pilot in Command		
	i.	Name	
	ii.	Nationality	
6.	On Board Details		
	i.	Number of Crew	
	ii.	Number of Tourists *	
	iii.	General Description of goods carried	
	iv.	Any Arms, Ammunitions, Explosives, Radioactive material, War Equipment or Dangerous Goods. if so, attach a copy of DGCA Permit	
	v.	Any special equipment like Aerial Photography, Remote Sensing Cameras, Night Vision Cameras on board. If so, attach a copy of DGCA Permit	

APPENDIX – ‘A’

7.	ATS route to be flown		
	i	Entry and exit point in Indian Air Space	
	ii	Complete Route itinerary of the proposed flight with the dates and timings (including true origin and true destination) Arrival and Departure time in Airports in India	
	iii	Airport of last departure before entering Indian air space	
	iv	Airport of first landing after leaving Indian air space	
8.	Tonnage of cargo to be uplifted from and set down in India		
9.	Undertaking by the Tour Operator(s)		
	i.	The Charges for arrangements has been paid in advance as part of inclusive Tourist Charter Flight(s)	
	ii.	The flight crew operating inclusive tourist charter flight(s) are familiar with the regulations, operating procedures, limitations and restrictions in respect of airport, air space and facilities intended to be used that may be in force at the time of operation of the flight(s) in India	
	iii.	Coordination with the concerned agencies like airport, custom and immigration authorities has been achieved. (copies of approval from the concerned agencies to be enclosed when operating to and from an airport where customs and immigrations facilities have been arranged)	

Note : 1. The names and descriptions of the tourists on the inclusive Tourist Charter Flight(s) shall be submitted within 3 working days of arrival in India

2. The stay of tourists in India shall not be less than one week and more than four weeks.

* If the Charter Flight is operated by more than one tour operator, each will submit details of tourists brought by them.

Certified that the information given above is correct.

Signature of Authorised Signatory of Tour Operator(s)

APPENDIX – ‘B’

ADDITIONAL INFORMATION FOR OPERATIONS WITH INDIAN REGISTERED AIRCRAFT

The Indian Tour Operator(s) operating Inclusive Tour Package (ITP) charter flights with Indian registered aircraft shall furnish the following additional information:

Sl. No	PARTICULARS	DETAILS
1.	Name of the Scheduled/Non-scheduled operator	
2.	Name of the Engineer (AME) who would carry out the maintenance checks abroad or the arrangements made for inspection of the aircraft during its stay abroad.	
3.	Name of the departure airport, time and date of departure. Name of the Destination airport, time and date of arrival.	
4.	Undertaking:	
i	The Indian aircraft operator operating inclusive tourist charter flight has a valid non-scheduled/scheduled operators permit	
ii	The Operations Manual of the airline Operator has flight duty time limitations and weather minima for international operations at Destination and alternate airports	
iii	The necessary authorization has been obtained directly from the foreign aeronautical authorities concerned and would comply with their rules, regulations and procedures	
iv	The Certificate of Airworthiness is valid and no major inspection falls due, when the aircraft is abroad	
v	The aircraft is fitted with mandatory equipment/instruments stipulated by the regulatory authority of the destination country	
vi	The flight crew is familiar with the operations on international routes intended to be flown and has the required documents like AIP, Jeppesen Charts, route guide etc. for planning the flight	
vii	The flight crew is experienced and competent to operate the proposed foreign flight and is aware of the operating procedure of the destination airports	
viii	The aircraft and passengers are properly insured	

Certified that the information given above is correct.

Signature of Authorised Signatory of Tour Operator(s)