


# ONLINE FLIGHT PLAN



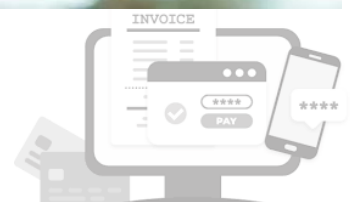
The image shows a hand holding a paper flight plan form. The form is filled with various fields and checkboxes, including sections for aircraft information, pilot information, and flight details. The form is titled 'ONLINE FLIGHT PLAN' and includes fields for 'FLIGHT PLAN NUMBER', 'FLIGHT PLAN CLASSIFICATION', 'FLIGHT PLAN CATEGORY', 'FLIGHT PLAN SUB-CATEGORY', 'FLIGHT PLAN TYPE', 'FLIGHT PLAN STATUS', 'FLIGHT PLAN DATE', 'FLIGHT PLAN TIME', 'FLIGHT PLAN LOCATION', 'FLIGHT PLAN ALTITUDE', 'FLIGHT PLAN SPEED', 'FLIGHT PLAN WEIGHT', 'FLIGHT PLAN LENGTH', 'FLIGHT PLAN WIDTH', 'FLIGHT PLAN HEIGHT', 'FLIGHT PLAN WEIGHT', 'FLIGHT PLAN LENGTH', 'FLIGHT PLAN WIDTH', 'FLIGHT PLAN HEIGHT'. The form is held against a blue background with a white airplane flying in the sky.

# ONLINE PAYMENT



Frequently Asked Questions

*File, Brief, Pay & Fly*



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## FREQUENTLY ASKED QUESTIONS

### 1. What is Online Flight Plan & Payment System?

Airports Authority of India has made an unique initiative as ease of suvidha for airlines, the access to file flight plan, generate GST invoice, make payment online, get FIC & ADC issued and view dash board reports in an efficient and transparent manner. Online Flight Plan integrated with Payment Gateway is a airline friendly application Integrating Payment gateway to Brief, Pay, File and Fly in India.

The facility is available for all Casual/General Aviation/Non-Scheduled Indian operators for both RCS & Non-RCS Operations.

The services will be available only on approval of registration by portal Administrator. Hence, those, who wish to avail the facility are requested to register their username and password. Login will be approved after verification.

Once registration is successfully done, the Airline Operator can File Flight Plan, Get Invoice for charges on own and Make Payment Online.

The URL link to access AAI online FPL system and online payment system is as under

<https://onlinefpl.aai.aero/ofpl/index.jsp>



Frequently Asked Questions

***File, Brief, Pay & Fly***



# Online Flight Plan Integrated with Payment Gateway System for NSOP

## 2. What is Flight Plan?

Flight plans are documents filed by a pilot or flight dispatcher with the local Civil Aviation Authority prior to departure which indicate the plane's planned route or flight path.

## 3. Where should I register if I am a New User?

You can register online at <https://onlinefpl.aai.aero/ofpl/index.jsp>

## 4. Where should I register if I am a New Operator?

Standard Template may be filled and mailed to [cbpsmaster@aai.aero](mailto:cbpsmaster@aai.aero)

Standard Fields are

Operator Name	Address	State	Pincode	PAN	GSTN	TAN	Bank Details	Mobile	Email ID
				Copy required	Copy required	Copy required			

## 5. What are the guidelines to file a Flight Plan?

FPL (FPL-2012) should be filed in line with SARPS of ICAO , Annex 10 Volume – II Chapter IV and DOC 4444 etc.

## 6. What documents should I upload as Civilian User / Defence Personnel during registration ?

### Documents to be uploaded by Civilian Users:

1. DGCA Authorization  
A scanned copy of Non-scheduled Operator permits.



Frequently Asked Questions

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# Online Flight Plan Integrated with Payment Gateway System for NSOP

## 2. Letter from the airline/operator on company letterhead .

The letter should clearly state that the user registering on Online FPL portal is a bonafide employee of the company and is authorized to file the flight plan online. The letter should also contain the email id and telephone no. of the user.

## 3. DGCA License A scanned copy of CPL/CHPL/Handling Agent Authorization/Dispatcher license of above authorized personnel

## 4. BCAS Pass

A scanned copy of the BCAS Pass issued to the user.

- ♣ It is recommended to combine the scanned copies of the documents in a single PDF file and upload during registration process.
- ♣ The maximum size of the file can be 10 Mb.
- ♣ Please DO NOT send the documents by email.
- ♣ Blurred or illegible documents will be summarily rejected.

### **Documents to be uploaded by Defence Personnel:**

#### 1. Service Number

Instead of DGCA License number, Service Number is to be entered in "DGCA License No." field.

#### 2. Authorization Letter from CO/COO An authorization letter from the CO/COO stating that the user is serving in the respective unit and is authorized to file the flight plan online for that unit. The letter should also include the Service Number, Mobile Number and Email ID of the user, as entered during registration.

- ♣ It is recommended to combine the scanned copies of the documents in a single PDF file and upload during registration process.
- ♣ The maximum size of the file can be 10 Mb.
- ♣ Please DO NOT send the documents by email.
- ♣ Blurred or illegible documents will be summarily rejected.



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# Online Flight Plan Integrated with Payment Gateway System for NSOP

## 7. When FIC & ADC will be issued?

Once Payment is acknowledged, ATS Messages will be transmitted through integrated AMSS to Tower for Flight Take off post issuance of FIC & ADC.

## 8. What are the alternate Options if Online Bank Payment Gateway is not working?

In case if Payment Gateway is not working, Airlines can make Payment scanning the QR Code in the Application for making payment or through UPI.

## 9. What are the benefits of using this Application?

For the first time, airlines are given the access through an application to file Flight Plan, Generate Invoice on own, Make Payment through Various Payment Gateway Options, See status of Flight Plan, FIC/ADC Issued and have dashboard Report View of the GST Invoice along with Payment Status.

The benefits of using this application are:-

- a. Submit Flight Plan Online
- b. Make Payment Online
- c. Track Status of FIC/ADC Issue Online
- d. Transparency & Liquidity ie File, Pay and Fly only for the service taken.
- e. No Manual Intervention in Accounting



Frequently Asked Questions

***File, Brief, Pay & Fly***



# Online Flight Plan Integrated with Payment Gateway System for NSOP

- f. Automated Airline Invoice Generation and Receipt Acknowledgement, Clearing in books of Accounts & Automated Bank Reconciliation process.
- g. Simple and Airline friendly Portal integrating various systems.

## 10. Whom should I approach for my grievances?

In cases of grievances or any queries, the same can be mailed to [cbpscollection@aai.aero](mailto:cbpscollection@aai.aero)

For registration and flight planning issue the same can be mailed to [onlinefpl@aai.aero](mailto:onlinefpl@aai.aero)

For New Addition in Master – [cbpsmaster@aai.aero](mailto:cbpsmaster@aai.aero)

For Refunds – [cbpscollection@aai.aero](mailto:cbpscollection@aai.aero)

## 11. What is the refund and cancellation policy?

### Refund Policy (for applicable users only)

If claim against the payment initiated within 24 hrs of payment by NSOP Airline Operator, refunds will be returned using the original method of payment as per respective Banks TAT/norms.

### Cancellation Policy (for applicable users only)

Refunds/cancellations won't be entertained after 24 hours of the payment.



Frequently Asked Questions

*File, Brief, Pay & Fly*



# Online Flight Plan Integrated with Payment Gateway System for NSOP

NSOP Online Invoicing and Payments

NSOP Module

Home

Invoice

Raise NC Bill \* Refund / Cancellation Policy

Departing From: CHENNAI FPL No: 700

Master Details | Departure Log

NSOP Policy Details

SL No.	Policy Type	Policy Description
1	Refund Policy	If claim against the payment initiated within 24 hrs of payment by NSOP Airline Operator, refunds will be returned using the original method of payment as per respective Banks TAT/norms.
2	Cancellation Policy	Refunds/cancellations won't be entertained after 24 hours of the payment.

Nature : Domestic Type : Non Scheduled

\*ETA/ATA(UTC) : Watch Ext : 0 GHA Name : [Select One]

\*Route : -VOHMM \*GCD : 0 GC GHA Amount : 0 No. of Crew : 0

Runway : Rvv30 INR PAY : 0 Save

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## Frequently Asked Questions

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