

OFFICE OF THE DIRECTOR

Government Flying Training School
Jakkur Aerodrome, Bangalore
(Government of Karnataka)

No: FTS/ATM/OPS/2013

Date: 18.05.2013

OPERATIONAL CIRCULAR NO. 2/2013

Sub: Collection of landing and parking charges from aircraft operators at Jakkur Aerodrome.

The following procedures should be followed by all concerned, to collect the landing and parking charges from various aircraft operators at Jakkur Aerodrome with immediate effect.

1. Casual operators:

All operators who are not based at Jakkur Aerodrome are treated as casual operators. Pilots of such flights are required to clear the dues of landing and parking charges in cash. CA-12 forms in respect of such flights are filled up immediately after the arrival of the flight, by the ATC assistant in Control Tower. The aircraft shall not be permitted to start up and depart from Jakkur, unless all the charges including outstanding dues, if any, are cleared by the pilot-in-command. The CA-12 of the flight will be completed based on the flight plan for departure from Jakkur and the parking charges are calculated upto the ETD. If the ATD differs from ETD by more than the hour, additional parking charges should be collected before clearing the departure. The amount of CA-12 should be collected by Accounts staff during office hours. ATC assistant should collect the charges during times when office is not open and on holidays. A copy of the CA-12 should be given to the PIC, as acknowledgement. Suitable entries should be made in the log book/cash book kept in control tower. The cash should be handed over to the relieving ATC assistant in case of change of shift. The amount should be handed over to Accounts Section, as soon as the office opens next, after getting the signature of the accounts assistant in the cash book.

2. Operators having their base at Jakkur Aerodrome:

Operators having their base at Jakkur Aerodrome like Agni Aerosports, Jupiter Aviation, Deccan Charters, NCC, Thomas Associates etc are deemed to have credit facility with us. The CA-12 forms of flights belonging to these operators should be completed by ATC Assistant in control tower, on a day-to-day basis. All the CA-12 entries pertaining to all the aircraft belonging to each operator should be compiled in the form of a bill for each calendar month by the Accounts Superintendent and sent to the operator for payment.

The Accounts Superintendent is responsible for monitoring the status of payment by all operators. Any long outstanding dues (2 months or more), should be brought to the notice of the Director through a written note on file and action should be taken for recovery based on his directions.

- 3.** When aircraft operators based at Jakkur Aerodrome provide ground services to aircraft belonging to other casual operators, they are not entitled for credit facility. Dues of such aircraft should be collected in cash.
- 4.** The procedures of para 2 and 3 above are applicable to operation of Microlight aircraft also.
- 5.** Any casual operator planning to operate flights to/from Jakkur for an extended period of time, should clear the dues in cash for each flight, before being cleared for departure. Alternately, such operators may be advised to deposit an amount of Rs.1,00,000/- only for each aircraft as security deposit and obtain credit facility. Nevertheless, it should be ensured by ATC assistant/Accounts Superintendent that the dues of such aircraft should never exceed the amount of security deposit. Bills may be raised as and when required (weekly, fortnightly or monthly) to claim the dues in such cases. Such bills should be settled in such a way that total outstanding amount with respect to an aircraft at any time does not exceed the security deposit.
- 6.** A record of movements of Govt. Flying Training School aircraft also should be maintained by ATC assistant, although CA-12 need not be prepared.