



AUTHORIZATION OF FLIGHT OPERATIONS AND AIRCRAFT MOVEMENT

AIR NAVIGATION ORDER

VERSION : 3.0
DATE OF IMPLEMENTATION : 01-03-2021
OFFICE OF PRIME INTEREST : Air Transport & Economic Regulations Directorate

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TYPE OF DOCUMENT	AIR NAVIGATION ORDER (ANO)		
STATUS OF DOCUMENT	CONTROLLED		

A. AUTHORITY:

A1. This Air Navigation Order (ANO) is issued by the Director General Civil Aviation Authority (DGCAA) in pursuance of powers vested in him under Rule 4, Rule 5 and other relevant provisions of Civil Aviation Rules (CARs 1994), National Aviation Policy (NAP-2019) and ICAO Convention.

B. PURPOSE:

B1. To establish, implement, and maintain procedures for Airlines/General Sales Agents (GSAs), Operators & Authorized Flight Permission Agents (AFPAs) with respect to issuance of Flight Permissions for Schedule/Non-schedule and other types of flight operations in pursuance of Civil Aviation Rules as applicable.

C. SCOPE:

C1. This ANO is applicable to AT&ER Directorate, Operations Directorate, Finance Directorate, all Airport Managers/Revenue Officers of Airports, Airlines/GSAs & Operators intending to land or over fly in the territory of Pakistan and Authorized Flight Permission Agents (AFPAs).

D. DESCRIPTION:

D1. DEFINITIONS:

The following terms when used in this ANO shall have the meanings as assigned to them respectively:

- D1.1 **Air Navigation Order** means orders issued by Director General PCAA under CARs 1994.
- D1.2 **Billing Cycle** means the bill raised on fortnightly basis i.e. 1-15 & 16-30/31 of each calendar month
- D1.3 **Cabotage** means transport of goods or passengers between two places in the same country by a transport operator from another country.
- D1.4 **Charter Flights** means a non-scheduled operation using a chartered aircraft.
- D1.5 **Date, Time, Group** Date time group shall be called date-time representing the date as day of the month, the month & the year and the time shall represent hours & minute(s) in UTC. The format of date time shall be dd – mm – yy – HH – MM where (i.e) dd = day of the month, mm = month, yy = the year, HH = hour, MM = minute(s)
- D1.6 **Emergency Flight means** flights operating in emergency on short notice, which includes Ambulance / Medical Evacuation Flights, Relief Flights, Recovery/Search & Rescue flight etc.
- D1.7 **Ferry Flight** means delivery flights for the purpose of returning an aircraft to base, delivering a new aircraft from its place of manufacture to its customer, moving an aircraft from one base of operations to another or moving an aircraft to or from a maintenance facility for repairs, overhaul or other work.
- D1.8 **General Sales Agent** means a sales representative for an airline in a specific country responsible for selling all products of the airline in its region, which includes flight tickets and cargo.
- D1.9 **Inaugural Flights** means a flight on an aircraft type being introduced by a carrier for the first time on a route
- D1.10 **Military Flight Permission** means flights permission issued by the Air Intelligence, Air Headquarters Islamabad.
- D1.11 **Non-Schedule Flights** means commercial air transport service performed as other than a scheduled air service.
- D1.12 **Schedule Flights** means flights scheduled and performed for remuneration according to a published timetable, or so regular or frequent as to constitute a

recognizably systematic series, which are open to direct booking by members of the public; and extra section flights occasioned by overflow traffic from scheduled flights

D1.13 **UTC** means Universal Coordinated Time and shall be used where midnight shall be designated as 2400 for the end of the day and 0000 for the beginning of the day.

D1.14 **VVIP/VIP Flights** means non-schedule flight operations carrying VVIP/VIP/Govt delegations etc. to/from and through Pakistan territory/airspace

PART I - ENTRY, TRANSIT AND DEPARTURE OF AIRCRAFT

D2. GENERAL CONDITIONS:

D2.1 No Israeli registered aircraft is permitted to operate (land/overfly) in the territory of Pakistan. No flight of international airlines, scheduled or non-scheduled operating to or from Israel is permitted to operate or over fly Pakistan.

D2.2 All flights to, from or overflying the territory of Pakistan shall be carried out in accordance with the multilateral and bilateral agreements to which Pakistan is party and in accordance with the National Regulations.

D2.3 All Aircraft other than diplomatic flights, landing in or departing from the territory of Pakistan must first land at or finally depart from an International Airport.

D2.4 The aircraft after landing at the airport shall not proceed further unless the pilot has cleared the necessary customs/Immigration and other formalities and has obtained a clearance from an officer duly authorized by the Federal Government.

D2.5 In the event of an aircraft being compelled to land at other than International Airport, it would be responsibility of the pilot-in-command, operator or handling agent to arrange custom/immigration facilities and proceed onward only after getting due clearance.

D2.6 Any aircraft not engaged in schedule air transport flying over or across the territory of Pakistan without the permission of Competent Authority shall make a landing both on outward and inward journey at any international airport if so required by Federal Government, and shall proceed onward only on issuance of a clearance certificate by an officer so authorized by the Federal Government.

D2.7 An aircraft registered in a Contracting State shall be operated in compliance with the provisions of the applicable International Conventions.

D2.8 No revenue passenger or freight originating at a point in Pakistan and destined for another point in Pakistan may be picked up by a foreign operator (Cabotage) without the consent of DGCAA.

D2.9 Foreign registered private aircraft carrying non-revenue passengers can operate on domestic sector. However, first arrival and final departure shall be from International Airport.

D2.10 All civil aircraft flying over Pakistan territory are:

D2.10.1 Prohibited to carry any arms and ammunition of war or any explosive other than those explosives authorized for navigational and signaling purposes.

D2.10.2 Prohibited to fly in such a manner as to be likely to endanger or interfere with any of Pakistani forces, ships or aircraft.

D2.10.3 Prohibited to fly without clearly displaying the nationality and registration or other marks as prescribed.

D2.10.4 Prohibited to fly without permission with photographic/survey/intelligence equipment on board unless otherwise specifically permitted by Federal Government Agency.

PART II - SCHEDULE FLIGHT OPERATIONS:

D3. PERMISSION FOR SCHEDULE FLIGHT OPERATIONS DIRECTLY TO AIRLINE/GENERAL SALES AGENTS (GSA):

- D3.1 All the Schedule Airlines/GSAs intending to operate in the territory/airspace of Pakistan shall be required to submit their bi-annual schedule, Hajj & Umra schedules, extra sections/additional flights as well as day to day changes in aircraft type/timings/routes etc to AT&ER Dte through online application ATFMS, (link available at PCAA official website) for which they will be provided User ID & Password by AT&ER Dte. to access the application.
- D3.2 Airlines/GSAs shall apply for approval of their bi-annual schedules to AT&ER Dte. at least one month before the commencement of subsequent scheduling season where:
- Summer Scheduling period starts from last Sunday of March.
 - Winter Scheduling period starts from last Sunday of October.
- D3.3 DAT&ER shall approve the Airlines/GSAs' bi-annual schedule in coordination with AdID AT(NR) and AdID AT(IR)/JtD AT(Bilateral) with respect to traffic rights in their respective bilateral agreements. AdID AT (NR)/JtD AT(Ops) subsequently shall issue flight permissions through ATFMS after coordination of slots with concerned locations. Airlines shall be required to provide the type of aircraft.
- D3.4 Domestic Airlines (RPT Operators) for International operations & Foreign Airlines/GSAs for operation in Pakistan shall apply for approval and intimate AT&ER Dte. at least one month for New Routes/Inaugural flights and fifteen days for Additional Frequency in advance. The AdID AT (NR)/JtD AT(Ops) shall immediately obtain the concurrence of AdID AT (IR)/JtD AT(Bilateral) with respect to bilateral agreements for final approval by DAT&ER.
- D3.5 Schedule Airlines/GSAs/Agents shall be required to intimate any change or new flight at least 24 hrs in advance except in special circumstances.
- D3.6 New Foreign Schedule Airlines applying for the first time or applying afresh after a gap shall be required to submit a valid Bank Guarantee (acceptable to PCAA Treasury & Investment Branch) with a validity of one-year atleast from a local bank in PKR/USD equal to the amount of three (03) Billing Cycles of their schedule operations in upcoming season to be calculated by PCAA Billing Branch. In addition, they shall also be required to clear their invoices raised by PCAA Billing Branch on fortnightly basis.
- D3.7 Upon default of two (02) fortnight invoices by airlines, the Billing Branch shall intimate to DAT&ER for serving a notice of ten (10) days period to clear the outstanding amount. Failure to clear the outstanding amount within the notice period may consequently lead to the punitive actions as stated in Para D21.
- D3.8 DAT&ER/AdID AT (NR) shall arrange bi-annual schedule meeting at least thirty days before the commencement of the schedule with the PCAA Airport Managements and domestic airlines for allocation of appropriate slots and resolution of problems thereon, keeping in view the terminal facilities like lounges/parking spaces etc.
- D3.9 On finalization of schedule, AdID AT(NR)/JtD AT(Ops) shall inform all Foreign/Domestic Airlines/GSAs, all PCAA Airport Managers and concerned directorates of PCAA for compliance.
- D3.10 .Request for code share arrangement (with similar call sign, sector and date of operations etc.) by both the Marketing & Operating Carriers shall be submitted at least 15 days in advance. DAT&ER shall approve their requests in coordination with AdID AT(NR) and AdID AT(IR)/JtD AT(Bilateral) with respect to their bilateral agreements.

D4. PERMISSION FOR FERRY FLIGHT INDUCTED ON PURCHASE/DRY/WET LEASE:

- D4.1 One time ferry flight permission shall be granted to the purchase/dry/wet leased aircraft landing in Pakistan subject to the confirmation of induction by PCAA

Airworthiness Directorate. Further operations shall be subject to Issuance of Certificate of Airworthiness by Airworthiness Directorate and Air Operations Certificate/Operations Specification by PCAA Flight Standard Directorate.

- D4.2 Flight permission of leased aircraft going out of Pakistan after completion of its lease agreement shall be granted, subject to the confirmation/NOC from Airworthiness and Flight Standards Directorates. .
- D4.3 Permission for ferry flight proceeding for maintenance shall also be granted subject to confirmation/NOC from Airworthiness and Flight Standards Directorates.

D5. PERMISSION FOR SCHEDULE FLIGHT OPERATIONS THROUGH AFPA:

- D5.1 This provision shall be applicable on the New Foreign Schedule Airlines applying for the first time or applying afresh after a gap and intending to process approval of their schedule operations and resultant billing matters through AFPA. However, for conducting sale of ticketing/cargo etc. for schedule passenger flight, AFPA must have a valid General Sales Agents Certificate.
- D5.2 Para D3.2, D3.3, D3.4 & D3.5 stated above shall also be applicable on airlines seeking permissions through AFPAs.
- D5.3 DAT&ER shall approve the schedule submitted through AFPA in coordination with AdID AT (NR) and AdID AT (IR)/JtD AT(Bilateral) with respect to traffic rights in their respective bilateral agreements. AdID AT (NR)/JtD AT(Ops) subsequently shall issue flight permissions through ATFMS after coordination with concerned locations.
- D5.4 Separate approval shall be obtained for each international schedule airline requesting to engage AFPA in accordance with the procedure stated hereunder:-
- D5.4.1 Submission of an authorization letter on official letterhead containing official email & contact address etc. of the concerned airline confirming that AFPA is their only authorized agent in Pakistan. AT&ER Dte. may like to verify the authenticity of the authority letter, if required.
- D5.4.2 In case of change of authorized AFPA by airline, authority letter from concerned airline as well as NOC from the former AFPA regarding their switching over to another AFPA and clearance of outstanding dues by the airline shall be required.
- D5.4.3 AFPAs shall be required to maintain security deposit equal to an amount of two (02) Billing Cycles (*please see Note1 below*) in PCAA Collection Account No. 0042-79015197-03, HBL, State Life Branch, Karachi, IBAN No. PK11 HABB 0000427901519703 (based on average billing of last six months to be revised by PCAA Billing Branch one month before the commencement of every scheduling season). In addition, AFPAs shall also be required to clear the invoices raised by PCAA Billing Branch on fortnightly basis.
- D5.4.4 Upon default of two (02) fortnight invoices by the AFPAs, the Billing Branch shall intimate to DAT&ER for serving a notice of ten (10) days period to clear the outstanding amount. Failure to clear the outstanding amount within the notice period may consequently lead to the punitive actions as stated in Para D21. The requirement stated in Para D5.4.2 shall also be lapsed and airlines would be intimated by AT&ER Dte. to switch over to another AFPA without the requirement of NOC.

PART III - NON-SCHEDULE FLIGHT OPERATIONS:

D6. PERMISSION FOR NON-SCHEDULE INTERNATIONAL FLIGHT OPERATIONS:

- D6.1 Permission for Non-Schedule Flight Operations by a Non Schedule Operator shall be obtained through Authorized Flight Permission Agents (AFPAs) only.

Note1: Para 5.4.3 Security Deposit of Two (02) Billing Cycles will be effective from Winter Season 2021 onwards. However, in Summer Season 2021, it will remain the same as previous i.e. One (01) Billing Cycle.

- D6.2 The Authorized Flight Permission Agents (AFPAs) shall be required to apply for Non-schedule flight permission through online application ATFMS, available at PCAA official website for which they will be provided User ID & Password by AT&ER Dte. to access the application. AdID AT(NR)/JtD AT(Ops) through ATFMS shall issue flight permissions.
- D6.3 The AFPA shall apply for Non-schedule flight permissions for overflying and landing in accordance with the **Annexure-A** for **Afghan bound flights** and **Annexure-B** for **Normal flights**. However, Emergency Flights such as Ambulance, Medical Flights, Relief Flights, Recovery Flights, Search & Rescue Flights, Evacuation Flights and VVIP/VIP etc, are exempted from advance notice as mentioned in Annexure A & B above.
- D6.4 The AFPA shall apply online in ATFMS form (CAAF 012-ATNR-1.0) duly filled in all respects alongwith Operators' original request and other documents (where necessary).
- D6.5 AFPAs shall be required to maintain security deposit equal to an amount of one (01) Billing Cycle in cash based on their average billing of last six months (to be revised by Billing Branch after every six months). In addition, they shall also be required to deposit aeronautical charges based on projected amount of Rs. 70,000/- for overflying and Rs. 250,000/- for landing flight request in PCAA Collection Account No. 0048-79000740-03, HBL, PIA Airport Branch Corporate Sub Center, Karachi, in advance. This advance deposit shall be adjusted subsequently by PCAA Billing Branch against their actual fortnight invoices. Moreover, they shall be required to maintain minimum amount of Rs. 70,000/- or above to obtain Non-Schedule Flight Permissions at all times.
- D6.6 Entry of new flight request shall be blocked automatically by the system, if the AFPAs' account balance shown in **AERO FINANCIALS** in ATFMS is below the minimum amount as stated in Para-D6.5 above. However, Approving Authority shall have the rights to unblock entry for any of the Authorized Flight Permission Agents on the basis of valid reason or exceptional circumstances.
- D6.7 AFPA will provide proof of Third Party Liability Insurance coverage by a credible Aviation Insurance Company of the foreign registered cargo/passenger aircraft landing in Pakistan, as per 1952 Rome Convention along with requests (where required).
- D6.8 U\$ 15 per flight would be charged as processing fee for every permission application, which will not be reimbursed in case of refusal.
- D6.9 Cancellation of flight must be submitted at least 02 hours prior to the approved date-time of operations. U\$ 15 per flight would be charged for flights cancelled after above period, even if no cancellation is received. Officials of AT&ER Dte. will provide the data of processing and cancellation charges to Billing Branch for billing purposes on fortnightly basis.
- D6.10 The AFPA may append registrations of maximum three (03) aircraft of same type as substitute. In case of change of principle aircraft with substitute, AFPAs will be responsible for the provision of necessary information (if required).
- D6.11 The Team Leaders of respective ACCs may permit last moment changes in coordination with Air Defense setup (when the flight plan of an already cleared flight is received) only after duty hours and on weekends/holidays as mentioned below:

OVER FLIGHTS	LANDING
<ul style="list-style-type: none"> • ATS Route • Departure Point • Destination Point • Type/Registration of Aircraft 	<ul style="list-style-type: none"> • ATS Route • Departure point within same foreign country • Destination point within same foreign country • Change type of flight from landing to overflying

NOTE 1: The changes made by ACC Team Leaders will be submitted in next working day to DAT&ER through any available means for regularization.

NOTE 2: If permission of the flight does not exist in ATFMS and the same is not cleared by AT&ER Directorate upon coordination then the concerned team leader/ATS Unit shall not accept the flight except in emergencies for which spontaneous decision is required.

D6.12 Changes in slots for landing flights will require a fresh clearance to be obtained on weekdays only with prescribed advance notice as mentioned in Annexure A & B.

D6.13 PCAA reserves the right to cancel any permission if found deficient in any respect or due to any other reason if deemed appropriate.

D7. PERMISSION FOR NON-SCHEDULE INTERNATIONAL PRIVATE/CHARTER FLIGHTS (PAX/CARGO) LANDING IN PAKISTAN:

D7.1 Flight permission for International Private/Charter Flights (pax/cargo) landing in Pakistan shall be subject to the provision of the following information:-

D7.1.1 Details of passengers/cargo on board (if required).

D7.1.2 Purpose of travel.

D7.1.3 Tentative stay of each foreign passenger in Pakistan alongwith Invitation/sponsorship letter from inviting organization, company or a person i.e. receiving party.

D7.1.4 However, passenger legal verification and other immigration formalities shall be the subject of concerned Government functionaries working at location/airport.

D8. PERMISSION FOR HELICOPTER/AERIAL PHOTOGRAPHY/SPRAY/INDIAN REGISTERED AIRCRAFT (LANDING IN PAKISTAN) AND FIXED WING AIRCRAFT OPERATING AT/BELOW FL100.:

D8.1 On receipt of requests for operations of helicopter, aerial photography/spray, fixed wing aircraft operating at/below FL100, Indian registered aircraft landing in Pakistan; Officials of Non-Schedule section shall coordinate with the concerned security agencies on the basis of at least one (01) week advance notice.

D8.2 On receipt of NOCs from concerned agencies, AdID AT(NR)/JtD AT(Ops) shall issue the flight permission, subject to conditions specified therein.

D9. PERMISSION FOR FLIGHT OPERATION FOR NOBLE CAUSE:

D9.1 On receipt of flight request for fund raising, charity, donation, education, relief operation or any other noble cause, AdID AT(NR)/JtD AT(Ops) shall evaluate the credibility of the request through concerned Government Department/Agency for issuance of flight permission.

D9.2 If requested by the operator, all PCAA aeronautical charges shall be waived off and gratis clearance shall be provided to above flights, subject to approval by DG CAA.

D10. PERMISSION FOR DEPORTEE CHARTER FLIGHTS:

D10.1 Clearance/NOC from Ministry of Interior (MoI) and Ministry of Foreign Affairs (MoFA) shall be required for issuance of permission for charter flights carrying deportees on board.

D11. PERMISSION FOR FLIGHTS WITH LIVE STOCK/WILD LIFE, INCLUDING TROPHIES LISTED ON CITES APPENDIX-I ON BOARD:

D11.1 Clearance/NOC from concerned Ministry/Department as well as details of cargo on board shall be required for issuance of permission for flights carrying Live Stock/Wild Life including Trophies listed on CITES Appendix-I etc. on board except flights routed through diplomatic channel (MoFA).

D12. PERMISSION FOR INTERNATIONAL OPERATIONS BY PAKISTAN REGISTERED PRIVATE/CHARTER AIRCRAFT:

D12.1 Pakistan registered Private/Charter Aircraft shall be required to obtain flight permission from AT&ER Dte for their international flight operations only directly or through AFPA.

D12.2 Pakistan Registered "Private/Charter Operators" if applying for international operations through AFPA shall be dealt like Non-Schedule Operators and processing/cancellation fee shall be charged.

D12.3 When applying directly for an international operation, no processing/cancellation fee shall be charged. However, they shall be required to deposit aeronautical charges based on projected amount of **Rs. 20,000/-** per flight in PCAA collection account. This advance shall be adjusted subsequently by Billing Branch based on their actual fortnight invoices.

D13. PERMISSION FOR NON-SCHEDULED FLIGHTS REQUIRING PROLONGED STAY IN PAKISTAN:

D13.1 Only Lahore, Karachi & Islamabad Airports shall be offered for prolonged parking not exceeding 10 days initially, extendable to 30 days only. At other airports it will be subject to availability of parking space/slots, however, the stay of such aircraft at any other airport shall be subject to the time/period as specified by respective Airport Manager.

D13.2 The permission for such operation shall be considered on case-to-case basis.

D13.3 Certified true copies of the following documents are required to be submitted along with application:-

- AOC
- Certificate of Airworthiness
- Third Party Insurance Policy

D13.4 Since clearance will be valid for 30 days, the authorized agents shall ensure the formalities of valid traveling documents of all operating crew and may produce a copy as & when required.

D13.5 The clearances will be issued on first come first serve basis after completion/acceptance of all documents.

D13.6 Director Airworthiness or Director Flight Standard may hold the operations of an aircraft through DAT&ER if required, after a thorough inspection of aircraft and its documents as applicable.

D14. REVALIDATING AN ALREADY ISSUED NON-SCHEDULE PERMISSION:

D14.1 In case of revision in the validity of already issued non-schedule flight permission wherein PCAA's requirement of advance notice for a fresh request from the date-time of intended operations cannot be met then only one time permission shall be issued under following conditions:

D14.1.1 Revision in the date of operation for overflying shall be made by officials of Non-schedule section during working hours and validity of such permission shall be revised by +24 hours only.

D14.1.2 Revision in the date-time of operation falling within +24 hours limit, In case of landing flights, shall be made by officials of Non-schedule section during working hours, subject to the coordination of slot by AFPA, However, validity shall be specific to the approved date-time.

D14.1.3 A fresh flight request shall be submitted for approval after above stated period.

D15. NON-SCHEDULE DOMESTIC FLIGHT OPERATIONS:

D15.1 Operations by Pakistan registered General Aviators, Private Owners, Training flights & Charters conducting domestic operations; do not need to obtain permission from AT&ER Dte. However, prior coordination with Pre Flight Information Unit/ATS Unit and provision of necessary information must be ensured as per SOP-012-OPAT issued by Operations & APS Directorate.

PART IV - DIPLOMATIC FLIGHT OPERATIONS:

D16. PERMISSION FOR VVIP/VIP FLIGHT OPERATIONS:

D16.1 Permission for Diplomatic Flight Operations shall be obtained through diplomatic channel i.e. MoFA only. However, non-schedule flights stated in Part-II above can also be routed through MoFA (if required).

D16.2 On receipt of clearance request for operation of VVIP/VIP flights through MoFA, AdID AT (NR)/JtD AT (Ops) shall issue flight clearances through ATFMS.

D16.3 All applicable charges of flights obtained through MoFA shall be billed to the concerned Embassy/Operator as deemed appropriate, unless otherwise specified by MoFA.

D16.4 Flight Permission for hunting expedition flights would be subject to the conditions specified by Ministry of Interior and Ministry of Foreign affairs in their respective SOPs. In case of any violation, concerned Embassy shall stand liable.

D17. PERMISSION FOR BLANKET CLEARANCE:

D17.1 On receipt of request for Blanket clearance through diplomatic channels i.e. MoFA; AdID AT (NR)/JtD AT (Ops) shall issue Blanket clearance to applicant.

D17.2 After obtaining Blanket Clearance, prior intimation to PCAA, AT&ER Dte. via MoFA shall be required before flight operation, clearly providing details of flights and VVIP/VIP & Cargo on board.

PART V - MILITARY FLIGHT OPERATIONS:

D18. MILITARY RELATED FLIGHT OPERATIONS:

D18.1 A foreign military aircraft shall not fly over or land in the territory of Pakistan except with the permission of the Competent Authority i.e. Air Intelligence (AI) Air Headquarters, Islamabad.

D18.2 Military flights operated by military aircraft/civil aircraft carrying military cargo/pax to military/civil airfields, and UN Peacekeeping Missions shall be cleared by Air Intelligence (AI) Headquarter Islamabad.

D18.3 All applicable charges for flights operating under Military Clearance (MC) at airport in Pakistan military/joint user/civil shall be billed to the concerned embassy/operator as deemed appropriate.

PART VI - MISCELLANEOUS:

D19. BACKUP PROCEDURE:

D19.1 Back up procedure shall be used when Air Transport Flight Management System (ATFMS) is not available for any reason for period assessed to be of six (06) hours or more during working hours.

D19.2 Assessment period shall be for two (02) hours during which all endeavor by all relevant concerns shall be made to rectify the status. Assessment period shall commence from the time:-

D19.2.1 A complaint is received from the user

D19.2.2 Circumstances so dictate (like power outage, security reason in the city)

D19.2.3 IT section so evaluates

- D19.3 Not–Available status shall be declared in writing. If circumstances dictate, the status may be declared verbally however, the same shall be followed in writing when situation permits.
- D19.4 Not–Available status shall be declared by or on behalf of Director AT&ER. Once the “Not-Available” status is declared, the process of flight permission shall be the same as for ATFMS except that:-
- D19.4.1 Non–schedule numbers/schedule numbers, as the case may be, allocated shall be in successive increment to the last known ATFMS generated non-schedule number/schedule number, as the case may be, known to AT&ER operations (non-schedule/schedule) section with addition of alphabet “Z” at the end
- D19.4.2 The application form CAAF-012-ATNR shall be filled in manually
- D19.4.3 The attachments shall be in hard copy submitted only at AT&ER Directorate “Operations Section” in working hours. After working hours, the same shall be submitted at telex room except that the original request shall be submitted to AT&ER office in the next working day.
- D19.4.4 Request may be communicated through telex or in person as appropriate to the case.
- D19.5 The information of “Not--Available” status shall be passed to all concerned through means available during the above status.
- D19.6 “Availability” status of ATFMS shall be declared by or on behalf of DAT&ER when so deemed fit.
- D19.7 When ATFMS becomes available no other request shall be processed until all flight permission matters handled during Not – Available status are updated in the ATFMS to this effect IT section shall confirm in writing.

D20. SCHEDULE OF CHARGES:

D20.1 Following charges shall be applied on Authorized Flight Permission Agents and private / charter operators with respect to obtaining flight permissions:

Advance Deposit (Non-Sch)	Rs.70,000 & Rs 250,000	(refer para D6.5)
Processing charges	U\$ 15	(refer para D6.8)
Cancellation charges	U\$ 15	(refer para D6.9)
Advance Deposit (Private/Charter)	Rs. 20,000	(refer para D12.2)

D21. PUNITIVE ACTIONS:

- D21.1 AFPAs/GSAs/Airlines shall be fully responsible for the authenticity of the information provided at the time of flight clearance and shall be held responsible/liable for incorrect/incomplete information.
- D21.2 Contravention of any of the rules/regulations contained herein as well as concealment of facts and/or submission of incorrect information & mala fide documents in favor of fraudulent payments may lead to any of the following punitive action permissible under CARs 1994, after serving a notice period of 10 days in writing:-
- D21.2.1 Imposition of financial penalty upto **Rs. 100,000/-**.
- D21.2.2 Cancellation/Suspension/Restriction of Flight Operations.
- D21.2.3 Detention of the aircraft of the delinquent Airline/Operator.
- D21.2.4 Forfeiture of Security Deposit/Advance and Encashment of Bank Guarantee.
- D21.2.5 Cancellation/Suspension of Registration.
- D21.2.6 Blacklisting of malicious Airline/Operator/Agent

D21.2.7 Any other penal action as permissible under CARs 1994.

REVIEW OF ANO:

D22. The requirement specified in this ANO may be reviewed/amended as and when deemed important by the Competent Authority.

E. EVIDENCES (ACRONYMS / RECORDS / REFERENCES):

E1. ACRONYMS:

ACC	:	AREA CONTROL CENTRE
AdID	:	ADDITIONAL DIRECTOR
AD DG	:	ADDITIONAL DIRECTOR GENERAL
AFPA	:	AUTHORIZED FLIGHT PERMISSIONS AGENT
AI	:	AIR INTELLIGENCE
ANO	:	AIR NAVIGATION ORDER
AOC	:	AIR OPERATOR CERTIFICATE
ASA	:	AIR SERVICE AGREEMENT
ATFMS	:	AIR TRANSPORT FLIGHT MANAGEMENT SYSTEM
AT & ER	:	AIR TRANSPORT & ECONOMIC REGULATION
ATS	:	AIR TRAFFIC SERVICES
AW	:	AIR WORTHINESS
BIL	:	BILATERAL
BS	:	BUSINESS SUPPORT
CARs	:	CIVIL AVIATION RULEs
C of A	:	CERTIFICATE OF AIRWORTHINESS
DG	:	DIRECTOR GENERAL PAKISTAN CIVIL AVIATION AUTHORITY
DAT&ER	:	DIRECTOR AIR TRANSPORT & ECONOMIC REGULATION
FS	:	FLIGHT STANDARD
GSA	:	GENERAL SALES AGENT
HH	:	HOUR
HQCAA	:	HEADQUARTERS PAKISTAN CIVIL AVIATION AUTHORITY
IATA	:	INTERNATIONAL AIR TRANSPORT ASSOCIATION
IR	:	INTERNATIONAL REGULATIONS
IT	:	INFORMATION TECHNOLOGY
JtD	:	JOINT DIRECTOR
mm	:	MONTH
MM	:	MINUTE(S)
MoFA	:	MINISTRY OF FOREIGN AFFAIRS
Mol	:	MINISTRY OF INTERIOR
MTOW	:	MAXIMUM TAKE OFF WEIGHT
NOC	:	NO OBJECTION CERTIFICATE
NR	:	NATIONAL REGULATIONS
OPs	:	OPERATIONS
PAX	:	PASSENGER
PCAA	:	PAKISTAN CIVIL AVIATION AUTHORITY
RPT	:	REGULAR PUBLIC TRANSPORT
SCH	:	SCHEDULE
NON-SCH	:	NON-SCHEDULE
UN	:	UNITED NATIONS
UTC	:	UNIVERSAL TIME OF COORDINATION
VIP	:	VERY IMPORTANT PERSONNEL
VVIP	:	VERY VERY IMPORTANT PERSONNEL
yy	:	YEAR

E2. RECORDS:

E2.1 SOP-012-OPAT

E2.2 Mol Letter No. F.No.5/9/2017-MMC dated 25th April, 2017

E2.3 MoFA Letter No. DCP(P&I)-1/2017-18 dated 11th September, 2017

E3. REFERENCES:

- E3.1 Civil Aviation Rules 1994 (CARs, 1994)
- E3.2 National Aviation Policy (NAP-2019)
- E3.3 Rome Convention 1952
- E3.4 ICAO Contention1944

IMPLEMENTATION:

This Air Navigation Order (ANO-003-ATNR) version 3.0 supersedes all previous ANOs/CAAOs/SOPs/Orders/Directives of Scheduled and Non-Scheduled Flights and shall be implemented with effect from **01 March 2021**.

(KHAQAN MURTAZA)
Flt. Lt. (Retd.)
Director General
Pakistan Civil Aviation Authority

Dated: - March, 2021

(IRFAN SABIR)
Air Commodore.
Director Air Transport

Dated: - March, 2021
File No. HQCAA/1090/312/AT(NR)

Annexure "A"

AFGHAN BOUND FLIGHTS

1 OVERFLYING

1.1 Submission of application

1.1.1 The application for the new flight request or change shall be submitted **at least forty-eight (48) hours** in advance (except in special circumstances) for coordination with security agencies during the working hours.

1.2 Validity of permission

1.2.1 + 72 hours from the date-time of intended entry in Pakistan Airspace.

1.2.2 For change in validity of permission please see D14

1.3 Other conditions

1.3.1 Two flights with the same call sign on same day will not be permitted.

1.3.2 However, aircraft operating with their registration may be allowed to operate their return flight on the same day.

1.4 Change request

1.4.1 In 'New' status of flight, all changes are allowed.

1.4.2 After approval of Director AT&ER following shall apply to change request:

CHANGES ALLOWED	CHANGES NOT ALLOWED
<ul style="list-style-type: none"> i. Time of departure (within 72 hours validity of permission) ii. Aircraft Registration iii. Place of departure iv. Place of arrival v. Time of arrival vi. Entry point vii. Exit point viii. Time at entry point ix. Time at exit point 	<ul style="list-style-type: none"> i. Call sign ii. Date of operation iii. Type of aircraft iv. Purpose of flight v. Specific details of cargo vi. Address of Consignor vii. Address of Consignee viii. Airlines/Operators ix. Making Overfly to Landing <p>(In case change in items above required then fresh permission shall be filed)</p>

2 LANDING

2.1 Submission of application

2.1.1 The application for the new flight request or change shall be submitted **at least forty-eight (48) hours** in advance (except in special circumstances) for coordination with security agencies during the working hours.

2.2 Validity of permission

2.2.1 +24 hours from the date-time of intended entry in Pakistan Airspace subject to the availability of slots at parking constraint airports.

(Two flights with the same call sign on any one day will not be permitted)

2.2.2 For change in validity of permission please see D14

2.3 Change Request

2.3.1 In 'New' status of flight all changes are allowed.

2.3.2 After approval of Director AT&ER following shall apply to change request:

CHANGES ALLOWED	CHANGES NOT ALLOWED
<ul style="list-style-type: none"> i. Entry point ii. Exit point iii. Time at entry point iv. Time at exit point v. Making Landing to Overfly flight 	<ul style="list-style-type: none"> i. Call sign ii. Date of operation iii. Type of aircraft iv. Aircraft Registration v. Specific details of cargo vi. Purpose of flight vii. Place of departure viii. Place of arrival ix. Time of departure x. Time of arrival xi. Address of Consignor xii. Address of consignee xiii. Airline operators <p>(In case change in items above required then fresh permission shall be filed)</p>

Annexure "B"

NORMAL FLIGHTS

1 OVERFLYING

1.1 Submission of application

1.1.1 The application for the new flight request or change shall be submitted **at least twenty-four (24) hours** in advance (except in special circumstances) during working hours.

1.2 Validity of permission

1.2.1 + 72 hours from the date-time of the date-of intended entry in Pakistan Airspace.
(Two flights with the same call sign on any one day will not be permitted)

1.2.2 For change in validity of permission please see D14

1.3 Other conditions

1.3.1 Two flights with the same call sign on same day will not be permitted.

1.3.2 However, aircraft operating with their registration may be allowed to operate their return flight on the same day.

1.4 Change request

1.4.1 In 'New' status of flight, all changes are allowed.

1.4.2 After approval of Director AT&ER following shall apply to change request:

CHANGES ALLOWED	CHANGES NOT ALLOWED
i. Type of aircraft (principal and alternate) ii. Aircraft registration iii. Purpose of flight iv. Place of departure v. Place of arrival vi. Time of departure (within 72 hours validity of permission) vii. Time of arrival viii. Entry point ix. Exit point x. Time at entry point xi. Time at exit point	i. Call sign ii. Date of operation iii. Specific details of cargo iv. Address of Consignor v. Address of Consignee vi. Airlines /Operators vii. Making Overfly to Landing (In case change in items above required then fresh permission shall be filed)

2 LANDING

2.1 Submission of application

2.1.1 The application for the new flight request or change shall be submitted **at least twenty-four (24) hours** in advance (except in special circumstances), during working hours.

2.2 Validity of permission

2.2.1 +24 hours from the date-time of intended entry in Pakistan Airspace subject to the availability of slots at parking constraint airports.
(Two flights with the same call sign on any one day will not be permitted)

2.2.2 For change in validity of permission please see D14

2.3 Change request

2.3.1 In 'New' status of flight, all changes are allowed

2.3.2 After approval of Director AT&ER following shall apply to change request:

CHANGES ALLOWED	CHANGES NOT ALLOWED
<ul style="list-style-type: none"> i. Place of departure ii. Aircraft registration iii. Entry point iv. Exit point v. Time at entry point vi. Time at exit point vii. Making Landing to Overfly 	<ul style="list-style-type: none"> i. Call sign ii. Date of operation iii. Type of aircraft iv. Place of arrival v. Time of departure vi. Time of arrival vii. Purpose of flight viii. Specific details of cargo ix. Address of Consignor x. Address of consignee xi. Airline operators <p>(In case change in items above required then fresh permission shall be filed)</p>