

CIVIL AVIATION AUTHORITY SERVICE REGULATIONS

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In exercise of the power conferred by sections 12, 14 and 27 of the Pakistan Civil Aviation Authority Ordinance, 1982 (xxx of 1982) read with section 7 of the said Ordinance, the Civil Aviation Authority Board is pleased to make the following Civil Aviation Authority Service Regulations as per decision taken in its 87th meeting held on 15th January 2000.

(**Secretary CAA Board**)

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**CIVIL AVIATION AUTHORITY
SERVICE REGULATIONS**

CHAPTER -1

APPLICABILITY

- 1.01 These Regulations will be known as the “Civil Aviation Authority Service Regulations”, and shall come into force with immediate effect substituting Regulations approved by CAA Board in March, 10983.
- 1.02 Except as provided in regulation 1.03, these Regulations will apply to all employees of the Civil Aviation Authority.
- 1.03 Deputationists, trainees and contract employees shall be governed by these Regulations subject to the terms and conditions stated in their letters of deputation or appointment or contract, as the case may be.
- 1.04 All corresponding regulations which have been in force till the enforcement of these Regulations are hereby repealed. However, any order passed or appointment made or anything done or any action taken or any proceedings commenced pursuant to the provisions of the regulations as repealed under these Regulations will continue to be in force and be deemed to have been passed, made, done, taken or commenced, as the case may be, under the corresponding provisions of these Regulations as if these Regulations were in force when such order was passed, or such proceedings commenced.
- 1.05 To supplement these Regulations, administrative instructions/orders, not inconsistent with these Regulations, may be issued as and when required. Such administrative instructions/orders shall have the same effect as provisions of these Regulations and shall not be issued except with the prior approval in writing of the Director General CAA.
- 1.06 If any difficulty arises in giving effect to any of the provisions of these Regulations, the Director General Civil Aviation Authority may take such order, not inconsistent with the provisions of these Regulations, as may appear to him to be necessary for the purpose of removing the difficulty.
- 1.07 For any matter not provided for in these Regulations, the provision of the Federal Government rules on the subject shall mutatis mutandis apply.
- 1.08 The Board reserves to itself the right of changing these Regulations from time to time at its discretion and of interpreting their meaning.
- 1.09 Matters not covered under these Regulations shall be governed under relevant laws of the Federal Government till such time the Board may frame appropriate Regulations on such a matter.

CHAPTER – II

DEFINITIONS

2. Unless there is anything repugnant in the subject or context, the terms used in these Regulations shall mean as defined hereinafter:-
- 2.01 “annual increment” means the quantum of annual rise in a pay scale.
- 2.02 “Appointing Authority” means an officer authorized to appoint a person in the service of CAA.
- 2.03 “Approved Hospital” means a hospital or clinic approved by the Director General for rendering medical treatment to patients.
- 2.04 “Authorized Medical Officer (AMO)” means a Medical Officer, not in the regular service of the Authority, appointed to attend to patients.
- 2.05 “Authority/CAA” means Civil Aviation Authority established under Pakistan Civil Aviation Ordinance 1982 (XXX of 1982).
- 2.06 “Board” means the Board referred to in section-7 of the CAA Ordinance, 1982.
- 2.07 “Branch” means a cadre comprising officers of a particular discipline having a separate entity.
- 2.08 “Car/Motor Cycle Maintenance Allowance” means an allowance, in lieu of Conveyance Allowance, granted to an employee who maintains a car/motor cycle.
- 2.09 “Casual Employee” means a person appointed not against a permanent/temporary post, for a job which is casual in nature.
- 2.10 “Chairman” means the Chairperson of the Board as notified under the CAA Ordinance 1982 (XXX of 1982).
- 2.11 “Chief Medical Officer (CMO)” means the Chief Medical Officer of the authority or any other doctor of the Authority so designated by the Director General to perform the duties of CMO.
- 2.12 “Competent Authority” in relation to the exercise of any power means, except as otherwise specifically provided in these Regulations, the Board, the Chairman, the Executive Committee, the Director General or any other person duly authorised to exercise such powers under these Regulations.

- 2.13 “Consultant” means a person/firm temporarily engaged for rendering service to CAA in any specialised field.
- 2.14 “Contact Employee” means an employee engaged on a contract for a specified period whose terms and conditions of service are governed by the terms of the contract.
- 2.15 “Day” means a calendar day beginning and ending at midnight. But an absence from office on duty at an out-station which does not exceed twenty four hours will also be reckoned for all purposes as one day, at whatever hour the absence begins or ends.
- 2.16 “Deputationist” means an employee whose service have been borrowed by the Authority from Government or any other organisation.
- 2.17 “Deputation Allowance” means a special allowance granted to a deputationist in accordance with the terms and conditions agreed upon between his parent organisation and the CAA.
- 2.18 “Director General/DG” means the Director General of the Civil Aviation Authority.
- 2.19 “Duty” means functions performed in any post. It includes the following:-
- a) Service as a probation or trainee provided that such service is followed by a regular appointment.
 - b) Joining time, as authorised.
 - c) The period spent on authorised course of instruction or training including the time required for the journey to and from the place of such training.
 - d) Period spent on tour at an out-station.
 - e) Period spent by an employee on leave authorised as such.
 - f) Attendance at a prescribed examination.
 - g) Any kind of work which the competent authority may declare to be duty.
- 2.20 “Employee” means any person referred to in regulation 3.24 employed by the Authority, but does not include a Consultant or a casual employee.

- 2.21 “Establishment” in relation to the CAA means the overall strength of employees sanctioned by the Board from time to time.
- 2.22 “Ex-Cadre post” means a post separate from a Branch, carrying either a regular CAA pay scale or a special approved by the Board, the incumbent of which is employed on regular or contract basis on the post requiring special or technical qualifications.
- 2.23 “Family” except as otherwise provided in these Regulations, means wife or husband of an employee, dependent parents and his/her minor children including step children, residing with and wholly dependent on the employee.
- 2.24 “Free Furnished Accommodation” means rent free residential accommodation provided with items of furniture.
- 2.25 “Head of Unit” means the officer in charge of a Unit. The Unit means an Airport/aerodrome or any establishment, which has been separately authorized as such by the Executive Committee.
- 2.26 “Headquarters” means head office of the Authority.
- 2.27 “Headquarters of an employee” means the office where an employee has been posted.
- 2.28 “Hired Accommodation” means residential accommodation hired on lease by CAA.
- 2.29 “Holiday” means public holidays declared by the Government in official gazette and other holidays declared as such by the Headquarters.
- 2.30 “Honorium” means payment granted to an employee as remuneration for special work of an occasional or intermittent nature.
- 2.31 “House Rent Allowance” means an allowance granted to an employee of the Authority as a house rent subsidy.
- 2.32 “Joining time” means the time allowed to an employee under the conditions prescribed in these Regulations to enable him to join the post to which he has been appointed or transferred.
- 2.33 “lawful order” means an order passed by an employee which is not contrary to law/Regulations, is permitted by law/Regulations and is related to the service of the CAA.

- 2.34 “Leave” means leave of absence from duty taken with the approval of the competent authority.
- 2.35 “Leave on full pay” means leaves with full pay and allowances including perquisites if any, which an employee was drawing on the day preceding the commencement of his leave.
- 2.36 “Leave on half pay” means leaves on half of the pay and full allowances including perquisites if any, which an employee was drawing on the day preceding the commencement of his leave.
- 2.37 “Leave Salary” means the emolument payable to an employee while on leave.
- 2.38 “Lien” means the title of an employee to hold substantively, either immediately or on termination of period(s) of absence, a permanent post to which he has been appointed substantively after confirmation.
- 2.39 “Medical Attendance” means attendance to a patient by M.O. or in the clinic of an AMO as out patient or, in case of illness which compels him to be confined to his residence, at the residence of the employee, including his pathological or other methods of examinations as are considered necessary by the AMO or M.O. and also includes such consultation with a specialist or other medical practitioner as the AMO or M.O. certifies to be necessary.
- 2.40 “Medical Board” means a Medical Board constituted under the orders of the competent authority in respect of matters requiring medical opinion.
- 2.41 “Medical Officer (MO)” means a qualified doctor registered with PMD appointed as an employee of the Authority.
- 2.42 “Mileage Allowance” means the amount paid as allowance to meet cost of travel of a particular journey.
- 2.43 “month” means a calendar month. In calculating a period expressed in terms of months and days, complete calendar month, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.
- 2.44 “officer” means an employee in Pay Group-7 and above in the Service of the Authority.
- 2.45 “officiate” means performance of duties of a post other than the post in which a person is employed.

- 2.46 “operational personnel” means officers and staff declared as operational personnel in relation to CAA duties with the approval of Director General.
- 2.47 “Ordinance” means the Pakistan Civil Aviation Authority Ordinance, 1982 (XXX of 1982).
- 2.48 “patient” means an employee of the Authority or a member of his family as defined in the Regulations who is entitled to medical treatment.
- 2.49 “pay” means the amount drawn monthly by an employee as:-
- (a) Basic Pay.
 - (b) Special Pay/Additional Pay.
 - (c) Personal Pay.
 - (d) Any other emoluments which may be specially classified as pay by the Board.
- 2.50 “Pay Group/PG” means the classification to which an employee belongs according to his pay scale and includes the classification of the emoluments of an Ex-Cadre employee.
- 2.51 “pay scale” means a time scale of pay in which the pay rises by annual increments.
- 2.52 “permanent post” means a post sanctioned without limit of time.
- 2.53 “permanent employee” means any employees who is declared confirmed against a permanent post. This term shall also include an employee who was in the service of the Department of Civil Aviation on 6th December 1982 and stood transferred to the Authority under the Ordinance unless the appointment was on causal basis.
- 2.54 “personal pay” means an additional pay granted to an employee to save him from loss of pay in respect of a permanent post held by him due to revision of pay or reduction of such pay otherwise than a disciplinary measure.
- 2.55 “prescribed” means prescribed by the Regulations or by administrative instruction/orders issued under these Regulations from time to time.
- 2.56 “Probationer” means a person employed initially on probation or an employee promoted on probation in the prescribed manner.

- 2.57 “Promotion” means advancement of an employee in Pay Group possessing such minimum qualifications and experience as may be prescribed for promotion to the higher Pay Group.
- 2.58 “Departmental Promotion Committee” (DPC) means a Committee of officers constituted by the Appointing Authority for making recommendations for promotion of eligible employees to higher Pay Groups.
- 2.59 “public conveyance” means a train steamer, aeroplane, road transport or other conveyance which plies for hire regularly for the carriage of passengers.
- 2.60 “regular appointment in relation to an employee meant that:-
- (a) he was recommended/selected by a properly constituted DPC/DSC and was approved by the competent authority.
 - (b) the appointment/promotion was made in a vacancy reserved for promotion or direct appointment, as the case may be;
 - (c) he fulfils the required experience/qualifications and other conditions prescribed for the post; and
 - (d) he has completed probationary period satisfactorily.
- 2.61 “Regular service” means service as prescribed under the Regulations.
- 2.62 “Regulations” means the CAA Service Regulations or other regulation approved by the Board under the Ordinance from time to time.
- 2.63 “Selection Board” means a Selection Board constituted by the Appointing Authority for the purpose of recommending suitable candidates for initial appointment to various posts.
- 2.64 “Service” means service in the Authority or erstwhile Department of Civil Aviation.
- 2.65 “shortest route” means a route by which one can reach the destination most speedily by an ordinary mode of travel. In case of any doubt whether a particular route is “shortest” the decision of the Director General shall prevail.
- 2.66 “Staff” means a person employed in PG-06 and below in the service of the Authority.
- 2.67 “Subletting” means giving on rent to any one by an employee hired accommodation/CAA accommodation (whole or part) allotted to him for his own use.

- 2.68 “Subsistence Grant” means a prescribed monthly grant made to an employee who is not in receipt of pay or allowance due to suspension from service.
- 2.69 “Temporary employee” means an employee who is not confirmed against a permanent post or is employed against a temporary post or for a specified period.
- 2.70 “Temporary post” means a post sanctioned for a limited period.
- 2.71 “Temporary duty/tour” means the absence of an employee from his Headquarters on duty under the orders of the competent authority.
- 2.72 “Trade” means a cadre comprising staff of a particular discipline having a separate entity.
- 2.73 “Trainee” means:-
- (a) a person undergoing training with a view to employment in the CAA, who is paid an allowance or fixed pay during such training but is not employed against a vacancy; or
 - (b) a person belonging to another organization who is undergoing training in the CAA under arrangement with such organisation.
- 2.74 “transfer” means the movement of an employee from one post or office to another post or office in pursuance of a transfer order issued by a competent authority.
- 2.75 “transferee” means an employee who was in the service of Civil Aviation Department on 6th December 1982 and whose services were transferred to the Authority under the Ordinance.
- 2.76 “Transit Day” is the day of departure on temporary duty and the day of arrival at the Headquarters of the employee after completion of the temporary duty. In case departure and arrival at the Headquarters fall on the same calendar day, only one transit day will be counted. The time spent in travelling by road/rail in case of transfer will also be counted as transit days(s).
- 2.77 “Travelling Allowance” means a prescribed allowance granted to an employee on temporary duty.
- 2.78 “Treatment” means the use of all medical and surgical facilities including homeopathic treatment available at the Approved Hospital/clinic in which the patient is treated and included the following:-

- (a) The employment of such pathological, bacteriological, radiological or other methods as are considered necessary by CMO/Authorised Medical Officer.
 - (b) The supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available at the Approved Hospital or which CMO/Authorised Medical Officer may certify in writing to be essential for the recovery, or for the prevention of deterioration in the condition of the patient.
 - (c) Indoor treatment.
 - (d) Such nursing as is ordinarily provided to indoor patients at an Approved Hospital.
 - (e) Specialist consultation to the extent deemed necessary by CMO/Authorised Medical Officer.
 - (f) Any other form of special medication, or a facility which, in the opinion of the CMO, is an essential requirement for the patient.
- 2.79 “Unit” means an Airport/Aerodrome or any establishment, which has been separately authorised as such by the Executive Committee.
- 2.80 “Unfurnished accommodation” means residential accommodation – provided to CAA employees without furniture. (Furniture does not include soft furnishing).
- 2.81 All other words and expression used in the Regulations and not defined shall have the same meaning as assigned to them in the Ordinance.

CHAPTER – III

RECRUITMENT AND CONDITIONS OF SERVICE

BRANCHES

- 3.01 (i) Recruitment of officers in CAA shall be made in the following Branches:-
- (a) Air Traffic Control
 - (b) Rescue & Fire Fighting
 - (c) Aeronautical Engineering
 - (i) Avionics
 - (ii) Aerospace
 - (d) SDS (Public Relations Branch is part of SDS)
 - (e) Facilitation
 - (f) Finance
 - (g) Communication Operations
 - (h) General Engineering
 - (i) Civil
 - (ii) Electrical
 - (iii) Mechanical
 - (iv) Electronics Engineering
 - (j) Horticulture
 - (k) Legal
 - (l) Medical
 - (m) MIS
 - (n) Supply
 - (o) Architecture
 - (p) Library
- (ii) Recruitment of staff in CAA shall be made in the following Trades:-
- (a) ATC
 - (b) Accounts
 - (c) Auto
 - (d) Civil
 - (e) Communication
 - (f) MIS
 - (g) Electronics
 - (h) Electrical
 - (i) Facilitation
 - (j) Rescue & Fire Fighting
 - (k) General Services
 - (l) Estate
 - (m) Horticulture
 - (n) Secretariat
 - (o) Steno
 - (p) Supply
 - (q) Mechanical

- (r) Elector Mechanical
- (s) Medical
- (t) General Tech.
- (u) Vigilance

3.02 Appointment may also be made against approved Ex-Cadre posts in the prescribed manner.

GENERAL

3.03 Employees of one Branch/Trade may be transferred to another Branch/Trade in the same scale of pay within CAA as prescribed in these Regulations provided he is suitable and possesses necessary qualification for appointment to the post transferred to. Such transfers may be made in the exigency of service or on medical grounds.

3.04 In case of transfer of an employee from one Branch/Trade to another, as permissible under the preceding regulation, terms and conditions of service including seniority and basic pay, shall not be affected in original Branch/Trade.

3.05 The competent authority to approve transfer as provided in regulation 3.03 shall be Director General in respect of employees of PG-8 & above, Director Administration in respect of employees of PG-04 to PG-07 and GM Personnel from PG-1 to PG-03.

3.06 No person shall be eligible for service in the Authority who is not a national of Pakistan.

3.07 The whole time of an employee shall be at the disposal of the Authority and he may be employed by the competent authority in any manner prescribed for his job. Every employees shall be liable to serve anywhere in Pakistan or abroad in any post in the same Pay Group in the interest of service and carry out lawful orders or instructions of his superiors.

3.08 Save for the employment, rehabilitation and welfare of disabled persons under the Disabled Person (Employment & Rehabilitation) Ordinance 1980, as amended from time to time, no person shall be eligible for appointment to any post or continue employment in the service of the Authority unless he is medically fit according to the prescribed medical standards, except those who have lost medical category prescribed for a certain post in the course of service but are fit to perform other duties. Such employees may be transferred to some other Branch carrying less strenuous duties or discharged from service with admissible terminal benefits if so recommended by the Medical Board.

MEDICAL FITNESS CERTIFICATE

- 3.09 A medical certificate of fitness as prescribed shall be produced by every person seeking employment in the Authority before joining service. The competent authority may, however, allow production of medical fitness certificate after joining a post but it must be produced before the employee is allowed to draw his first month's salary.

AGE

- 3.10 A candidate shall not be less than eighteen (18) years and more than thirty (30) years of age and more than the maximum prescribed age limit for appointment to a post in the service of the Authority. The competent authority may, however, relax the maximum age limit upto ten (10) years in case where a person of specialised qualification and experience as required is not available within the prescribed age limit.
- 3.11 Maximum age limit shall be relaxable as permissible under the Federal Government instructions, issued from time to time.
- 3.12 In case of Ex-Service personnel age limit shall be relaxed for the number of years of actual service in the Armed Forces or ten years, whichever is less.
- 3.13 In case of employees of CAA, maximum age limit shall be relaxed to the extent of their service in CAA but not exceeding ten years.
- 3.14 Save in the cases of Ex-cadre appointments on contract , relaxation in age permissible in these Regulations shall be regulated in a manner that no person above the age of 50 years becomes eligible for employment in CAA.

PROOF OF AGE

- 3.15 Only a Matriculation Certificate or its equivalent, issued by the Education Board constituted by Government of Pakistan, or a Certificate or any such document issued by Foreign Institutions etc. which are recognized by Government of Pakistan shall be accepted as proof of date of birth and for calculating the age limit. However, in case of a non-matriculate a Birth Certificate issued by the authorised officer of a local body in or outside Pakistan shall also be accepted for this purpose. In case of non-availability of the Birth Certificate the opinion of a Competent Medical Officer may be obtained.

3.16 The date of birth declared at the time of entering the service of the Authority and accepted by the competent authority shall be final and not be changed at any subsequent stage during service. In case where no educational qualification is prescribed for the post and it is not possible to produce the birth certificate as well, the age of the employee shall be determined as follows:-

- a) If he is unable to state his exact date of birth but can state the year or year and month of birth, the first July and the 16th of the month respectively may be treated as the date of his birth.
- b) If he is only able to state his approximate age or is unable to give any information about his date of birth, his age shall be determined by the Medical Officer of the Authority at the time of his appointment.
- c) The date of birth so determined shall be final.

DOMICILE

3.17 On initial appointment to the service of Authority an employee shall declared his domicile in writing and in support submit a valid domicile certificate issued by the authority competent to do so. Domicile once accepted at the time of entry into service shall be treated as final throughout the service and no subsequent change in domicile shall be recognized for the purpose of terms and conditions of service.

PROVINCIAL QUOTA

3.18 The policy of the Federal Government as declared from time to time with regard to Provincial Quota for initial recruitment as applicable to CAA shall be observed.

DISQUALIFICATION FOR APPOINTMENT

3.19 No person who is dismissed from service of the Authority or any Government or Semi Government Organization or convicted of an offence involving moral turpitude shall be eligible for employment in the Authority or to hold any post in the service of the Authority.

VERIFICATION OF CHARACTER/SECURITY CLEARANCE

3.20 Appointment of a person to a post in the Authority shall be subject to verification of character and antecedents. Subsequent security clearance of an employee may be made as required.

COMMENCEMENT OF SERVICE

3.21 The service under the Authority shall commence from the working day on which an employee reports for duty in any appointment at the place and time intimated to him by the competent authority if he reports before noon; otherwise his service shall commence from the next following working day.

CLASSIFICATION OF EMPLOYEES

3.22 Employees of the Authority are classified as under:-

- (a) Transferee
- (b) Permanent Employees
- (c) Temporary Employees
- (d) Contract Employees
- (e) Deputationists
- (f) Trainees

PERMANENT POSTS

3.23 Posts which carry a definite scale of pay and are created without limit of time are categorized as permanent posts. This category includes all the posts in the former Department of Civil Aviation as existed on 6.12.1982 and transferred to the Authority under the Ordinance on 7.12.1982, except those on casual basis, and the posts which have been approved subsequently from time to time by the Board and the competent authorities, as the case may be.

TEMPORARY POSTS

3.24 Posts which carry a definite scale of pay but are sanctioned for a limited period are categorized as temporary posts. Notwithstanding the overall approved establishment, the Board may in the exigencies of service create a temporary post.

CREATION AND ABOLITION OF POSTS

3.25 Following shall be the competent authorities to create and abolish permanent posts of all categories within the overall establishment approved by the Board:-

COMPETENT AUTHORITY

Board
Executive Committee
Director General

POSTS

PG-10 and above & Ex-Cadre Categories A & B.
PG-7 to 9 & Ex-Cadre Category C
PG-1 to 6

APPOINTMENTS

3.26 Appointments to various posts may be made by the following methods:-

- (i) By director appointment.
- (ii) By promotion.
- (iii) Deputation/Transfer
- (iv) Contract Employment
- (v) Absorption of Deputationist

3.27 (a) Schedule of various posts containing age, qualification and experience required for appointment of officers in the CAA is given in Appendix "A" to these Regulations. Other ancillary instructions not inconsistent with these Regulations may be laid down by Appointing Authority.

(b) The initial appointment and promotion of staff up to PG-6 shall be made by the Appointment Authority in the prescribed manner.

APPOINTING AUTHORITY

3.28 The competent authority to make appointments to various posts are as follows:-

PAY GROUP

Director General
Deputy DG & PG-11
PG-07 to 10
PG-1 to 6
Ex-Cadre Category A
Ex-Cadre Categories B&C

APPOINTING AUTHORITY

Federal Government
Chairman
Director General
Director Administration
DG in consultation with Federal Government
Director General

INITIAL APPOINTMENT

3.29 (a) Initial appointment shall be made on the minimum of the scale of pay except for trainees who will be paid fixed amount of emoluments during the training period. However, in case of a person possessing special or higher qualifications than those prescribed for the post, the competent authority may allow higher initial pay in the time scale. For this purpose, the competent authority to sanction advance increments shall be as under:-

PAY GROUP

PG-11 and Ex-Cadre
Category A

AUTHORITY

Chairman

INCREMENTS

Upto four

PG-1 to 10, Ex-Cadre
Categories B & C

Director General

Upto four

- (b) A serving employee shall be eligible to compete for a higher post through open competition if he possesses the prescribed qualifications and experience for the post.
- (c) The Appointing Authority will constitute Selection Board(s) to recommend candidates suitable for appointment against particular post(s).
- (d) Initial appointment in the officers grade will normally be made only in Pay Group-7 or in such Pay Group as may be specifically prescribed in these Regulations. However, in the exigencies of service initial appointment may be made in higher Pay Groups where no suitable officer as per prescribed criteria is available to fill in the vacancy by promotion. Appointments in such situations may either be made on contract basis in the prescribed manner, or by obtaining services of suitable officers on deputation from another department/organization on agreed terms.
- (e) Regular direct appointments shall be made after the posts are advertised in leading newspapers.
- (f) Appointments in Pay Group 8 and above shall normally be made by promotion, except as provided in Regulation 3.29(d) above.

POLICY FOR DEPUTATIONISTS

- 3.30 Subject to Regulation 3.31(d), Defence/Federal/Provincial Government servants may be taken on deputation to CAA in specialised areas in PG-7 and above. They are to be appointed in CAA Pay Groups equivalent to their pay grades only. Such officers may, if found suitable, be absorbed in the Authority in the same Pay Groups as regular employees in the exigency of service when no suitable CAA Officer is available to fill the posts. Such absorption shall be subject to the consent of the officer concerned and his parent Department/Organization. Seniority of such officers for the purposes of promotion etc. shall count from the date of absorption in the Authority.

CASUAL APPOINTMENT

- 3.31 When it is expedient to appoint a person on casual basis, not against a permanent or temporary post, to meet an immediate/operational requirement, the Appointing Authority may appoint such person for a period not exceeding ninety days at a time; provided that such appointment shall be regulated in a manner that the total emoluments offered shall not be more than what is allowed to a CAA employee of PG-3, provided further that any appointment made under these Regulations shall not create any vested interests in favour of any person for permanent appointment/promotion in the service of the Authority.

EX-CADRE APPOINTMENT

3.32 The Appointing Authority may appoint persons of requisite qualifications and experience to Ex-Cadre posts on regular or special pay scales as approved by the Board. Ex-Cadre post holders shall receive the allowances, perquisites and applicable ancillary benefits in accordance with the equivalence formula vis-à-vis Cadre appointments in addition to any other emoluments as may be approved by the Board. Ex-Cadre appointments may be made on contract or on regular basis. The appointing Authority shall prescribe the age, qualifications and experience for Ex-Cadre posts.

EMPLOYMENT ON CONTRACT

- 3.33 (a) Subject to Regulation 3.29(d), the Appointing Authority may appoint suitable persons on contract for three years, extendable by another period not exceeding two years.
- (b) The appointing authority may relax the upper age limit as permissible, for direct appointment to a particular posts in respect of a contract employee in view of his special qualifications/experience.

PROMOTION

- 3.34 (a) The minimum qualification, experience and qualifying service necessary for consideration of promotion to the next higher Pay Groups are given in Appendix 'A' to these Regulations.
- (b) The appointing authority shall constitute a Departmental Promotion Committee (DPC) to recommend suitable candidates for promotion to higher Pay Groups.
- (c) Promotion will be subject to availability of a vacancy.
- (d) An employee will only be promoted within his own Branch/Trade unless otherwise prescribed.
- (e) An employee once superseded will be eligible for consideration for promotion later, but not earlier than one year after the super session and if found satisfactory otherwise.

PROMOTION CRITERIA

- 3.35 (a) Promotions upto PG-8 shall be made on the basis of fitness-cum-seniority. Fitness, inter-alia, shall be determined of a person conforming to prescribed requirements for each higher post. Promotion to PG-09 and above being selection posts, shall be made on the basis of merit and suitability.

- (b) No employee shall have any claim to a particular post by virtue of his seniority alone.
 - (a) Promotion to PG-09 & above will be subject to successful completion of Course as may be prescribed.
 - (b) Engineering Posts of PG-09 and above would be filled only by Graduate Engineers registered by Pakistan Engineering Council except as provided in schedule at Appendix "A".

MOVE-OVER

- 3.36 Employees who have reached the ceiling of pay group and have satisfactory record of service may be allowed move-over to the next higher Pay Group (without award of designation) provided they have stayed at the maximum of their existing scale of pay for one year subject to approval of such move over by the competent authority to make appointment to the higher pay group.
- 3.37 Employees shall not be allowed two successive Move-OVERS. However if an employee who has moved over to a particular scale is subsequently promoted to a post carrying the same scale, he would again become eligible for a further Move-over.

RETIREMENT FROM SERVICE AND ADMISSIBILITY OF TERMINAL BENEFITS

- 3.38 The Federal Government Rules relating to retirement from service and admissibility of terminal benefits including pension, gratuity, invalidation etc. as applicable to Federal Governments employees shall mutatis mutandis apply to CAA employees.

LEAVE PREPARATORY TO RETIREMENT

- 3.39 An employee shall be entitled to leave preparatory to retirement, as prescribed in the Leave Regulations.

RE-EMPLOYMENT AFTER THE AGE OF SUPERANNUATION

- 3.40 a) On re-employment, the employee shall be regarded as a temporary employee on special conditions, who will have no claim for inter-seniority or any other claim due to his previous service.
- b) The re-employment shall not be made in contravention of the policy and procedures issued by the Federal Government from time to time.

EMPLOYMENT DURING LPR

- 3.41 An employee may, during leave preparatory to retirement. seek any other employment outside the Authority. However, he shall join said employment after the date of retirement.

EMPLOYMENT IN INTERNATIONAL ORGANIZATIONS

3.42 The provision of Ex-Government Servants (Employment with Foreign Government) Act 1966 (XII of 1966) shall apply mutatis mutandis to the employees of the Authority.

PROBATION

4.43 Persons regularly appointed by direct appointment or by promotion shall be placed on probation or a period of one year. This period may be extended as provided in Regulations 3.46.

4.44 On successful completion of probation period, the Appointing Authority shall, by special order, terminate the probation. If no order is issued terminating the probation after one year of initial appointment, the period of probation shall be deemed to have been extended for another year. On the expiry of the extended period, probation shall be deemed to have been completed satisfactorily subject to provisions of Regulations 3.45 and 3.46.

4.45 When in respect of any post the satisfactory completion of probation includes the passing of a prescribed examination, test, course or training, the following actions shall be taken if the probationer fails to pass such examination, test, course or training even after the extended period of probation.

- a) If he appointed to such post by initial recruitment, his service shall be terminated.
- b) An employee reverted to a post for non-compliance of probation period satisfactorily, shall not be considered again for promotion for at least one year from the date of reversion. However, if he fails to satisfy the said condition on second promotion also, he will be debarred permanently.

3.46 In the case of initial appointment to a post an employee shall not be deemed to have completed probation satisfactorily until his character and antecedents have been verified as satisfactory in the prescribed manner.

3.47 In case a person who is required to undergo training prior to his regular appointment, the probationary period shall be reckoned from the date he successfully complete such training.

3.48 Persons appointed on contract or on deputation shall not be placed on probation.

3.49 Once the probationary period is completed satisfactorily, the employee shall be eligible for confirmation. Until an employee is confirmed, he may be treated as a temporary employee.

3.50 The service of an employee appointed directly may be terminated at any time during probationary period due to unsatisfactory service, which may be ascertained on the basis of his actual performance.

TERMINATION

3.51 Service of a temporary employee having less than three year service may be terminated by the Appointing Authority by giving a notice of thirty (30) days or pay in lieu thereof.

3.52 Service of an employee may be terminated on his submitting letter of resignation as provided in Regulation 3.63.

CONFIRMATION

3.53 An employee who was either recruited directly or promoted shall be eligible for confirmation if:-

- a) He was promoted/appointed in accordance with prescribed method of recruitment against a permanent post or his promotion/appointment has been regularised under Regulation 3.101 as the case may be.
- b) He is being confirmed against an available post.
- c) He has completed period of probation satisfactorily.

3.55 If an employee who, during the period of his service, was eligible to be confirmed against any post, retires from service before being confirmed, shall not, merely be reason of such retirement be refused confirmation in such a post or any benefits accruing there-from.

3.56.1 Confirmation of an employee shall take effect from the date of creation of permanent post or from the date he was due for confirmation to such post whichever is later. There shall be no confirmation against a temporary post.

3.55.1 Confirmation shall be made strictly in accordance with seniority i.e. juniors should not be confirmed in preference to their seniors if they are also eligible for confirmation.

3.57 An employee against whom disciplinary action is pending shall not be confirmed. If an employee, junior to him, is eligible for confirmation and there are more than one vacancies, a vacancy shall be kept for him and action in his case be taken in the light of the decision in the disciplinary case.

3.58 Confirmation in promotion posts shall be made in ascending order i.e. an employee who is eligible for confirmation in more than one posts, should be confirmed first in the junior post and then step by step in higher posts from the dates he is due for confirmation in these posts.

RESIGNATION

- 3.61 a) A temporary employee may resign the service by submitting a letter of resignation after giving one month's notice to the Appointing Authority.
- b) A confirmed employee may resign the service by submitting a letter of resignation after giving 03 month's notice to the Appointing Authority.
- c) One receipt of letter of resignation, the Appointing Authority may or may not accept the resignation. The Appointing Authority may also accept any resignation either with immediate effect or before the expiry of notice. In case of the employee surrenders to the Authority pay for the unexpired portion of notice period.
- d) Until resignation of an employee is accepted in writing and unless he is duly relieved of his duty, he will continue to be in the employment of the Authority and subject to these Regulations.

EFFECT OF ABOLITION OF POSTS

- 3.62 In the event of abolition of a post, the junior most employee in the cadre shall be affected.
- 3.63 If the incumbent of the post is temporary, he shall be discharged on abolition of the post held by him, after being given thirty (30) days notice or pay in lieu thereof.
- 3.64 If the incumbent of the post is permanent, he shall be adjusted against another equivalent post for which he is qualified. If it is not possible, he may be appointed to a post carrying the equivalent scale of pay provided such a post is vacant and he is considered suitable or that post. In case the employee is not found fit for an equivalent post in the Authority, he may be offered appointment to another lower post for which he is otherwise qualified provided that the pay and allowance to which he shall be entitled shall not be less favourable than those to which he was entitled while holding the previous post. If he is unwilling to accept such an appointment, the Appointing Authority may discharge him after giving him at least three months notice or pay in lieu thereof and other admissible terminal benefits.
- 3.65 An employee discharged in terms of regulation 3.66 shall be entitled to the following:-
- a) Leave as due to him under these regulations shall be allowed to him. The period of notice for termination of service shall run concurrently with the leave. If the leave admissible to him is less than the notice period, he shall be given pay for the notice period, not covered by the leave.
- b) Pension/Gratuity shall be allowed as admissible under the applicable Regulations. If the service of the employee is less than five (05) years,

he shall be paid gratuity at the rate of one month's pay for every completed year of qualifying service. Deficiency service upto three months shall be condoned in reckoning completed year of qualifying service.

- c) Travelling allowance, as admissible under the regulations from the station of his last posting to home town, as recorded, shall be allowed to the employee and his family.
- d) The concessions mentioned at (a) to (c) above shall also be admissible to temporary employees whose continuous employment exceeds three years.

CERTIFICATE OF SERVICE

3.66 On termination of service or after retirement a certificate of service may be issued, if desired by the employee. Such a certificate should mention the period of service, qualification, courses attended, appointments held, reason for his separation from CAA and that the service was satisfactory/unsatisfactory. It may also contain a "NO OBJECTION" to service elsewhere, if such a request is made by the person concerned.

POSTING/TRANSFER

3.67 Every employee shall be liable for transfer anywhere within Pakistan to an equivalent post at any airport or Unit. Provided that employees in Pay Group-1 & 2 shall be transferred from their place of initial posting only under special circumstances.

COMPETENT AUTHORITY TO ORDER TRANSFER

3.68 The following shall be the competent authority to order transfer in CAA:-

EMPLOYEE	COMPETENT AUTHORITY
PG-11 Officers and Equivalent.	D.G in consultation with Chairman
All other officers	Director General or an officer authorized by him.
PG-04 to PG-07	Director Administration or an officer authorized by him.
PG-01 TO PG-03	General Manager Personnel.

OFFICIATING ARRANGEMENT

- 3.69 When the incumbent of a post is temporarily not available, being on leave or on duty abroad etc the Director General may appoint an other competent officer to officiate in his place. Such an officer shall exercise full powers of the subject but will not receive any additional benefits.

CURRENT CHARGE

- 3.70 Current charge of the duties of a higher vacant post may be given temporarily to the most suitable officer in the lower pay group by the Director General except in cases of vacancies in PG-11 and above & Ex-cadre 'A' where prior of the Chairman shall be a pre-requisite.
- 3.71 The current charge appointment, shall not exceed one hundred and eighty days. However, in rare cases if it is necessary to continue the current charge arrangement beyond one hundred and eighty days fresh approval of the competent authority is to be obtained. The officer to whom current charge has been given, shall exercise full powers of the post. However no financial benefit will be admissible if the arrangement is made for a period of less than 30 days.
- 3.72 The period for which an office hold current charge, shall not be calculated for seniority in the higher grade. The officer shall also have no claim for promotion/appointment to that post on the basis of his carrying on the duties of the higher post on current charge basis.
- 3.73 The officer holding current charge of the higher post shall be allowed current charge pay at the rate of 10% of his pay.

ADDITIONAL CHARGES

- 3.74 Where it is not feasible to make current charge arrangements, additional charge of the post may be entrusted to another suitable officer of the same status/pay group at the location, with the prior approval of Director General/Competent Authority. An additional pay at the rate of 10% of his pay shall be admissible to the officer holding additional charge. The additional charge arrangements shall not exceed 180 days at a time. If it is desired to continue the arrangement beyond 180 days it shall be necessary to obtain fresh approval of the Director General/Competent Authority. However no financial benefit will be admissible if the arrangements is made for a period less than 30 days.

DEPUTATION TO OTHER ORGANIZATION WITHIN COUNTRY

3.75 Deputation of employees to other organization within the country shall be approved by the following competent authorities:-

EMPLOYEES

Officer of PG-10 and the
Employees upto PG-9

COMPETENT AUTHORITY

Chairman

3.76 The deputation shall be on the terms and conditions which are not less favourable to those to which the officer concerned is entitled in CAA and it will be subject to his willingness.

CREATION OF POSTS OF OFFICER ON SPECIAL DUTY AND MAKING APPOINTMENTS THERETO

3.77 Subject to Regulation 3.25, the competent authority may create the post of OSD for a period not exceeding one year and the DGCAA may post an officer against that post. He shall continue to draw the pay and allowance of his Pay Group.

DEPUTATION OF CAA EMPLOYEES TO INTERNATIONAL ORGANIZATION/FOREIGN GOVERNMENT

3.78 Deputation of an employee to an international organization/Foreign Government shall be approved by the Federal Government.

3.79 The maximum period of deputation abroad shall not ordinary exceed five years. In any special case an employee may keep his foreign assignment on the condition that he would either seek retirement or resign his post in CAA.

3.80 After the employee proceeds on deputation aboard, the post vacated by him may be filled according to the prescribed method by promotion or direct recruitment as the case may be.

LIEN

- 3.81 An employee who is confirmed against a permanent post shall retain his lien while on deputation abroad or holding another temporary post or officiating in another post or on leave or under suspension.
- 3.82 Subject to Regulation 3.81, the lien of an employee may be terminated by the Appointing Authority if he is appointed to a permanent post outside his cadre. Lien of an employee may be suspended if the employee is deputed out of Pakistan or is officiating in a post in another cadre provided there is a reason to believe that the period of deputation out of Pakistan, or appointment to another post, would not be less than three years. If, however, the employee is to retire within three years on superannuation pension, his lien to permanent post shall not be suspended.
- 3.83 The suspended lien will revive if the employee reverts from the appointment outside his cadre or ceases to officiate in another cadre or joins his post to which he held lien on completion/termination of deputation out of Pakistan.
- 3.84 The lien of an employee cannot be terminated if such termination leaves him without a lien to a permanent post.
- 3.85 Suspended lien of an employee on his previous post can be terminated on obtaining his written consent for termination of his lien and not otherwise.
- 3.86 After suspension or termination of lien, the post on which lien has been suspended or terminated, can be filled on regular basis according to prescribed procedure.

GENERAL PRINCIPLES OF SENIORITY

- 3.87 An employee shall take his seniority from the date he was regularly appointed/promoted to a post. In case more than one persons appointed directly on regular basis, they shall count their seniority according to the order of merit assigned by the Selection Board. If only one person is recommended by the Selection Board, he shall count his seniority from the date he joins duty. The seniority of direct inductees shall further be subject to provisions of Regulations 3.96, 3.97 and 3.98.

SENIORITY OF EMPLOYEES RECRUITED DIRECTLY

- 3.88 The inter-se seniority of directly appointed candidates shall be determined in the order of merit assigned by the Selection Board or as prescribed in Regulations 3.97 and 3.98 as the case may be.

- 3.89 If a serving employee is the only one selected by the Selection Board, he shall count his seniority from the date of Appointing Authority approves the recommendations of the Selection Board subject to the successful completion of his training if it is prescribed as pre-requisite to his appointment, as the case may be.

PREPARATION OF SENIORITY LIST

- 3.90 A seniority list of all the persons employed by CAA will be drawn upgrade wise for each branch/trade. The first issue of seniority list shall be marked 'provisional'. It shall be circulated to the officer/staff concerned and objections/representations invited. Mistakes which may be thus brought to the notice would be rectified by competent authority and any general/specific point raised in the representations may be examined and disposed off as deemed fit. Thereafter final seniority list will be issued.

SENIORITY OF EMPLOYEES APPOINTED BY PROMOTION

- 3.91 a) Employees approved by the Appointing Authority for regular promotion to higher grade shall be senior to those approved for promotion at a later date.
- b) An employee eligible for promotion who is inadvertently omitted from consideration in the original reference and is superseded, when he is subsequently considered and proved for promotion, will take his seniority with the original batch.
- c) When in a single reference the DPC is asked to recommend more than one person and the recommendation of the DPC is held up on respect of one or more such persons for want of complete papers etc. or for reasons beyond the control of the person(s) concerned, the recommendation of the DPC in respect of such person(s) when made subsequently will be deemed to have been made on the date when the recommendation in respect of the original batch was made.
- 3.92 If two more employees are promoted to higher grade on one and the same date their inter-se-seniority shall be the same as enjoyed by them in the lower grade. If their continuous appointment in the lower grade is also of the same date, the employee older in age shall be treated senior.
- 3.93 Regular promotion implies that:-
- a) Promotion was made to higher grade in a vacancy reserved for Promotion.
- b) The employee fulfils the criteria prescribed for the post.
- c) He was recommended by the properly constituted DPC and was

approved by the Appointing Authority.

EXPLANATION

- i) In the event of an employee having been promoted in excess of prescribed quota for Promotion to particular post, the seniority of the employee or employees promoted in excess of quota shall not count from the date from which the Promotion was actually made but from the date from which it would have been made if the quota had been properly followed.
- ii) The period of adhoc appointment shall not count forward seniority or length of service for Promotion.

SENIORITY OF PROMOTEES VIS-À-VIS DIRECT RECRUITS

- 3.94 Employees promoted to higher grade in regular manner in a particular calendar year shall, as a class, be senior to those appointed to the same grade by direct recruitment in the same calendar year.

SENIORITY OF PERSONS WHOSE TRAINING IS PREREQUISITE TO APPOINTMENT

- 3.95 The inter-se seniority of persons selected for direct appointment shall be fixed in the order of merit on successful completion of training where successful completion of such training is a pre-requisite for appointment.
- 3.96 The person(s) who are not successful in their first attempt due to illness or any other reasonable cause and are permitted by the Director General to appear again for the written examination or to undergo further training before appearing in the written examination shall, on passing the written examination, rank junior to the person or persons who had successfully completed their training before and were regularly appointed and their inter-se seniority shall be determined according to their order of merit. In case such persons are appear in a written examination subsequently or join a subsequent course, they shall take their seniority in the order of merit along with those with whom they appeared in the examination.

SENIORITY OF TRANSFEREES

- 3.97 Employees of the erstwhile Department of Civil Aviation who stood transferred to the CAA on its establishment on 7.12.1982 upon transfer shall retain the same inter-se seniority as they were enjoying previously in the Department of Civil Aviation immediately before the establishment of the Authority. The equivalence formula for the purpose of equating Govt. Basic Pay Scales with CAA Pay Groups is given at Appendix "B".

SENIORITY ON AMALGAMATION OF CADRE/POSTS

- 3.98 Where more than one cadre or posts are amalgamated to form a new single pay group or cadre, the incumbents of higher grade, or post shall rank senior as a batch to the incumbents of lower grade or post.

SENIORITY OF EMPLOYEES VIS-À-VIS EMPLOYEES OF OTHER CADRES

- 3.99 The inter-se seniority of employees of different cadres, having same grade or pay group, shall be according to their date of promotion or appointment in the same grade. If these dates are the same, their seniority shall be determined on the basis of their date of Promotion/appointment in the lower grade. If that is also the same the date of birth shall determine inter-se seniority.

SENIORITY OF CONTRACT EMPLOYEES

- 3.100 Contract employees shall have no lien/seniority in the Authority in the matter of Promotion and their names shall not be placed in the seniority list along with the regular employees.

REGULARIZATION OF APPOINTMENTS AND PROMOTIONS

3.101 Notwithstanding anything contained in these Regulations or in the terms and conditions of an employee appointed or promoted from 7.12.1982 to the date these Regulations come into force, such appointment or promotion shall be deemed to have been made under these Regulations and shall be given effect accordingly, except in a case where the appointment or promotion of such an employee in a selection post suffers from a deficiency in the minimum academic qualifications or length of service/experience prescribed for promotion or appointment to that post he shall not count his seniority in the post until he fulfils the prescribed conditions for such promotion or appointment as the case may be, provided that any deficiency either in length of service or experience shall be deemed to have been condoned upto a maximum period of two years.

CHAPTER – IV

CAA EMPLOYEES CONDUCT REGULATIONS

- 4.01 In this Chapter unless there is anything repugnant in the subject or context “family” of a CAA employee includes:-
- a) His wife, child or step-child whether residing with the employees or not.
 - b) Any other relative of the employee or his wife when residing with and wholly dependent upon the employee but does not included a wife legally separated from the CAA employee, or a child or step-child who is no longer in any-way dependent upon him, or of whose custody the CAA employee has been deprived by law.
- 4.02 Reference to a wife in clause (a) of Regulation 4.01 shall be construed as reference to a husband where the CAA employee is a woman.

GIFT

- 4.03
- a) Save as otherwise provided in these Regulations, no CAA employees shall, except with the previous sanction of Director General, accept or permit any member of his family to accept, from any person any gift the receipt of which will placed him under any form of official obligation to the donor. This Regulation shall also apply to expensive dowry and acceptance of gifts on occasions of marriage and gifts offered by persons, agents, suppliers or manufacturers who either have or are likely to have business dealings with the Authority and candidates for employment in the Authority. If the offer of a gift cannot be refused without giving undue offence it may be accepted and delivered to the Director General for decision as to its disposal.
 - b) If any question arises whether receipt of a gift places a CAA employee under any form of official obligation to the donor, the decision of the Director General thereon shall be final.
 - c) If any gift is offered by the Head of representative of a foreign State, the CAA employee concerned should attempt to avoid acceptance of such a gift. If, however, he cannot do so, he may accept the gift and shall report its receipt to the Director General for orders as to its disposal. The responsibility to report the receipt of the gifts, shall devolve on the employee concerned.
 - d) CAA employees are prohibited from receiving gifts of any kind for their person or for the member of their families from visiting foreign dignitaries or foreign diplomats, Consular and other foreign government representatives or their employees who are stationed in Pakistan. If, however, due to exceptional reasons a gift cannot be refused, it should invariably be deposited with the CAA HQs (D. Admin).

- e)
 - i) Gift valued upto Rs.1000/- may be allowed to be retained by a recipient.
 - ii) Gifts valued between Rs.1000/- and Rs.5000/- may be allowed to be retained by a recipient if he is willing to pay to CAA 25% of the value of gift after deducting Rs.1000/- from its assessed value.
 - iii) Gifts of the value beyond Rs.5000/- may be allowed to be retained by a recipient if he is willing to pay to CAA 25% of the value between Rs.1000/- to Rs.5000/- and 15% of the value above Rs.5000/-.
- f) The value of the gift shall be assessed by D. Admin and D. Finance. While assessing the value of a gift efforts shall be made to find out the value of the gift in the country of its origin otherwise its reasonable value in the country shall be assessed.
- g) Gifts which are fit for display, shall be properly catalogued in Admin Division CAA HQ and their display at a proper place shall be decided by Director General.
- h) Gifts which are not fit for display shall be disposed of and their receipts deposited to CAA account.

ACCEPTANCE OF FOREIGN AWARDS

4.04 No CAA employee shall, except with the approval of the Chairman, accept a foreign award, title or decoration.

EXPLANATION

For the purpose of this Regulation, the expression approval of the Chairman means prior approval in ordinary cases, and ex-post facto approval in special cases where sufficient time is not available for obtaining prior approval.

PUBLIC DEMONSTRATIONS

- 4.05 (a) No CAA employee shall encourage meeting to be held in his honour or presentation of an address the main purpose of which is to praise him.
- (b) Notwithstanding anything stated in this regulation:-
- (i) A CAA employee, with the previous permission of the Director General, take part in the raising of funds to be expended for any public or charitable purpose.
 - (ii) A CAA employee, not below the status of General Manager, may attend entertainment held in his honor in a foreign country.

- (c) When a CAA employee takes part in the raising of funds in accordance with the provisions of clause (i) of sub-regulation (b) he shall be required to keep regular accounts and submit it to the Director General for scrutiny.

SUBSCRIPTIONS

- 4.06 Subject to regulation 4.03 no CAA employee shall, except with the previous sanction of the Director General, ask for, or accept, or in any way participate in the raising of any subscription or other assistance in pursuance of any subject, whatsoever

LENDING AND BORROWING

- 4.07 (a) No CAA employee shall lend money to or borrow money from, or place himself under any pecuniary obligation to, any person within the local limits of his authority of any person with whom he has any official dealings. Provided that the above provision shall not apply to dealings in the ordinary course of business with insurance companies, banks, and other financial institutions.

- (b) When a CAA employee is appointed or transferred to a post of such a nature that a person from whom he has borrowed or in respect of whom he has otherwise placed himself under a pecuniary obligation will be subject to his official authority, or carry on business within the local limits of such authority, he shall forth with declare the circumstances to the Director General.

- (c) All CAA employees shall make the declaration referred to in sub-regulation (b) to the head of their office.

- (d) This regulation, in so far as it may be construed to relate to loans given to or taken from co-operative societies registered under the Cooperative Societies Act 1912 (II of 1912) or under any law for the time being in force, relating to the registration of Cooperative Societies, by the CAA employees, shall be subject to any general or special restriction or relaxations made or permitted by the Director General.

SALE/PURCHASE OF PROPERTY

- 4.08 Save in the case of a transaction conducted in good faith with a regular dealer, a CAA employee who intends to transact any purchase, sale or disposal by other means of movable or immovable property including agricultural and urban lands, bonds, shares and securities exceeding in value commensurate to his salary, shall declare his intention to the Director General. Any such declaration shall state fully the circumstances, the price offered or demanded and in the case of disposal otherwise than by sale, the method of disposal. Such CAA Employee shall thereafter act in accordance with such orders as may be passed by the Director General.

EXPLANATION

- (a) In this regulation the term "Property" includes agricultural or urban land, bonds, shares and securities but does not include a plot purchased for building a house from a Cooperative Housing Society or a Government Housing Scheme.
- (b) Notwithstanding anything contained in this regulation a CAA employee who is about to quit the station, district or other local limits for which he has been appointed may, without reference to any authority dispose of any of his movable preoperty by circulating its lists generally or by causing it to be sold by public auction.

DISCLOSURE OF ASSETS IMMOVABLE AND LIQUID

- 4.09 (a) Every employee shall, at the time of entering the service of the Authority, make a declaration to the competent authority of all immovable and movable properties including share certificates, securities, insurance policies and jewellery having a total value of Rs. 50,000/= (Rupees fifty thousand only) or more belonging to or held by him or a member of his family and such declaration shall:-
- (i) State District within which the property is situated.
 - (ii) Show separately individual items jewellery exceeding Rs. 10,000/= (Rupees Ten Thousand only) in value.
 - (iii) Give such further information as the competent authority may by general or special order require.
- (b) The statement of asset shall be submitted to the Director Admin at Headquarters and to Airport manager/Head of Units in other cases. Director Admin will be the repository of the declaration of assets of all employees. Such declaration of officers and staff working in the field office shall, therefore, be forwarded to him by name.
- (c) Every employee shall submit to the competent authority, through usual channel as mentioned in clause (b) above and annual return of assets in the month of December showing any increase or decrease of property as shown in the declaration under the preceding para or as the case may be, the last return.
- (d) An employee shall, as and when he is required by the competent authority, by a general or special order furnish information as to his or his family's assets disclosing liquid assets and all other properties movable and immovable, share, certificates, insurance policies, jewellery etc.

SPECULATION AND INVESTMENT

4.10 (a) No employee shall:-

(i) Speculate in investment. For this purpose habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investment.

(ii) Make or permit any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duty.

(iii) Engage in any commercial business or pursuit either on his own account or as an agent for other.

(iv) Make any investment the value of which is likely to be affected by some event of which information is available to him as a CAA employee and is not equally available to the general public.

(b) If any question arises whether a security or an investment is of nature referred to in any of the foregoing sub-regulation the decision of the Director General shall be final.

PROMOTION AND MANAGEMENT OF COMPANIES ETC

4.11 No CAA employee shall, except with the previous sanction of Director General, take part in the promotion, registration or management of any bank or company, provided that a CAA employee subject to the provisions of any general or special order of the Director General may take part in the promotion, registration or management of a cooperative society, registered under any similar law.

PRIVATE TRADE, EMPLOYMENT OR WORK

4.12 (a) No CAA employee shall, except with the previous sanction of the Director General, engage in any trade or undertake any employment or work, other than his official duties. However, no previous sanction will be required by those below Pay Group-7 for undertaking small business which should absorb family labour only. In such a case, the employee will be required to submit details of any such business alongwith a statement of assets to the head of his office. Provided that he may, without such sanction, undertake honorary work of a religious, social or charitable nature or occasional work of a literary or artistic character, subject to the condition that his official duties do not thereby suffer and that the occupation or undertaking does not conflict, or is not consistent with his position or obligation as a CAA

employee, but he shall not undertake such work if so directed by the Director General. A CAA employee who has any doubt about the propriety of undertaking any particular work should refer the matter for the orders of the Director General.

- (b) No employee or his family member shall engage either directly or indirectly in any trade or business or work with the Authority and its subsidiaries.
- (c) Notwithstanding anything contained in this regulations, no CAA employee shall associate himself with any private trust, foundation or similarly other institution which is not sponsored by CAA.
- (d) This Regulation does not apply to sports activities and membership of recreation clubs.

SUBLETTING OF RESIDENTIAL ACCOMMODATION ALLOTTED BY THE AUTHORITY

4.13 No CAA employee shall except with the prior permission of D. Admin share of sublet residential accommodation allotted to him or hired for him by the Authority..

CAA EMPLOYEE NOT TO LIVE BEYOND HIS MEANS ETC

4.14 No CAA employee shall live beyond his means or indulge in ostentation on occasions of marriage or other ceremonies.

INSOLVENCY AND HABITUAL INDEBTEDNESS

4.15 A CAA employee shall avoid habitual indebtedness. If a CAA employee is adjudged or declared insolvent, or if the whole or portion of his salary which is liable to attachment, is frequently attached for debt, has been continuously so attached for a period of two years, or is attached for a sum which in the ordinary circumstances he cannot repay within a period of two years, he shall be presumed to have contravened this Regulation unless he proves that insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence, he could not have foreseen over which he had no control and has not proceeded from extravagant dissipated habits. An employee who applies to be or is adjudged or declared insolvent shall forthwith report the matter to the Head of the Office in which he is employed.

INTIMATION OF INVOLVEMENT AND CONVICTION IN A CRIMINAL CASE

4.16 If a CAA employee is involved as an accused in a criminal case, he shall bring the fact of such involvement or conviction, as the case may be, to the notice of the Airport Manager/Head of Unit immediately or, if he is arrested and released on bail, soon after such release.

UNAUTHORIZED COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION

4.17 No CAA employee shall, except in accordance with any special general order of the DG CAA, communicate directly or indirectly any official document or information to another CAA employee not authorised to receive it, or to any other person, or the press.

APPROACH TO MEMBER OF ASSEMBLIES ETC

4.18 No CAA employee shall directly or indirectly approach any official except through proper channel, or any member of Senate, National or Provincial Assembly or any other political figure to intervene on his behalf in any matter.

RADIO BROADCASTS OR TELEVISION PROGRAMME AND COMMUNICATION TO THE PRESS

4.19 a) No CAA employee shall, except with the previous sanction of Director General, or any other authority empowered by him in this behalf, participate in a radio broadcast or television programme or contribute any article or write any letter, either anonymously in his own name or in the name of any other person to any newspaper or periodical.

b) Provided that such sanction shall generally be granted when such broadcast, television programme or such contribution or letter is not or may be considered likely to jeopardize the integrity of an employee, the security of Pakistan or friendly relations with foreign states, or to offend public order, decency or morality or to amount to contempt of court, defamation or incitement to an offense.

c) Provided further that no such sanction shall be required if such broadcast or television programme or such contribution or letter is of a purely literary, artistic or scientific character.

PUBLICATION OF INFORMATION AND PUBLIC SPEECHES CAPABLE OF EMBARRASSING THE CAA

4.20 a) No CAA employee shall in any document published or any communication made to the Press or in any public utterance, or television programme or in any radio broadcast delivered by him, make any statement of fact or opinion which is capable of embarrassing the CAA.

b) Provided that technical personnel may published research papers on technical subjects, if such papers do not express views on political issues or on CAA policy and do not include any information of a classified nature.

c) Provided further that when an employee submits that draft of a literary artistic or scientific article or book for obtaining previous sanction for its publication, he shall be informed within three months of doing so, whether he has or has not such sanction. If no communication is issued to him within the period, he shall be entitled to presume that the sanction asked for has been granted.

EVIDENCE BEFORE COMMITTEE

4.21 a) No CAA employee shall give evidence before a public committee except with the previous sanction of the Director General.

b) No CAA employee giving such evidence shall criticize the policies or decisions of the Federal Government or of the CAA.

c) This Regulation shall not apply to evidence given before statutory committee which have power to compel attendance and the giving of answers to questions put to them in their evidence given in judicial inquiries.

TAKING PART IN POLITICS AND ELECTION

4.22 a) No CAA employee shall take part in or subscribe in aid of, or assist in anyway, any political activity in Pakistan or relating to the affairs of Pakistan.

b) No CAA employee shall permit any person dependent on him for maintenance or under his care or control to take part in, or in anyway assist, any movement, or activity which is, or tends directly or indirectly to be subversive of CAA or Government as by law established in Pakistan.

c) No CAA employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body, whether in Pakistan or elsewhere. Provided that a CAA employee who is qualified to vote at such election may exercise his right to vote; but if he does so, he shall give no indication of the manner in which he proposes to vote or has voted..

d) No CAA employee shall permit any member of his family dependent on him to indulge in any political activity including forming a political association or a party.

e) A CAA employee who issues an address to electorates or in any other manner publicity announces himself or allows himself to be publicity announced as a candidate for election to a legislative body shall be deemed, for the purpose of sub-regulation (d), to take part in an election to such body.

f) To provision of sub-regulation(c) to (e) shall, so far as may be, apply to election to local authorities or bodies, save in respect of any CAA employee required or permitted by or under any law or order of the CAA, for the time being in force, to be a candidate at such an election.

g) If any question arises whether movement or activity falls within the scope of this regulation, the decision of the Director General thereon shall be final.

TAKING PART IN STRIKES ETC

4.23 No employee individually or through Union/Association shall solicit, take any step or resort to strike or go slow in CAA.

EXPLANATION

In this clause, go-slow means any organized, deliberate and purposeful slowing down of normal output or the deterioration of the normal quality of work.

PROPAGATION OF SECTARIAN CREEDS ETC

4.24 No CAA employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian activities and favouritism as are likely to effect his integrity in the discharge of his duties or to embarrass kthe Authority or the Government, Federal or Provincial, or local administration or create feelings of discontent or displeasure amongst the CAA employees in particular, and amongst the people in general.3

EXPRESSING VIEWS AGAINST IDEOLOGY OF PAKISTAN

4.25 Employee shall express views detrimental to the ideology or integrity of Pakistan.

TAKING PART IN OR ASSIST ANY PUBLIC DEMONSTRATION AGAINST GOVERNMENT DECISION

4.26 No CAA employee shall take part in, or in any manner assist, any public demonstration directed against a Government decision or policy or permit any member of his family dependent on him to do so.

NEPOTISM, FAVOURITISM AND VICTIMIZATION ETC

4.27 No CAA employee shall indulge in provincialism, favouritism, victimization or wilful abuse of office.

VINDICATION BY CAA EMPLOYEES OF THEIR PUBLIC ACTS OR CHARACTER

4.28 A CAA employee may not, without the previous sanction of the Director General, have recourse to any court to the press for the vindication of his public act or character from defamatory attacks.

In granting sanction, the Authority may bear the cost of the proceeding or leave an employee to institute them at his own expenses. In the latter case, if he obtains a decision in his favour, the CAA may reimburse him to the extent of the whole or any part of the cost.

b) Nothing in this Regulation limits or otherwise affects the right of a CAA employee to vindicate his private or personal character.

MEMBERSHIP OF SERVICE ASSOCIATION

4.29 No CAA employee shall be a member, representative or office of any association representing or purporting to represent CAA employee or any class of CAA employees unless such association satisfies the following conditions, namely,

- a) Each distinct class of CAA employees from PG-07 to PG-10 may form their association.
- b) Association(s) shall not, in any way, be connected with or affiliated to any association or any federation of association which does not satisfy condition(a) above.
- c) Association(s) shall not, in any way, be connected with any political party or organization, or engage in any political activity.
- d) Association(s) shall not issue or maintain any periodical publication or publish any representation on behalf of its members, whether in the press or otherwise.
- e) Association(s) shall not, pay or contribute towards any expenses incurred in connection with elections to a legislative body or local authority/body or maintenance of the same, whether in Pakistan or elsewhere.

MEMBERSHIP OF NON-POLITICAL ASSOCIATION

4.30 No CAA employee shall accept membership of any non-political association or organisation whose aims and objects, nature of activities and membership are not publicly known.

USE OF POLITICAL OR OTHER INFLUENCE

4.31 No employee shall bring, directly or indirectly political or other inside or outside influence or pressure to bear on the Authority or any employee of the Authority in support of any claim arising in connection with his employment or any term of condition of his or other employees including any claim for promotion, posting or transfer, as the case may be, nor shall any employee approach directly or indirectly, any member of the Board, the National or Provincial Assembly or Senate or any public functionary or official for any said purpose.

APPROACHING FOREIGN MISSIONS AND AID GIVING AGENCIES

4.32 No CAA employee shall approach, directly or indirectly, a foreign Mission in Pakistan or any foreign agency to secure for himself initiations to visit a foreign country or to solicit offers of training facilities abroad.

LOSS OF SECURITY PASS ISSUED BY CAA OR GOVERNMENT OF PAKISTAN

4.33 A CAA employee in possession of security pass issued to him by or on behalf of the Authority or Government will ensure its safe custody and in case of loss thereof, will immediately report the matter to the police station and to Director Admin/Airport Manager/Head of Unit as applicable.

PERSUASION OF STUDIES

- 4.34 (a) A CAA employee intending to take up a course of study at educational professional institution shall be required to take prior permission of Director General.
- (b) Permission to study to improve educational/professional qualifications shall be granted only when the competent authority is satisfied that persuasion of such studies will not interfere with his official duties. Permission granted may be withdrawn if the competent authority is convinced that such study is interfering in the satisfactory performance of duties of the employee concerned.
- (c) In case of employees who are perusing studies with prior permission, no further permission is required to appear in the examination.
- (d) In case of those employees who want to prosecute studies in their spare time without attending an institution, no permission is required for appearing in the examination. The Director Admin at Headquarters or the Airport Manager/Head of Unit at respective places may grant leave to the employee if he can be spared without detriment to the work.

BAR AGAINST NAMING OF INSTITUTION ETC. IN THE NAME OF CAA EMPLOYEE

4.35 No institution, road, street, etc, shall be named after a CAA employee without permission of the Board.

PARTICIPATION IN GROUP CULTURAL ASSOCIATION AND ORGANIZATIONS

4.36 No CAA employee shall associate himself with any form of cultural association or organization. This restriction however, does not debar employees from becoming members of British Council Library or similar other organizations.

REPRESENTATION BY EMPLOYEES FAMILIES

4.37 No employee shall permit any member of his family to make any representation to the Authority regarding his employment, non-employment, the terms of employment or the conditions of service. If a member of an employee's family makes any such representation it will be assumed that the employee concerned had caused such representation to be made.

TAMPERING WITH RECORD

4.38 No employee shall temper with, interfere with or destroy his own record of service or that of any other employee, or any other official record.

MISUSE OF OFFICIAL POSITION

4.39 No employee shall use or attempt to use his official position in order to bestow patronage upon or do favour to an employee or class of employees, trading firms or concerns, manufacturers, agents, business organizations and similarly other agencies in a manner that the interest of the Authority or its employee is harmed or the deserving employee or concern etc is deprived of the due.

BRIEF AND ILLEGAL GRATIFICATION

4.40 No employee shall offer or attempt to offer bribe or illegal gratification in any form or manner or accept such bribe or illegal gratification or abet or induce or attempt to induce someone to offer or accept an illegal gratification in any manner or form with the object that in the course of transaction of the business of the Authority some favour or disfavour shall be rendered for benefit of someone.

BAR ON DIRECT REPRESENTATION

- 4.41 (a) No employee shall make any representation directly or submit advance copy of his representation to the Federal Government, the Chairman, the DGCAA or any higher authority. All representation shall be made through proper channel.
- (b) Joint or anonymous representation are prohibited and shall not be entertained.
- (c) No employee shall approach any outside agency including courts in respect of any matter relating to service without first exhausting the remedies available to him in CAA.

EMPLOYEES NOT TO LEAVE PLACE OF DUTY

- 4.42 No employee shall absent himself from duty, nor leave his place of duty without prior permission of the competent authority.

DECLARATION OF ISLAMIC FAITH

- 4.43 Every Muslim employees of the Authority shall, at the time of joining service, sign a declaration of his faith in the Supremacy of Allah and the last and Ultimate Prophet-hood- of Hazrat Muhammad (Peace be Upon Him) in the form prescribed by the Authority.

MARRIAGE WITH FOREIGN NATIONALS

- 4.44 No CAA employee shall, except with the prior permission of the competent authority marry a foreign national.

COMPLIANCE WITH ORDERS & INSTRUCTIONS

- 4.45 No CAA employee shall disobey lawful orders or instructions issued by or on behalf of DG or by any authority empowered to issue such order or instructions.

DELEGATION OF POWER

- 4.46 The Director General may, by general or special order, delegate to any officer subordinate to him, all or any of his powers under this Chapter.

CHAPTER – V

EFFICIENCY & DISCIPLINE REGULATIONS

5.01 The regulations in this chapter shall apply to every person who is an employee of the CAA except a deputationist. In case a deputationist is found guilty of misconduct necessitating disciplinary action, it shall be reported to Government with necessary details for further action.

DEFINITIONS

5.02 In this Chapter, unless the context otherwise require:-

- (a) “Accuses” means a employee against whom action is taken under this Chapter.
- (b) “Authorised Officer” means an officer authorised by the competent authority to perform functions of an Authorised Officer under this Chapter of if no officer is so authorised, the Competent Authority.
- (c) “Competent Authority” means the Chairman or an officer of the CAA designated by him to exercise the powers of the competent authority under this chapter.
- (d) “Inquiry Officer” means an officer appointed to inquire into allegations against an accused under this Chapter and includes Inquiry Committee wherever referred to in this regard, who shall not be junior in Pay Group and seniority to the accused.
- (e) “Misconduct” includes”
 - (i) violation of lawful order, or instructions issued by or on behalf of the Director General or by any authority empowered to issue such orders or instructions.
 - (ii) insubordination or disobedience of a lawful order;
 - (iii) wilful or negligent damage to or loss or misuse of property of CAA;
 - (iv) absence without leave, or overstaying leave;
 - (v) theft, misappropriation or commission of an offence involving moral turpitude;
 - (vi) submission of representation, either written or verbal to higher authority except through proper channel;

- (vii) submission of joint application or making joint representation on any service matter; other than the matters raised by Collective Bargaining Agent (CBA) or association.
 - (viii) giving false information, regarding name, age, parentage, educational qualification or experience, domicile or previous service or other personal information at the time of joining the service of the Authority or at any time during such service;
 - (ix) an act or omission which embarrasses the Authority or the government.
 - (x) conduct prejudicial to good order and service discipline, or conduct unbecoming of an officer or a gentleman;
 - (xi) conduct contrary to any provision of Chapter-IV of these Regulations;
 - (xii) unauthorised disclosure of any information or unauthorised communication of any document relating to the affairs of the Authority;
 - (xiii) inefficiency or negligence in the performance of duties;
 - (xiv) corruption or may reasonably be considered corrupt because an employee:-
 - (1) is, or any of his dependents, or any other person, through him or on his behalf is in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known source of income; or
 - (2) has assumed a style of living beyond his ostensible means; or
 - (3) has a persistent reputation of being corrupt; or
 - (4) is engaged, or is reasonable suspected of being engaged, in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorised person and his retention in service is, therefore, prejudicial to national security.
- (f) "penalty" means a penalty which may be awarded under this Chapter.

GROUND FOR PENALTY

5.03 Where in the opinion of Authorised Officer or the Competent Authority an employee is guilty of misconduct, such authority may subject to the provisions of this Chapter, impose on him one or more penalties.

PENALTIES

5.04 The following are the minor and major penalties, namely :-

(a) **MINOR PENALTIES**

- i) Censure,
- ii) With-holding, for a specific period, not exceeding two years, increment or Promotion otherwise than for unfitness for Promotion.
- iii) Recovery from the pay either whole or any part of any pecuniary loss caused to the Authority by negligence or breach of orders.

b) **MAJOR PENALTIES**

- i) reduction to a lower stage, not exceeding two stages, in the pay scale;
- ii) reduction on the next lower Pay Group.
- iii) compulsory retirement;
- iv) removal from service; and
- v) dismissal from service.

EXPLANATION

Removal from service does not, but dismissal from service does, disqualify for future employment.

EXPLANATION-2

Removal or dismissal from service does not include the discharge of a person:-

- a) appointed on probation or for abinitio training, during the period of probation or training in accordance with the terms of probation or training applicable to him, as the case may be; or

- b) appointed otherwise than under contract, to hold a temporary appointment on the expiration of the appointment; or
- c) engaged under a contract in accordance with the terms of the contract.

EXPLANATION-3

The amount of recovery shall be deducted from the pay of the employee in instalment not exceeding one-third of his pay in a month.

SUSPENSION

- 5.05(a) Subject to Regulation 5.06 the Authorised Officer may required an employee to proceed on leave or, with the approval by competent authority suspend him, by order in writing. Provided that any continuation of such suspension or leave shall require the approval of the competent authority in writing, if it exceeds a period of ninety days. While under suspension, the employee shall be entitled to subsistence grant. Provided further that the employee who has been placed under suspension or forced to proceed on leave would be deemed to have been re-instated unless before the expiry of the suspension period the approval of the competent authority to continue suspension or forced leave has been obtained.
- b) Where the employee is suspended on account of arrest by the police or committal to prison on a criminal charge, he shall not be allowed subsistence grant for the period of such suspension.
 - c) Where an employee accused of an offense is absolved of it or his suspension is held unjustifiable by the Appellate Authority he shall be entitled to the payment of full for the period of suspension.
- 5.06 An employee against whom action is proposed to be taken for inefficiency for minor offenses of misconduct, should not be sent on leave or placed under suspension. Suspension or forced leave may be resorted to only if :-
- a) There is a strong prima-facie case against the accused and the offense is of such a severe nature that dismissal will be the probable punishment.
 - b) There is strong reason to believe that his continuance in his appointment would hamper or frustrate the course of justice.
 - c) He wilfully and obstinately refuses to carry out an order.
 - d) He is in police custody or is under detention under Public Safety Law or similar other law.
 - e) He is committed to prison on a criminal charge.

5.07 During suspension, the employee shall not leave station without the permission of the Authorised Officer to whom he shall report as may be required.

DISCIPLINARY ACTION PROCEDURE

5.08 When as a result of preliminary investigation or otherwise an employee is suspected to have committed an act or omission amounting to misconduct, the Authorised Officer shall decide whether in the light of the facts of the case in the interest of justice, an inquiry should be conducted through an Inquiry Committee. If so decides, the procedure indicated in Section 'A' for conducting inquiry shall apply, otherwise the procedure indicated in Section 'B' for show cause notice shall be followed.

EXPLANATION

Unless the context otherwise suggests, the expression "Inquiry Officer" includes "Inquiry Committee".

SECTION – 'A' : INQUIRY PROCEDURE

5.09 Where an Inquiry Officer or Inquiry Committee is appointed, the Authorised Officer shall :-

- a) Frame a charge and communicate it to the accused together with the statement of the allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration, and the name of the Inquiry Officer.
- b) Require the accused within a reasonable time, which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him, to submit a written defence to the Inquiry Officer and to state at the same time whether he desires to be heard in person.
- c) Forward to the Inquiry Officer all the documents relevant to the inquiry alongwith the charge and statement of allegations.

5.10 (a) The Inquiry Officer shall notify the accused of the time, date and place of inquiry, and provide him an opportunity of cross-examining the witnesses against him, making his own statement, and examining such witnesses as he may wish to produce in his defence.

- b) Before recording the evidence, the Inquiry Officer shall read out the charge to the accused and ask him whether he pleads guilty or not guilty to the charges. In case the accused pleads guilty to the charge no evidence need be recorded and the signed admission of guilt with other relevant papers shall be submitted to the Authorised Officer alongwith the recommendations of the Inquiry Officer. In case the accused pleads not guilty to the charge(s) or pleads guilty to some of the charges and not guilty to other charges, it shall be so recorded and signed by the accused and further proceedings shall be conducted only in respect of the charge(s) to which the accused has pleaded not guilty.
- c) The Inquiry Officer shall collect and record evidence relevant to the charges and, if the accused so desires, the evidence in his defence.
- 5.11 a) The Inquiry Officer shall hear the case from day to day and keep the record of the same. No adjournment shall be given except for reasons to be recorded in writing. However, every adjournment with reason thereof shall be reported forthwith to the Authorized Officer. Normally, no adjournment shall be allowed for more than a week.
- b) The evidence of witnesses shall be taken on oath in the presence of the accused. Where the accused is absconding or fails to appear before the Inquiry Officer the proceedings may be conducted in his absence.
- 5.12 The proceedings shall be recorded by the Inquiry Officer in English or Urdu. Each person making a statement shall confirm contents thereof by affixing his signature or thumb impression to his statement, and the Inquiry Officer shall countersign the statement made during the course of Inquiry Officer and initial all documents produced by the witnesses or the accused. If a witness or accused, as the case may be, does not understand Language, the evidence or the statement or recorded, shall be translated and interpreted to him in a language which he understands and the Inquiry Officer certify to this effect.
- 5.13 a) The proceedings of the Inquiry Officer alongwith his finding and recommendations shall be submitted by the Inquiry Officer to the Authorised Officer without delay.
- b) The authorized Officer may direct the Inquiry Officer to record such additional evidence as may be relevant and necessary and to revise his findings and recommendations in the light of the additional evidence.

- 5.14 On receipt of the report of the Inquiry Officer, the Authorised Officer shall determine whether on the basis of evidence or plea of guilty by the accused the charge(s) has been proved or not. If the charge(s) is proved and it is proposed to impose one or minor penalties, he shall pass orders accordingly and inform the accused. If it is proposed to award a major penalty, he shall forward the case to the competent authority alongwith the charge-sheet and statement of allegations served on the accused, proceedings of Inquiry and his own recommendations. The competent authority may pass such orders thereon as it may deem proper and the decision of the competent authority shall be conveyed to the accused.

SECTION – ‘B’ – SHOW CAUSE NOTICE PROCEDURE

- 5.15 If the Authorised Officer decides that is not necessary to have an Inquiry through an Inquiry Officer or Inquiry Committee, he shall :-
- a) by order in writing give notice to the accused of the action proposed to be taken against him and the grounds of the action; and
 - b) give him a reasonable opportunity of showing cause against that action, which shall not be less than four (4) days and more than fourteen days from the day order mentioned in clause (a) above has been communicated.
- 5.16 (a) On receipt of the explanation of the accused, the Authorised Officer, unless he decides to act in accordance with clause (b) shall determine whether or not allegation(s) has been proved. If he decided that the allegation(s) has not been proved, he shall inform the accused accordingly. If the allegation(s) is proved and it is proposed to impose one or more minor penalties, he shall pas orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the Competent Authority alongwith the show cause notice served on the accused, the explanation of the accused and his own recommendations. The Competent Authority shall pass such orders thereon as it may deem proper and the decision of the Competent Authority shall be conveyed to the accused.
- b) If the Authorised Officer on receipt of the explanation of the accused or otherwise decides that in the interest of justice an Inquiry into the case should have been held, then he shall no further action on the show cause notice and instead order any Inquiry into the case, whereupon the procedure outlines in Section – ‘A’ shall apply.

EXPLANATION AS TO THE PROCEDURE OUTLINES IN SECTION 'A' & 'B'

- i) The decision whether or not to appoint an Inquiry Officer or Inquiry Committee is to be taken by the Authorised Officer according to the interest of justice under the circumstances of the case. For this purpose the nature of allegation(s) against the accused has to be considered. In case where it is clear to the Authorised Officer that the accused can be given reasonable opportunity of showing cause against the action proposed to be taken by reference to record in a summary manner, the procedure indicated at 'B' be adopted otherwise the ends of justice would be served by ordering inquiry through an Inquiry Officer as outlined in 'A'.
- ii) The accused, unless he is absconding, in all cases is to be given an opportunity of being heard in person by the Authorised Officer, before he either imposes a minor punishment or forwards the case to the Competent Authority for awarding major penalty. In case an inquiry has been held, a copy of the proceedings of such Inquiry shall also be supplied to the accused before providing him the opportunity of personal hearing. The Competent Authority may, if he considered it necessary in the interest of justice, also grant a personal hearing to the accused before awarding any punishment, which could be a minor penalty or a major penalty depending upon his own judgement of the case.
- iii) The show cause notice or the charge sheet shall state particulars of such circumstances respecting the misconduct as will enable the accused to know every act, neglect or omission which is intended to be provided against him constituting the misconduct. In case damage or loss is caused through misconduct, the particulars should also state the sum of loss or damage. Every charge-sheet must be accompanied by a statement of allegations.

POWERS OF INQUIRY OFFICER OR INQUIRY COMMITTEE

- 5.17 For the purpose of an Inquiry under this Chapter the Inquiry Officer shall have the powers of a civil court trying a suit under the Code of Civil Procedure, 1908 (Act V of 1908) in respect of the following matters :-
- a) Summon and enforcing the attendance of any person and examining him on oath;
 - b) Requiring the discovery and production of documents.
 - c) Receiving evidence;
 - d) Issuing commission for the examination of witnesses or documents.

- 5.18 The proceedings under these Regulations shall be deemed to be judicial proceedings within the meaning of section 193 and 228 of the Pakistan Penal Code (Act XLV of 1860).
- 5.19 Nothing in Regulations 5.08 to 5.16 shall apply to case :-
- a) where the accused is dismissed or removed from service or reduced in rank on the ground of conduct which has lead to a sentence of fine or of imprisonment; or
 - b) where the Competent Authority to dismiss or remove a person from service or to reduce a person in rank, is satisfied for reason to be recorded in writing by that authority, it is not reasonably practicable to give the accused an opportunity of showing cause.

PROCEDURE FOR SERVICE OF SHOW CAUSE NOTICE OR CHARGE SHEET

- 5.20 The order mentioned in clause (a) of Regulation 5.15 or the letter communicating the charge etc. to an accused under clause(a) of Regulation 5.09 shall be handed over to him personally or sent to him at his last known address under a registered cover, acknowledgement due. In case he refuses to receiver the letter or it is received by a member of his family or it is not returned within a period of ten days from the date of its issue, it shall be presumed that such order or letter has been duly served on the accused. In case the letter is returned undelivered, it shall be sent to him again under a registered cover acknowledgement due at his last known address and irrespective of whether it is received by him or not it shall be presumed to have been duly served.

ELIGIBILITY OF INQUIRY OFFICER OR PRESIDENT OF THE INQUIRY COMMITTEE

- 5.21 An Inquiry Committee shall be composed to two or more members, the senior member shall act as President of the Committee. The President of Committee or Inquiry Officer, in case the Inquiry is conducted by a single officer, shall not be junior in Pay Group and seniority to the accused.

APPEARANCE OF COUNSEL

- 5.22 No party to any proceeding under these Regulations shall be represented by a Counsel or other representative.

REVISION

- 5.23 The Appellate Authority may call for record of any case pending before or disposal off by the Authorised Officer or Competent Authority and pass such orders in relation thereto as it may deem fit. Similarly, the Competent Authority may call for record of any case pending before or disposed of by the Authorised Officer and pass such orders in relation thereto as it may deem fit.
- 5.24 The Chairman or DG CAA may review his own orders and pass such orders in relation thereto as he may deem fit.

APPEAL AND APPLICATION FOR REVIEW

- 5.25 Every employee shall be entitled to one appeal to the Appellate Authority in accordance with the procedure prescribed in Chapter-VI against an order imposing penalty on him under his Chapter.

SCOPE OF DEPARTMENTAL PROCEEDING IN CASES REFERRED TO THE COURTS

- 5.26 a) There is no legal bar to the holding of departmental inquiry against an employee who is being prosecuted in a court of law provided that the proceeding do not impede the course of justice or prejudice the trial.
- b) In cases where an employee is acquitted by a court of law on technical grounds, or he cannot be prosecuted in criminal case on technical grounds, action under this Chapter may be taken against him.

COMPULSORY RETIREMENT OR REMOVAL FROM SERVICE

- 5.27 a) Notwithstanding anything contained in these Regulations, or any other Regulations framed under the Ordinance or in the terms and conditions of service of any person employed by or serving under the Authority, the following authorities, if satisfied that reasonable grounds exist for retiring or removing from service any employee, may at any time compulsorily retire or remove such employee from service after giving him an opportunity of being heard in person and giving him not less than ninety (90) days notice or pay for the period by which such notice falls short of ninety (90) days :-

CATEGORY OF EMPLOYEE

PG-09 and above
PG-01 to PG-08

AUTHORITY

Chairman
Director General

- b) The said Authority shall notify the employee the time, date and place of personal hearing and after giving the employee opportunity of being heard in person, pass an order of retirement or removal from service.
- c) The decision of the said Authority shall be conveyed to the employee in writing, without assigning any reason thereof.
- d) An employee aggrieved by an order of retirement or removal from service, may in accordance with the prescribed procedure, prefer a petition to Chairman if the order was passed by Director General or a review to Chairman if the order of removal/retirement was passed by him.

CHAPTER VI

APPEALS AND PETITIONS

DEFINITIONS

- 6.01 (a) Appellate Authority means:-
- (i) Director Administration in case of staff where the penalty is not awarded by him;
 - (ii) DGCAA in case the penalty is awarded by Director Administration; and
 - (iii) Chairman in case the penalty is awarded by the Director General. Provided that where the penalty is imposed by on order of the Chairman, no departmental appeal will be entertained but the employee may seek review of order of the Chairman.
- (b) "Appeal" means a submission to the Appellate Authority by an employee to set aside or modify a penalty imposed on him.

APPEALS

- 6.02 An employee shall be entitled to appeal to the Appellate Authority against an order imposing upon him a penalty within thirty days of the receipt of order.
- 6.03 Every person preferring an appeal shall do so separately in his own name. No anonymous or joint appeal shall be entertained.
- 6.04 As appeal shall be submitted in writing containing all material statement and arguments relied upon by the appellant; shall contain no disrespectful or improper/intemperate language; shall be complete in itself and contain a specific prayer for relief.
- 6.05 Every appeal shall be submitted to the Appellate Authority through proper channel, or if the appellant has since ceased to be an employee through the authority against whose orders the appeal is preferred.
- 6.06 On receipt of an appeal the Appellate Authority shall consider:-
- (a) whether the facts on which the order appealed against, was based were fully proved/established on evidence;
 - (b) whether said establishment/proved facts afford sufficient grounds for taking action; and
 - (c) whether the penalty is excessive or adequate.

- 6.07 (a) the Appellate Authority shall pass such order as, having regard to all circumstances of the case, appears to be just and equitable. He may either confirm, modify, reduce or set-aside the penalty.
- (b) the Appellate Authority may, when penalty is set aside purely on procedural/technical grounds, order fresh disciplinary action to be taken against the accused on same charge or allegations.
- 6.08 The authority against whose order an appeal is preferred under these regulations, shall give effect to any order made by the Appellate Authority.

WITH-HOLDING OF APPEAL

- 6.09 An appeal may be with-held by an authority not lower than the authority against whose order it is preferred, if:-
- (a) it is an appeal in case in which no appeal lies under these Regulations; or
- (b) it does not comply with the provisions of these Regulations; or
- (c) it is not preferred within thirty days of the issue of orders appealed against and no reasonable grounds exist for the delay; or
- (d) it is addressed to the authority to which no appeal lies under these Regulations; or
- (e) it is substantially a repletion of a previous appeal and is made to the authority who had given a decision on similar appeal previously and no new facts or circumstances have been brought in which require reconsideration of the case.
- 6.10 If the appeal is with-held for lack of sufficient material or for its non-submission through proper channel or to an authority to whom appeal does not lie, it may be re-submitted in proper manner within one month of the date on which the appellant is informed about with-holding of the appeal and if re-submitted in proper manner/form, shall not be with-held.
- 6.11 No appeal shall lie against the with-holding of an appeal by an authority competent to do so.
- 6.12 Every appeal which is not with-held under these regulations shall without delay be forwarded to the Appellate Authority with an expression of opinion by the authority against whose orders the appeal is preferred.
- 6.13 A list of appeals with-held with reasons for with-holding them shall be submitted quarterly by the with-holding authority to the Director General.

- 6.14 An Appellate Authority may call for an appeal admissible under these Regulation which has been with-held by subordinate authority and may pass such order thereon as it considers fit.

ADVANCE COPIES

- 6.15 Submission of advance copies of appeals to higher authorities is not permissible. Non compliance of this regulation shall be regarded as misconduct.

GENERAL

- 6.16 All appeals pending immediately before the coming into force of these Regulations shall be deemed to be appeals under these Regulations.
- 6.17 All decision relating to appeal, including its with-holding if any, shall be conveyed in writing to the appellent.
- 6.18 The Appellate Authority may in the interest of justice call any appellent for personal hearing.

PETITION

- 6.19 "Petition" means a submission by an employee on a matter other than a penalty on which he deems himself wronged by a superior or against an order which adversely affects his service interests.
- 6.20 a) An employee is entitled to submit a petition to the Airport Manger or the Head of Unit on matters given in Regulation 6.19.
- b) When the officer complained against is the officer to whom petition should under clause (a) be referred, the petition is to be submitted to the next higher authority and if the petitioner considers himself wronged by such higher authority, he may submit his petition to the Director General or the Chairman, as applicable. Provided that no petition shall lie on matters relating to the determination of fitness of a period to hold a particular post or to be promoted to a higher post or Pay Group.
- 6.21 The petition shall be submitted, in writing, through proper channel within thirty days of the arising of the cause of the grievance. The Competent Authority shall communicate its decision in writing to the employee within ninety (90) days of the receipt of the petition.
- 6.22 Regulations 6.03 to 6.17 shall apply mutatis mutandis to the petitions.

SPEEDY DISPOSAL OF APPEALS AND PETITIONS

- 6.23 Appeals and petitions shall be attended to promptly at all levels and reply shall be sent to the Appellant/Petitioner without undue delay.

CHAPTER VII

LEAVE REGULATIONS

LEAVE ENTITLEMENT

- 7.01 Leave is a privilege and cannot be claimed as a matter of right. If the exigencies of service so require, the authority competent to sanction leave may refuse to grant leave or to an extension in leave, or cancel leave already granted, or change the nature of leave or recall an employee before expiry of his leave. Leave shall be applied for and sanctioned in terms of expressed days.
- 7.02 The leave Rules as applicable to the Federal Government employees shall mutatis mutandis apply to CAA employees.

CHAPTER VIII

MEDICAL REGULATION

ENTITLEMENT

8.01 The following categories of persons are entitled to the medical facilities as provided in these Regulations:-

- (a) Employees: All employees and their family members are entitled to indoor and outdoor medical treatment as prescribed in these Regulations.

Explanations: For the purpose of prescribed medical facilities, "family" of an employee included his wife/husband, children (including step children) and parents (father & mother) provided such persons are residing with and wholly dependent on the employee and are otherwise not entitled to avail medical facilities from any other source. The expression "residing with" shall not be so construed as to exclude any member of the family of a CAA employee wholly dependent upon such employee but not actually resident with him, as for example, the son or daughter of a CAA employee studying at a place other than his headquarters or the wife of a CAA employee temporarily away from such headquarters.

- (b) Trainees: Abinitio trainees who are prospective CAA employee be entitled to indoor and outdoor consultation for self only and such other medical allowance as may be laid down in their letter of appointment.
- (c) Casual employees: Casual employees will be entitled to only outdoor treatment for self alone provided that he/she has served the CAA continuously for more than 60 days. Outdoor investigation/procedure and medications are not allowed to such causal employees.
- (d) Treatment during LPR: During Leave Preparatory to Retirement (LPR), an employee and his family will be entitled to the same medical facilities which were available to him and his family before proceeding on LPR.
- (e) Retired employees shall be entitled to medical facilities for self and spouse and dependent children below the age of 21 years within Pakistan only, as approved by the Board. Upon the demise of an in service or retired employee, the spouse and said children shall continue to receive the same medical facilities.

NON-ENTITLEMENT TREATMENT

8.02 For the purpose of these regulations "Treatment" does not include diet, special nursing care, dentures, gold fillings, artificial teeth, hearing aids, plastic surgery for cosmetic reasons, contact lenses, spectacles, prostheses/dentures, artificial limbs, organ transplant, braces, crutches, crown and bridges to teeth, obesity and infertile treatment or treatment of any such malady which is not illness as determined by CMO. However, personnel of Pay-Group-1 and 2 are entitled for free spectacles for self only. Disabled employees are entitled to wheel chairs, crutches and other aids which are essential for the performance of duties as determined by CMO. Circumcision in respect of CAA employees children will not be included in the category of non-entitled treatment.

DENTAL TREATMENT

8.03 An employee and his family are entitled to the following dental treatment from CAA Authorised Dental Surgeons:-

- (a) Treatment of jaw-bone diseases and malfunctions.
- (b) Gum diseases including dental abscess and dental root canal treatment.
- (c) Extraction of teeth, filling of dental cavities and dental surgical procedures required for restoration of gums and teeth cavities.
- (d) Removal of impacted, wisdom teeth including impacted foreign bodies.
- (e) Removal of odontones and scaling for treatment purposes and not for cosmetic reasons.
- (f) Any other dental treatment procedure as determined by CMO.

OUTDOOR TREATMENT

8.04 The procedure for outdoor treatment for employees and their families including medical attendance at home shall be in accordance with the instructions issued by the Director General, or on his behalf by CMO.

INDOOR TREATMENT

8.05 (a) Indoor treatment for employees and their families will be provided at such hospitals as may be approved by the Competent Authority. The procedures for availing, such facilities shall be laid down by the CMO.

- (b) When a patient desired admission to a hospital/clinic other than an Approved Hospital and claims re-imburement, prior permission from the CMO would be a pre-requisite. Re-imburement in such a case would be limited to the ceiling of entitlement of the patient in relation to an Approved Hospital. But where prior approval of the CMO was not obtained, re-imburement either in whole or in part, may be authorised by the CMO, in his discretion, keeping in view the circumstances of the case and the entitlement of the patient involved. In either case, the request for re-imburement will be supported by all relevant vouchers/documents/bills.

- 8.06 (a) Employees and their authorized families shall be entitled to the following types of accommodation when admitted to panel hospitals. The rates of accommodation will be determined by DGCAA from time to time, on the recommendations of CMO.

PAY GROUP

ACCOMMODATION

1 to 4	General Ward
5 & 6	Semi Private Room
7 & 8	Private Room(Simple)
09	Private Room (Deluxe)
10	Private Air-conditioned Room
11	Private VIP Air-conditioned Room.

- (b) If accommodation according to entitlement of a patient is not available at the time of admission to an approved hospital the patient may be accommodated at CAA expensed in one stage higher class of accommodation till such time proper accommodation according to his entitlement becomes available. However, when the employee chooses to be accommodated in a class higher than his entitlement, he shall be allowed to do so provided he undertakes to pay the difference in rental. However, CMO may waive off this condition depending upon the nature of the illness and recommendation of the concerned specialist.

- 8.07 Blood needed for transfusion to a patient shall be supplied at CAA's expense. Cost of blood already purchased may be re-imbursed to the employee if approved by the CMO or AMO on his behalf. CAA shall also pay for special forms of medical treatment e.g. dialysis, total blood transfusion, kidney transplant, Pace Makers Lithotripsy, I.O.L and medical/surgical supplies essential for treatment purposes if authorised by CMO.

TREATMENT WHILE ON LEAVE/DUTY AT OUT STATION

8.08 When an employee falls sick while on duty or leave at an out station where an AMO/MO is available, he will forthwith report to him for treatment. If this is not practicable for any valid reason, he may receive treatment from any registered Medical Practitioner but he shall inform in writing to the Airport Manager/Head of Unit concerned about his illness within two days of its occurrence. In case the illness prolongs beyond two days the employee shall report to the nearest government/military/CAA approved hospital and inform the Airport Manager/Head of Unit concerned in writing. In case of non-availability of such a hospital the employee shall forward all the medical documents to CMO under intimation to his unit concerned for further instructions. The opinion and disposal given by the CMO shall take precedence over other medical advice given to the employee by any other medical practitioner/private hospital management.

TREATMENT ABROAD

8.09 (a) Employees detailed for training abroad are normally covered by the Health Insurance Plan of the sponsors. No re-imbursment for medical treatment obtained abroad in such cases shall, therefore, be admissible. In case the sponsor's Health Insurance is not available, CAA at its expense shall arrange a suitable Health Insurance Plan for the period of their stay abroad. If a Health Insurance is not available and an employee falls sick while on training, the may receive suitable treatment at that place and claim re-imbursment of approved expenses through the CMO on production of all relevant supporting documents duly authenticated by Pakistan Embassy/Mission abroad In all such cases the employee shall inform HQ CAA (Chief Medical Officer) at first available opportunity about the nature of sickness and treatment received for such illness, unless this condition is waive off by the Competent Authority for valid reasons.

b) Employee while on duty abroad who happen to fall sick requiring emergent treatment may receive suitable treatment at that place on the advice of the concerned special and claim reimbursement of approved expenses through CMO on production of all relevant supporting documents duly authenticated by Pakistan Embassy/Mission abroad. In all such cases the employee shall inform HQ CAA (CMO) at the first available opportunity about the nature of sickness and treatment received for such illness with specialist opinion, unless this condition is waived off by the Competent Authority for valid reasons.

c) The CAA shall also arrange treatment abroad on the advice of CMO in accordance with the prescribed procedure for major operative treatment and/or other special cases for which adequate treatment within the country may not be available.

ROUTINE AND SPECIAL MEDICAL EXAMINATION

- 8.10 a) At the time of entry into service of the Authority, a candidate shall get himself medically examined by the MO/CMO for physical fitness at his own cost. His employment will be subject to medical fitness.
- b) All employee shall be medically examined annually by MO/AMO to ascertain their physical fitness for retention in service at the cost of CAA.
- c) An employee may be called upon any time, to appear before a Medical Board to be constituted by CMO, for examination of his continued physical fitness to perform duty or when he is suffering from a communicable disease which is likely to endanger the health of other employees. The employee will not perform any duty if so ordered after a date has been set for his medical examination by CMO and until he has been declared fit by the Medical Board. The period of absence from duty shall be treated as leave on medical grounds. The expenses incurred for such checkup will be paid by CAA.

TREATMENT AND DISPOSAL OF THE EMPLOYEES SUFFERING FROM CHRONIC AND DISABLING CONDITION

- 8.11 a) Employees suffering from chronic disease or disability requiring prolonged hospitalization and absence from duty shall be provided treatment at the cost of the Authority on the recommendation by Chief Medical Officer.
- b) When in the opinion of CMO, the employee is not likely to become fit for further service in the Authority, he will convene a Medical Board, composed as under to examine the individual and submit recommendation for his retention in service or otherwise :
- | | |
|---|-----------|
| Chief Medical Officer (CMO/his nominee) | President |
| Specialist concerned | Member |
| General Manager Personnel/his nominee | Member |
| Representative of Head of the Office | Member |
- c) Employees requiring continuous/expensive medical attention may also be required to appear a Medical Board referred to in (b) above by the Appointing Authority.
- d) The Medical Board may make the following recommendations :
- i) The employee is completely and permanently incapacitated for further service of any kind in CAA.
 - ii) The employee is incapacitated for service in the appointment which he/she now holds but after rest and treatment he/she may be fit for other suitable duties.

- iii) His/her degree disability.
- iv) His/her incapacity does/does not appear to have been caused/aggravated or accelerated by irregular intemperate habits.
- v) The employee may be re-mustered in other branch/trade for which he may be found suitable.

FINANCIAL LIMITATIONS AS TO MEDICAL EXPENSES

8.12 The CMO may disallow reimbursement of the medical expenses either in whole or in part, which appear to him to be unjustified or unduly excessive, as the case may be expenditure in such situation will be borne by the employee himself.

MEDICAL CERTIFICATE

8.13 The procedure and conditions for issue and acceptance of Medical Certificates in respect of an employee shall be prescribed by the Director General or on his behalf by the CMO.

MODE OF PAYMENT TO HOSPITALS/DIAGNOSTIC ENTRES/SPECIALIST/ AMOS AND PARAMEDICS

8.14 CMO, in consultation with Director Finance, shall lay down the payment procedure for the above.

CHAPTER IX

PAY & ALLOWANCES

- 9.01 Pay and Allowances and other ancillary benefits as may be admissible to the CAA employee shall be determined by CAA Board, from time to time.
- 9.02 The Pay Groups and Scales of CAA employees shall be as Board of CAA may decided from time to time.
- 9.03 The entitlement of allowances and ancillary benefits shall be as Board of CAA may determine from time to time.
- 9.04 Director General shall be the controlling officer, competent to authorise movement of CAA employees on tour within country as well as abroad. He may delegate these powers to others officers as deemed appropriate.
- 9.05 TA./D.A for duty abroad shall be admissible according to the rates laid down by the Federal Government from time to time.
- 9.06 Rates of daily out station allowance for various categories of employees shall be decided by Board of CAA from time to time.
- 9.07 For matters relating to travelling and daily allowance (T.A/D.A) not provided for in these Regulations, the rules and prescribed by the Federal Government on the subject shall mutatis mutandis apply.
- 9.08 Honorium may be granted to an employee by the DG CAA or an officer authorized by him for nay of the following reasons subject to a maximum of Rs.500/- :-
- a) More efficient maintenance of equipment resulting in saving cost and/or less wear and tear.
 - b) Improvement in financial and administrative efficiency resulting in direct saving of time, staff or money.
 - c) Extraordinary service to the Authority resulting in increased revenue.
 - d) Exceptional devotion to duty.

**SCHEDULE OF POSTS
SUBJECT TO CAA SERVICE REGULATIONS
3.29, 3.319(d) & (f) AND 3.36(a) & (d)**

**APPENDIX 'A' TO CAA
SERVICE REGULATIONS**

BRANCH POSTING/PG	UPPER AGE LIMIT FOR DIRECT APPTT	MINIMUM QUALIFICATION		MINIMUM EXPERIENCE		REMARKS
		DIRECT APPOINTMENT	PROMOTION	DIRECT APPOINTMENT	PROMOTION	
<u>ATC BRANCH</u> Asstt ATCO (PG-07)	28 years	B.Sc 2 nd Division with Physics as a Compulsory subject/Inter Science with Commercial Pilot Licence	Inter Science (Pre-Engg) or three years Diploma from a recognised institution		Five years service in PG-06 as Supdt. in relevant trade subject to passing of prescribed course	75% Direct Induction 25% Promotion
ATCO (PG-08)			Do		Five years service in PG-07 as AATCO with two years service on operational duties	Operational duty includes tenure as APM in any PG.
Sr. ATCO (PG-09)			B.Sc 2 nd Division with Physics as a Compulsory subject/Inter Science with Commercial Pilot Licence		Five years service in PG-08 as ATCO with four years service on operational duties	50 % of service in PG-07 shall be counted as service in PG-08 and above.
GM/Chief ATCO (PG-10)			Do		Seven years service in PG-09 in the relevant field or 12 years service in PG-08 and above.	Do
Director (PG-11)			Do		Five years service in PG-10 in the relevant field or 12 years service in PG-09 and above or 17 years of service in PG-08 and above in the relevant field.	Do

APPENDIX 'A' TO CAA
SERVICE REGULATIONS

BRANCH POSTING/PG	UPPER AGE LIMIT FOR DIRECT APPT	MINIMUM QUALIFICATION		MINIMUM EXPERIENCE		REMARKS
		DIRECT APPOINTMENT	PROMOTION	DIRECT APPOINTMENT	PROMOTION	
RESCUE & FIRE FIGHTING BRANCH Asstt Fire Officer (PG-07)	28 years	B.Sc 2 nd Division with Physics/Chemistry as Compulsory subject.	Inter Science or three years Diploma in Electrical/Mechanical from a recognised institution		Five years service in PG-06 in Fire Fighting trade to passing of prescribed course	75% Direct Induction 25% Promotion
Fire Officer (PG-08)			Do		Five years service in PG-07 as AFO with two years service on operational duties at any airport.	
Sr. Fire Officer (PG-09)			B.Sc 2 nd Division with Physics/Chemistry as Compulsory subject.		Five years service in PG-08 as FO with four years service on operational duties at any airport.	50% of service in PG-07 shall be counted as service in PG-08 and above.
GM/Chief Fire Officer (PG-10)			Do		Seven years service in PG-09 in the relevant field or 17 years service in PG- 08 and above in the relevant field.	Do

APPENDIX 'A' TO CAA
SERVICE REGULATIONS

BRANCH POSTING/PG	UPPER AGE LIMIT FOR DIRECT APPTT	MINIMUM QUALIFICATION		MINIMUM EXPERIENCE		REMARKS
		DIRECT APPOINTMENT	PROMOTION	DIRECT APPOINTMENT	PROMOTION	
<u>AERONAUTICAL ENGG BRANCH</u> (<u>AVIONICS & AEROSPACE</u>) Airworthiness Surveyor (PG-08)	30 years	B.E (Aerospace/Avionics) 2 nd Division OR B.E. (Electronics/ Mechanical) in 2 nd Division		For B.E (Electronics/Me chanical) two years post qualification experience in the field of Aeronautical Engineering		100% by Direct Induction
Sr. Airworthiness Surveyor (PG-09)			B.E. (Electronics/ Mechanical) in 2 nd Division OR B.E. Aerospace/Avionics in 2 nd Division. For transferee B.Sc (Physics & Math)		Five years service in PG-08 as Airworthiness Surveyor	Tenable by an officer of equal grade of Electronics Engg Branch having adequate experience in the relevant field for post against Avionics vacancy.
GM (PG-10)			Do		Seven years service in PG-09 in the relevant field or 12 years service in PG-08 and above.	Do
Chief Airworthiness (Ex-Cadre)			Do		Five years service in PG-10 in the relevant field or 12 years in PG- 09 and above Or 17 years service in PG-08 and above in the relevant field	Do

APPENDIX 'A' TO CAA
SERVICE REGULATIONS

BRANCH POSTING/PG	UPPER AGE LIMIT FOR DIRECT APPTT	MINIMUM QUALIFICATION		MINIMUM EXPERIENCE		REMARKS
		DIRECT APPOINTMENT	PROMOTION	DIRECT APPOINTMENT	PROMOTION	
<u>ADMIN BRANCH</u> Asstt. Admin Officer (PG-07)	28 years	Graduate 2 nd Division/Master's Degree	Inter	Preferably two years post qualification administrative experience in Govt./Semi Govt. organization or in a well reputed Private Organization.	Five year service in PG- 06 in relevant field	75% Direct 25% Promotion
Admin Officer (PG-08)			Do		Five years service in PG-07 in the relevant field.	
Sr. Admin Officer (PG-09)			Graduate		Five years service in PG-08 in the relevant field.	50% of service in PG-07 shall be counted as service in PG-08 and above.
GM (PG-10)			Do		Seven years service in PG-09 in the relevant field Or 12 years service in PG-08 and above.	Same as for PG-09
Director (PG-11)			Do		Five years service in PG-10 in the relevant field or 12 years in PG- 09 and above Or 17 years service in PG-08 and above in the relevant field	50% of service in PG-07 shall be counted as service in PG-08 and above.

APPENDIX 'A' TO CAA
SERVICE REGULATIONS

BRANCH POSTING/PG	UPPER AGE LIMIT FOR DIRECT APPTT	MINIMUM QUALIFICATION		MINIMUM EXPERIENCE		REMARKS
		DIRECT APPOINTMENT	PROMOTION	DIRECT APPOINTMENT	PROMOTION	
<u>FACILITATION BRANCH</u> Asstt. Facilitation Officer/Asstt. Vigilance Officer/Asstt. Manager (PG-07)	28 years	Graduate 2 nd Division/Master's Degree	Intermediate	Preferably two years qualification administrative experience in Govt./Semi Govt. Private Organization of repute.	Five year service in PG-06 as Fal/Vig Supdt.	75% Direct 25% Promotion
Vigilance Officer/Facilatation Officer/Deputy Manager (PG-08)			Do		Five years service in PG-07 in the related field.	Do
CM Fal/Vig (PG-09)			Graduate		Five years service in PG-08 in the related field.	50% of service in PG-07 shall be counted as service in PG-08 and above.
GM (PG-10)			Do		Seven years service in PG-09 in the related field Or 12 years service in PG-08 and above.	Same as for PG-09
Director APM (PG-11)			Do		Five years service in PG-10 in the relevant field or 12 years in PG-09 and above Or 17 years service in PG-08 and above in the relevant field	

APPENDIX 'A' TO CAA
SERVICE REGULATIONS

BRANCH POSTING/PG	UPPER AGE LIMIT FOR DIRECT APPTT	MINIMUM QUALIFICATION		MINIMUM EXPERIENCE		REMARKS
		DIRECT APPOINTMENT	PROMOTION	DIRECT APPOINTMENT	PROMOTION	
FINANCE BRANCH Asstt. Manager (PG-07)	28 years	B.Com in 2 nd Division	Intermediate	Preferably two years qualification experience in the relevant field.	Five year service in PG-06 as Supdt. In the relevant filed.	75% Direct 25% Promotion
Deputy Manager (PG-08)			Do		Five years service in PG-07 in the relevant field.	
Corporate Manager (PG-09)			B.Com		Five years service in PG-08 in the relevant field.	50% of service in PG-07 shall be counted as service in PG-08 and above.
GM (PG-10)			B.Com		Seven years service in PG-09 in the relevant field Or 12 years service in PG-08 and above. Five years post qualification experience in case of Chartered Accountant.	Do

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BRANCH POSTING/PG	UPPER AGE LIMIT FOR DIRECT APPTT	MINIMUM QUALIFICATION		MINIMUM EXPERIENCE		REMARKS
		DIRECT APPOINTMENT	PROMOTION	DIRECT APPOINTMENT	PROMOTION	
<u>ELECTRONICS ENGG BRANCH</u> Asstt. Electronics Engineer (PG-07)			F.Sc. (Pre- Engg)/three years Diploma in Electrical/ Mechanical/ Electronics		Five year service in PG-06 in relevant trade subject to passing of prescribed course Electronics.	100% Direct
Electronics Engineer (PG-08)	30 years	B.E. Electronics	Do		Preferably two years qualification experience in the relevant field.	75% direct induction 25% Promotion Tenable by an officer of equal grade of Airworthiness (AV) Branch having adequate experience in the relevant field
Sr. Electronics Engineer (PG-09)			B.E Electronics/M.Sc. (Electronics/Physics) for transferees B.Sc. Physics & Math)		Do	50% of service in PG-07 shall be counted as service in PG-08 and above.
CM/Chief Electronics Engineer (PG-10)			Do		Seven years service in PG-09 in the related field Or 12 years service in PG-08 and above.	Same as for PG-09
Director (PG-11)			Do		Five years service in PG-10 in the relevant field or 12 years in PG-09 and above Or 17 years service in PG-08 and above in the relevant field	Do

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BRANCH POSTING/PG	UPPER AGE LIMIT FOR DIRECT APPTT	MINIMUM QUALIFICATION		MINIMUM EXPERIENCE		REMARKS
		DIRECT APPOINTMENT	PROMOTION	DIRECT APPOINTMENT	PROMOTION	
COM OPS BRANCH Asstt. Comm. Officer (PG-07)	28 years	B.Sc. 2 nd Division with Physics as a Compulsory subject.	Inter Science (Pre- Engg) or three years Diploma from a recognized institution.		Five year service in PG-06 in Comm Ops trade subject to passing of prescribed course.	75% Direct 25% Promotion
Comm Officer (PG-08)			Do		Five years service in PG-07 as ACO	
Sr. Comm Officer (PG-09)			B.Sc. 2 nd Division with Physics as a compulsory subject OR B.E		Five years service in PG-08 as CO	50% of service in PG-07 shall be counted as service in PG-08 and above.
CM/Chief Comm Officer (PG-10)			Do		Seven years service in PG-09 in the related field Or 12 years service in PG-08 and above.	

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BRANCH POSTING/PG	UPPER AGE LIMIT FOR DIRECT APPTT	MINIMUM QUALIFICATION		MINIMUM EXPERIENCE		REMARKS
		DIRECT APPOINTMENT	PROMOTION	DIRECT APPOINTMENT	PROMOTION	
GEN ENGG (CIVIL/ELECTRICAL & MECHANICAL BRANCH Asstt. Engineer (PG-07)			Three years Diploma in relevant discipline		Five year service in PG-06 as Supdt. In relevant field.	100% Direct
Engineer (PG-08)	30 yeas	B.E. Degree in 2 nd Division in the relevant field of Civil/Electrical/ Mechanical Engineering	Do	Preferably two years post qualification experience in the field of Engineering	Five years service in PG-07 as an Asstt. Engineer in relevant field.	75% Direct 25% Promotion
Sr. Engineer (PG-09)			B.E in . 2 nd Division in the relevant field of Engineering.		Five years service in PG-08 as Engineer in the relevant field.	
GM/Chief Engineer (PG-10)			Do		Seven years service in PG-09 in the related field Or 12 years service in PG-08 and above.	
Director (PG-11)			Do		Five years service in PG-10 in the relevant field Or 17 years in PG- 09 and above Or 17 years of service in PG- 08 and above in the as relevant field.	

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BRANCH POSTING/PG	UPPER AGE LIMIT FOR DIRECT APPTT	MINIMUM QUALIFICATION		MINIMUM EXPERIENCE		REMARKS
		DIRECT APPOINTMENT	PROMOTION	DIRECT APPOINTMENT	PROMOTION	
ARCHITECTURE Asstt. Architect (PG-07)	28 years	Three years Diploma in Architecture in 2 nd Division from a recognized Institute	Same as for appointment	Five years service in PG- 06 as Draughtsman/Surveyor trade.	Five years service in PG-06 as Draughtsman/Surveyor trade.	100% Promotion
Architect (PG-08)	30 years	Degree in Architecture in 2 nd Division from University		Preferably two years post qualification experience in the related field.	Five years service in PG-07 as an Assistant Architecture	75% Direct Induction 25% Promotion
Sr. Architect (PG-09)			Degree in Architect		Five years service in PG-08 as an Architect	50% of service in PG-07 shall be counted as service in PG-08 and above.
Chief Architect (PG-10)			Do		Seven years service in PG-09 in the related field Or 12 years service in PG-08 and above.	Do

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		DIRECT APPOINTMENT	PROMOTION	DIRECT APPOINTMENT	PROMOTION	
<u>HORTICULTURE</u> Asstt. Horticulture Officer (PG-7)	28 years	Graduate 2 nd Division (Agriculture)/Master (Agriculture)	Inter	Preferably two years post qualification experience	Five years service in PG-06 in relevant field	75% Director Induction 25% Promotion
Horticulture Officer (PG-8)			Do		Five years service in PG-7 in the relevant field	
Senior Horticulture Officer (PG-9)		Graduate 2 nd Division (Agriculture)/Master (Agriculture)			Five years service in PG-8 in the relevant field.	Fifty percent of service in PG-7 shall be counted as service in PG-8 and above.

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BRANCH POSTING/PG	UPPER AGE LIMIT FOR DIRECT APPTT	MINIMUM QUALIFICATION		MINIMUM EXPERIENCE		REMARKS
		DIRECT APPOINTMENT	PROMOTION	DIRECT APPOINTMENT	PROMOTION	
LEGAL BRANCH Deputy Manager (PG-8)	30 years	Graduate 2 nd Division and LLB 2 nd Division.		Three years post qualification experience in the relevant field		100% Direct Induction
Corporate Manager (PG-9)			Graduate 2 nd Division and LLB 2 nd Division.		Five years service in PG-8 as Legal Officer/Deputy Manager	
GM Legal (PG-10)			Do		Seven years in PG-9 in the relevant field. Or twelve years service in PG-8 and above.	
Director (PG-11)			Do		Five years service in PG-10 in the relevant field or 12 years of service in PG-8 and above in the relevant field.	

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BRANCH POSTING/PG	UPPER AGE LIMIT FOR DIRECT APPTT	MINIMUM QUALIFICATION		MINIMUM EXPERIENCE		REMARKS
		DIRECT APPOINTMENT	PROMOTION	DIRECT APPOINTMENT	PROMOTION	
<u>MEDICAL BRANCH</u> Medical Officer (PG-8)	30 years	M.B.B.S		Three years post qualification experience in a reputable Hospital or Medical Institution.		100% Direct Induction
Senior Medical Officer/Aviation Medicine (PG-9)			M.B.B.S		Five years service in PG-8 as Medical Officer.	
Chief Medical Officer (PG-10)			Do		Seven years in PG-9 as Senior Medical Officer. Or twelve years service in PG-8 and above.	

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BRANCH POSTING/PG	UPPER AGE LIMIT FOR DIRECT APPTT	MINIMUM QUALIFICATION		MINIMUM EXPERIENCE		REMARKS
		DIRECT APPOINTMENT	PROMOTION	DIRECT APPOINTMENT	PROMOTION	
MIS Branch Asstt. System Analyst (PG-7)	28 years	2 nd Class Bachelors Degree with Computer Science/Engg. OR 2 nd Class Bachelor Degree with Mathematics/Physics/Statistics/ Economics from a recognised University and having done prescribed formal Computer Training.	Inter with prescribed formal Computer Training.	Preferably two years post qualification experience.	Five years service in PG-6 in relevant field	75% Direct Induction 25% Promotion
System Analyst (PG-8)			Do		Five years service in PG-7 in the relevant field.	Fifty percent of service in PG7 shall be counted as service in PG-8 and above.
Senior System Analyst (PG-9)		2 nd Class bachelors degree with Computer Science/Engg. OR 2 nd Class Bachelor Degree with Mathematics/Physics/Statistics/e conomics from a recognised University and having done prescribed formal Computer Training			Seven years in PG-9 as Senior Medical Officer. Or twelve years service in PG-8 and above.	
GM MIS (PG-10)					Seven Years service in PG-9 in the relevant field with ten years service or twelve years service in PG-8 and above.	Do

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		DIRECT APPOINTMENT	PROMOTION	DIRECT APPOINTMENT	PROMOTION	
SUPPLY BRANCH Asstt. Supply Officer (PG-7)	28 years	Graduate in 2 nd Division/Master's Degree	Inter	Preferably two years post qualification experience for working in the relevant field in Govt/Semi Govt. Organization.	Five years service in PG-6 as Supdt. in relevant field	75% Direct Induction 25% Promotion
Deputy Manager Supply (PG-8)			Do		Five years service in PG-7 in the relevant field.	
CM/Senior Supply Officer (PG-9)			Graduate		Five years service in PG-8 in the relevant field	Fifty percent of service in PG-7 shall be counted as service in PG-8 and above.
GM Supply/ GM Supply Depot (PG-10)				Do		Seven years in PG-9 in the relevant field Or twelve years in service in PG-8 and above.

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BRANCH POSTING/PG	UPPER AGE LIMIT FOR DIRECT APPTT	MINIMUM QUALIFICATION		MINIMUM EXPERIENCE		REMARKS
		DIRECT APPOINTMENT	PROMOTION	DIRECT APPOINTMENT	PROMOTION	
Deputy DG (Operation)	55	Not applicable	Post Graduate	Not applicable	From incumbent of the next lower post in Operation/Administration Branches with minimum of 22 years service as an officer OR 05 years service as Director (PG-11). Since post falls in Senior Management involving important policy making or extensive administrative jurisdiction, besides having the above experience incumbent must possess proven analytical competence, breadth of vision and emotion maturity.	<p>a) Through promotion.</p> <p>b) Failing (a) above by transfer of an officer from Defence Services OR any other Govt. Department.</p> <p>c) If no one is available by promotion or by transfer the post may be filled on contract from the Aviation Industries for 3 years at a time having the requisite qualification and experience as reflected in Direct Appointment column.</p>
Deputy DG (Development)	55	Not Applicable	B.E./B.Sc(Engg) OR Post Graduate	Not applicable	From incumbent of the next lower post in Technical/P&D Branches with minimum of 22 years service as an officer OR 05 years service as Director (PG-11). Since post falls in Senior Management involving important policy making or extensive administrative jurisdiction besides having the above experience incumbent must possess proven analytical competence, breadth of vision and emotional maturity.	<p>a) Through promotion</p> <p>b) Failing (a) above by transfer of an officer from Defence Services OR any other Govt. Department.</p> <p>c) If no one is available by promotion or by transfer the post may be filled on contract from the Aviation Industries for 3 years at a time having the requisite qualification and experience as reflected in Direct Appointment.</p>

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POST	TENABLE BY
<p>1. ESTATE</p> <p>All posts from PG-7 to PG-9</p> <p>PG-10 & PG-9</p>	<p>Officers of equivalent grade belonging to SDS, Legal, ATC or Facilitation/Vigilance Branch having experience of Land/Estate matters.</p> <p>Officers of equivalent grade belonging to the above branches possessing Law Degree and having sufficient experience in Land/Estate Matters.</p> <p style="text-align: center;">OR</p> <p>Deputation officers of equivalent grade belonging to ML&C.</p>
<p>2. <u>STATISTICS</u></p> <p>All posts from PG-7 to PG-9</p> <p>PG-10</p>	<p>Officers of equivalent grade belonging to SDS, MIS or Finance having experience in Statistical Work.</p> <p>Officers of equivalent grade belonging to the above branches having Masters Degree in Statistics or Computer Science having sufficient experience in Statistical Work.</p>
<p>3. EMPLOYMENT</p> <p>PG-10</p>	<p>Officers of SDS/Admin Branch</p>
<p>4. AIR TRANSPORT</p> <p>All posts in PG-7 to PG-9</p> <p>PG-10 & PG-11</p>	<p>Officers of equivalent grade belonging to SDS or other Branches and possessing degree in Business Administration or Law or Economics or Commerce or International Relations having experience in Air Transport matters.</p> <p>Officers of equivalent grade belonging to ATC, SDS or Legal Branches possessing the qualification as mentioned above with sufficient experience on Air Transport matters.</p>
<p>5. COMMERCIAL</p> <p>All post in PG-7 to PG-9</p> <p>PG-10</p>	<p>Officers of equivalent grade belonging to any branch possessing degree of MBA (Finance/Marketing) or Officers belonging to SDS or Finance Branches having sufficient experience in commercial field.</p> <p>Officer belonging to SDS or Finance Branches through promotion having 07 years experience in commercial field.</p> <p style="text-align: center;">OR</p> <p>Candidate inducted through direct recruitment possessing</p>

	<p>MBBA (Finance/Marketing) with ten years post qualification experience in commercial field.</p> <p>OR</p> <p>Chartered Accountant with five years post qualification experience in commercial field.</p> <p>Candidates inducted through direct recruitment possessing the above qualification and having fifteen years post qualification experience in commercial field in the case of MBA.</p> <p>OR</p> <p>Ten years post qualification experience in commercial field in the case of Chartered Accountant.</p> <p>OR</p> <p>Officer belonging to ATC, SDS, Facilitation & Finance Branch through promotion having ten years experience in commercial field in CAA.</p>
<p>6. AIRPORT MANAGEMENT</p> <p>Airport Manager in PG-7 & PG-8</p> <p>Airport Manager in PG-9 to 11</p> <p>Zonal Manager PG-10</p> <p>Director CATI (PG-11)</p> <p>Secretary CAA Board PG-10</p>	<p>Officer of equivalent grade belonging to ATC Branch having done prescribed course.</p> <p>Officers of equivalent grade belonging to ATC other Branch having done prescribed courses in Aviation and Management Services.</p> <p>Officers of equivalent grade having wide administrative and Airport management experience.</p> <p>Officers of the equivalent grade belonging to ATC or SDS Branch having wide experience in the field of management, training or administration.</p> <p>Tenable by officers of the equivalent grade belonging to SDS, Legal or any other Branch.</p>
<p>7. EX-CADRE & OTHER POST</p>	<p>The Appointing Authority shall lay down the qualification, experience and other conditions for direct appointment/promotions.</p>

Note:- Minimum prescribed educational qualification for direct appointment in all cases shall not be less than second division.

CIVIL AVIATION AUTHORITY EQUIVALENCE FORMULA

CAA PAY GROUPS	EQUIVALENT BASIC PAY SCALE
1	1 & 2
2	3 & 4
3	5 & 6
4	7, 8 & 9
5	10, 11, 12 & 13
6	14 & 15
7	16
8	17
9 or Ex-Cadre 'C'	18
10 or Ex-Cadre 'B'	19
11 or Ex-Cadre 'A'	20

