

**Pakistan International Airlines**  
**Karachi Airport**

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24 Rabi-us-Sani 1422

17<sup>th</sup> July, 2001

**ADMINISTRATIVE ORDER**  
**NO. 17/2001**  
**COCKPIT CREW SERVICE RULES**

In exercise of the powers conferred under the provision of Chief Executive Order No. 6 of 2001 dated 5<sup>th</sup> July 2001. The Board of Directors of the Corporation has prescribed fresh terms and conditions of service for Cockpit Crew. The Agreement dated 28<sup>th</sup> February 1997 entered in to by the between Pakistan International Airlines Corporation (PIAC) and the Pakistan Airline Pilots Association (PALPA) and the Agreement dated 22<sup>nd</sup> January 1998 entered into by and between PIAC and Flight Engineers Association (FENA) which now stand suspended by Article 2 of said order, shall have effect as modified hereunder and subject to such other modifications and omission as may be made therein from time to time.

**CHAPTER-1**

**Scope and Duration of Rules, Applicability of Corporation's Rules,  
Regulations and Orders**

1. These rules shall be called PIA Cockpit Crew Service Rules
2. They shall apply to the cockpit crew employed by PIA
3. They shall come into force with effect from 17<sup>th</sup> July-2001.
4. Except where in conflict with the provisions of these rules, all rules regulation and order shall be deemed to be incorporated in these. In the event of any conflict between the provisions of these rules and the rules, regulations and order of the Corporation, or any modification cancellation or amendment thereof, the provisions of these rules shall apply and prevail.
5. The Board of Director of the Corporation or its designated Competent Authority reserves the right to modify, amend or cancel any provision of these rules.
6. Cockpit crew will perform such duties in the air and on the ground as are assigned by the Corporation from time to time and will proceed to any place on Corporation's duty as required by the Corporation. Cockpit crew will be required to fly any aircraft other then those which are registered in Pakistan and /or are owned or leased by the Corporation.

## CHAPTER-II

1. The following pay scales, allowances, perquisites and benefits shall be admissible.

**a- CLASSIFICATION OF GROUPS**

Cockpit Crew shall be classified in seven groups in relation to length of service, for the purpose of emoluments, as follow:

<u>CLASS</u>	<u>YEARS OF SERVICE</u>
I	Less than 5 years
II	5 years-Less than 10 years
III	10 years-Less than 15 years
IV	15 years- Less than 20 years
V	20 years-Less than 25 years
VI	25 years-Less than 30 years
VII	30 years and more.

**b- CLARIFICATION REGARDING BASIC SALARY**

The following criteria will be applicable:

**i- Date of Increment**

The existing system of date of increment as specified in Personnel Policies Manual continue to be applicable. The increments in flying, fuel, telephone allowances shall accrue from the date of first productive flight as Cockpit Crew on initial equipment.

**ii. Flying Allowance Increment**

This will be paid with respect to years of service counted from 1<sup>st</sup> flight as Cockpit Crew with cut-out date of 15<sup>th</sup> of every month i.e., flights falling due between 1<sup>st</sup> to 15<sup>th</sup> of the month will be paid on 1<sup>st</sup> of the same month and flight falling due from 16<sup>th</sup> to the end of the month will be paid on the 1<sup>st</sup> of following month.

**c. BASIC SALARY PILOTS**

Pilot shall be entitled to basic salary inclusive of Ratio-Clause Basic Salary as follows:

<u>CLASS</u>	<u>Revised Pay Scale w.e.f. 01/01/2003</u>
I	6600-600
II	9600-600
III	14400-960
IV	19560-720
V	23520-1120
VI	29680-1120
VII	35840-1120

**Note:** Basic salary in the above scale shall be fixed in accordance with length/years of service in the corporation from first productive flight as a Pilot.

d. **ACCOMMODATION HOUSE RENT**

Pilot will be entitled to the following:

<u>CLASS</u>	<u>RATE RS/MONTH</u>
I	6400
II	8000
III	11200
IV	12800
V	15200
VI	18400
VII	18400

**Note: Revised with effect from 1<sup>st</sup> January 2003.**

e. Telephone Allowance shall be reimbursed to the Pilot at the revised uniform rate of 800 local calls inclusive of all charges, duties and taxes per month. Payment on monthly basis.

f- **FUEL**

Pilots will be allowed re-imbursement on account of fuel Inclusive of Ratio Clause on monthly basis at the following rates:

<u>CLASS</u>	<u>LITERS/MONTH</u>
I	176
II	214
III upto 12 years	250
III over 12 years	272
IV	320
V	360
VI	400
VII	400

**Note: Revised with effect from 7<sup>th</sup> July 2003.**

g. **TAX FREE FLYING ALLOWANCE**

Pilots shall be entitled to Tax Free Flying Allowance as follows:

i- **Trip Flying Allowance**

Pilots will be entitled to Trip Flying Allowance Inclusive of Ratio Clause from Blocks Off to Blocks on (as per official flight log), at the following rates:

<u>CLASS</u>	<u>RS. HOUR</u>
I	384-32- for each year of service
II	560-31- for each year of service
III	736-32- for each year of service
IV	913-34- for each year of service
V	1106-50- for each year of service
VI	1404-50- for each year of service
VII	1686-50- for each year of service

**Note: Revised with effect from 7<sup>th</sup> January 2003.**

**ii. Equipment Flying Allowance (C.A.A. Rating)**

Equipment Flying Allowance (CAA Rating) shall be paid for the productivity improvement in addition to the Trip Flying Allowance as specified under sub-clause g (I) of this Admin Order. The Equipment Flying Allowance (CAA Rating) shall be paid for actual hard hours flown.

<b>EQPT.</b>	<b>RATING</b>	<b>RATE RS/HR</b>	<b>EQPT</b>	<b>RATING</b>	<b>RATE RS/HR</b>
F-27	P2	192	F-27	P1	420
B-737	P2	324	B-737	P1	684
A-310	P2	420/385*	A-310	P1	708
B-747	P2	420	B-747	P1	1164
B-777	P2	420	B-777	P1	1164

**Note:** A-310 P2 Equip 385/hr for all F/O. eligible for B-747/777 P2.

**A- The CAA rating shall be paid subject to the following conditions:**

A-310 Equip 385/hr for all F/O. eligible for B-747/777 P2

- aa- A senior Cockpit Crew flying a lower equipment due to Corporation requirement or change in career plan will be entitled to the Equipment Flying Allowance (CAA rating) in accordance with their placement in order of seniority. This will not be applicable if the senior Cockpit Crew is flying a lower equipment due to failure or his/her own request. (List to be certified by Director Flight Operations as and when required).
- bb- Any Change in career plan in which there is an equation of equipments. The Equipment Flying Allowance of the higher equipment will be paid to the Cockpit Crew flying any of the equated equipments
- cc- Cockpit Crew will be entitled to minimum CAA Rating Equipment Allowance of fifty (50) hours per month as per conditions in clause iv(a) below.

**iii. Non slip Flying Allowance**

Non-slip flying allowance shall be paid to the Cockpit Crew for the non-slip fights. The Pilots shall be entitled to the credit of their flying hours for payment of the non-slip flying allowance as following:-

All Aircraft: Eighty percent (80%) of trip Flying Hourly rate for every hard hour flown.

Example Trip flying hourly rate = Rs 500

Credit on every hard flying hour = Rs. 500@80% = Rs. 400

- h- Actual hard flying hours and credits as per existing rules for dead heading/supernumerary and night flying will be considered for the purpose of calculation of Trip Flying Allowance.

**iv. Guaranteed Flying Allowance**

- a. Pilots shall be entitled to guaranteed Trip Flying Allowance for minimum fifty (50) flying hours per month from their first flight as pilot in the Corporation. Even if a Pilot is not detailed for flying due to non-availability of flying hours, training, privilege leave, sickness, courses or other Corporation duties, he /she shall be paid for fifty (50) hours of the Trip Flying Allowance a month at the rate specified for his/her service bracket, irrespective of the fact that the Pilot concerned has flown less than fifty (50) hours. For all flying in excess of 50 hours, Pilots will be paid the Trip Flying Allowance at the hourly rate specified for his /her service bracket.
- b. Actual hard flying and credits as per existing rules for dead heading/supernumerary, and night flying will be considered for the purpose of calculation of fifty (50) guaranteed Trip Flying Allowance.
- c. Provided always that a pilot who is held back on a particular equipment of position due to failure to qualify a check, route or rating check or misconduct shall be entitled to payment of tax free flying allowance (as per clause (g ii and iii) (as applicable) payable to him/her prior to his/her failure to qualify a check or the imposition of a penalty as the case may be.

**v. Incentive Flying Allowance:**

<b>EQPT</b>	<b>RATING</b>	<b>AMOUNT (RS.)</b>	<b>EQPT</b>	<b>RATING</b>	<b>AMOUNT (RS.)</b>
F-27	P2	7000	F-27	P1	11000
B-737	P2	7000	B-737	P1	11000
A-310	P2	8640	A-310	P1	9000
B-747	P2	11000	B-747	P1	7000
B-777	P2	11000	B-777	P1	7000

**i- NIGHT CREDIT**

Flight time during the night between 2200 to 0600 hours according to the local time of the place where the flight duty starts will be used in computing night

flying time. A credit of 50% extra time will be given for such night flying i.e. 2 minutes will be counted as 3 minutes for the purpose of calculating the monthly tax free Trip Flying Allowance.

**j. UNIFORM MAINTENANCE/KIT EXPENSE**

Pilot will be reimbursed @ of Rs. 2034/- per month as Uniform Maintenance /Kit expense.

**k. UTILITY ALLOWANCE**

Pilot shall be allowed payment of following:-

<u>CLASS</u>	<u>RS./MONTH</u>
I	1856.00
II	1856.00
III	1856.00
IV	2142.00
V	2142.00
VI	2142.00
VII	2142.00

**NOTE:** Revised with effect from 7<sup>th</sup> July 2003.

**l- ADHOC RELIEF**

Pilot will be entitled to payment of Ad-hoc Relief inclusive Ratio Clause at the following rates:

<u>CLASS</u>	<u>RS./MONTH</u>
I	600.00
II	960.00
III	1320.00
IV	1896.00
V	2472.00
VI	8312.00
VII	4152.00

**NOTE:** Revised with effect from 7<sup>th</sup> July 2003.

**m- INDEXATION ALLOWANCE**

Pilots will be entitled to payment of indexation allowance Inclusive Ratio Clause at the following rates:

<u>CLASS</u>	<u>RS./MONTH</u>
I	479.00
II	557.00
III	590.00
IV	838.00
V	1068.00
VI	1417.00
VII	1417.00

**n- ENTERTAINMENT ALLOWANCE**

Pilot will be entitled to payment of non-accountable Entertainment Allowance Inclusive Ratio Clause at the following rates:

<u>CLASS</u>	<u>RS./MONTH</u>
I	200.00
II	400.00
III	560.00
IV	800.00
V	960.00
VI	1280.00
VII	1280.00

**NOTE:** Revised with effect from 7<sup>th</sup> July 2003.

**O- ADDITIONAL DEARNESS ALLOWANCE**

Pilots shall be paid Additional Dearness Allowance at the uniform rate of Rs. 300/- per month

**p- QUALIFICATION PAY**

Pilots shall be paid qualification pay Inclusive Ratio Clause at the following rates:-

<u>CLASS</u>	<u>RS./MONTH</u>
I	304.00
II	400.00
III	600.00
IV	840.00
V	1070.00
VI	1421.00
VII	1421.00

**q. SPECIAL DEARNESS ALLOWANCE**

Pilot shall be paid Dearness Allowance at the uniform rate of Rs. 240/- per month.

**r. BASIC SALARY-FLIGHT ENGINEERS**

Flight Engineers shall be entitled to basic salary as follows:

<u>CLASS</u>	<u>RS./MONTH</u>
I	Less than 5 years 4560-450
II	5 years-Less than 10 years 7200-450
III	10 years-Less than 15 years 10800-720
IV	15 years-Less than 20 years 14670-540
V	20 years-Less than 25 years 17640-840
VI	25 years-Less than 30 years 22260-840
VII	30 years and more 26880-840

**NOTE:** Revised with effect from 1<sup>st</sup> January 2003.

**s. ACCOMMODATION/HOUSE RENT**

<u>CLASS</u>	<u>RS/MONTH</u>
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I	4800
II	6000
III	8400
IV	9600
V	11400
VI	13800
VII	13800

**NOTE:** Revised with effect from 7<sup>th</sup> July 2003.

t. Telephone Allowance shall be reimbursed to the Flight, Engineers, at the revised uniform rate of Rs. 1632/- per month.

**u- FUEL**

Flight Engineers will be allowed re-imburement on account of fuel on monthly basis at the following rates:

<u>CLASS</u>	<u>RS./MONTH</u>
I	144
II	174
III	204
IV	240
V	270
VI	300
VII	300

**NOTE:** Revised with effect from 7<sup>th</sup> July 2003.

**v. TAX FREE FLYING ALLOWANCE**

Flight Engineers shall be entitled to Tax Free Flying Allowance as follows:

**i Trip Flying Allowance**

Flight Engineers will be entitled to Trip Flying Allowance from Blocks Off to Block on (as per official flight log), at the following rates:-

<u>CLASS</u>	<u>RS/HOUR</u>
I	288-24 -for each year of service
II	420-24-for each year of service
III	552-24-for each year of service
IV	685-25-for each year of service
V	830-38-for each year of service
VI	1053-38-for each year of service
VII	1264-38-for each year of service

**ii. Equipment Flying Allowance inclusive ratio clause (C.A.A. Rating)**

Equipment Flying Allowance (CAA Rating) shall be paid for the productivity improvement in addition to the Trip Flying Allowance as specified under sub-clause (i) of this Admin Order. The Equipment Flying Allowance (CAA Rating) shall be paid for actual hard hours flown.

<u>EQPT.</u>	<u>RATE</u>	
	<u>RS/HOUR</u>	
A-300	580.00	690.00
B-747	730.00	876.00

(Revised w.e.f. 1<sup>st</sup> January 2003 vice Admin Order 33/2003, dated 25<sup>th</sup> July 2003.)

**B- The CAA rating shall be paid subject to the following conditions:**

- dd- A Senior Flight Engineer flying a lower equipment due to Corporation requirement or change in career plan will be entitled to the Equipment Flying Allowance (CAA rating) in accordance with their placement in order of seniority. This will not be applicable if the senior Flight Engineer is flying a lower equipment due to failure or his/her own request. (List to be certified by Chief Flight Engineer as and when required)
- ee- Any change in career plan in which there is an equation of equipments, the Equipment Flying Allowance of the higher equipment will be paid to the Flight Engineers flying any of the equated equipments.
- ff- Cockpit Crew will be entitled to minimum CAA Rating Equipment Allowance of fifty (50) hours as per conditions in clause x-a below.

**iii. Technical Flying Allowance**

Flight Engineers are entitled to service/productivity related Technical Flying Allowance (in addition to Trip Flying Allowance as part of Flying Allowance (in addition to Trip Flying Allowance as part of Flying Allowance and CAA Rating Equipment Flying Allowance as part of the tax free flying allowance, for actual hard hours flown. This shall be calculated from blocks-off to block-on as per the official flight log, at the following rates:

<u>YEAR OF SERVICE</u>	<u>RS/HOUR</u>	
0 years-less than 16 years	40.00	48.00
16 years-less than 20 years	170.00	204.00
20 years-less than 25 years	200.00	240.00
25 years-less than 30 year	200.00	240.00
30 years and above	200.00	240.00

**NOTE:** Revised w.e.f. 1<sup>st</sup> January 2003 vide Admin Order 33/2003, dated 25<sup>th</sup> July 2003.

**Note: 1**

**Eligibility of Technical Flying Allowance:**

This allowance will be applicable only to those flight Engineers who have a minimum of (20) twenty weeks of Hanger Training Experience or at least (24) twenty four weeks of Hanger/Shop Experience or who is qualified Engineering Graduate from recognized University or from PAF College of Aeronautical or has a Ground Engineer's Approval / License or has minimum of ten (10) years service as a Flight Engineer.

**iv. Non-slip Flying Allowance**

Non-slip flying allowance shall be paid to the Flight Engineers for all non-slip flights. They shall be entitled to the credit of their flying hours for payment of the non-slip flying allowance as following:

Turbo Prop. Aircraft: Forty percent (40%) of Trip flying hourly rate for every hard hour flown.

Jet Aircraft Sixty percent (60%) of Trip flying hourly rate for every hard hour flown.

Example. Trip flying hourly rate	=	Rs 500	
Turbo prop. Credit on every hard flying hour	=	Rs 500 @ 40%	= Rs 200
Jet aircraft credit on every hard flying hour	=	Rs 500 @ 60%	= Rs 300

**Note:** Actual hard flying and credits as per existing rules for dead heading/supernumerary and night flying will be considered for the purpose of calculation of Trip Flying Allowance

**x Guaranteed Flying Allowance**

- a. Flight Engineers shall be entitled to guaranteed Trip Flying Allowance for minimum 50 flying hours per month from their first flight as Flight Engineer in the corporation. Even if a flight Engineer is not detailed for flying due to non- availability of flying hours, training, privilege leave, sickness, courses or other corporation duties, he shall be paid for 50 hours of the Trip Flying Allowance a month at

the rate for his service bracket, irrespective of the fact that the Flight Engineer concerned has flown less than 50 hours. For all flying in excess of 50 hours. Flight Engineer will be paid the Trip Flying Allowance at the hourly rate specified for his service bracket.

- b. Actual hard flying hours and credits as per existing rules for dead heading/supernumerary, and night flying will be considered for the purpose of calculation of 50 guaranteed Trip Flying Allowance.
- c. Provided always that a Flight Engineer who is held back on a particular equipment or position due to failure or quality a check, route or rating check or misconduct shall be entitled to payment of tax free flying allowance (as per clause i, ii, and iii) (as applicable) payable to him prior to his failure to qualify a check or the imposition of the penalty as the case may be.

**x- NIGHT CREDIT**

Flight time during the night between 2200 to 0600 hours according to the local time of the place the flight starts will be used in computing night flying time. A credit of 50% extra will be given for such night flying i.e., 2 minutes will be counted as 3 minutes for the purpose of calculating the monthly tax free Trip Flying Allowance.

**y- UNIFORM MAINTENANCE /KIT EXPENSE**

Flight Engineers will be reimbursed @ Rs. 2034/- per month as Uniform Maintenance/Kit expense.

**z- UTILITY ALLOWANCE**

Flight Engineers shall be allowed payment of following;-

<u>CLASS</u>	<u>RS./MONTH</u>
I	1856/-
II	1856/-
III	1856/-
IV	2142/-
V	2142/-
VI	2142/-
VII	2142/-

**aa- ADHOC RELIEF**

Flight Engineers will be entitled to payment of Ad-hoc relief at the following rates.

<u>CLASS</u>	<u>RS./MONTH</u>
I	450/-
II	720/-
III	990/-
IV	1422/-
V	1854/-
VI	2484/-
VII	3114/-

**bb- INDEXATION ALLOWANCE:**

Flight Engineers will be entitled to payment of indexation allowance at the following rates:-

<u>CLASS</u>	<u>RS./MONTH</u>
I	360/-
II	420/-
III	444/-
IV	630/-
V	803/-
VI	1066/-
VII	1066/-

**cc- ENTERTAINMENT ALLOWANCE**

Flight Engineers will be entitled to payment of non-accountable Entertainment Allowance at the following rates:

<u>CLASS</u>	<u>RS./MONTH</u>
I	150/-
II	300/-
III	420/-
IV	600/-
V	720/-
VI	960/-
VII	960/-

**dd- ADDITIONAL DEARNESS ALLOWANCE**

Flight Engineer shall be paid Additional Dearness Allowance at the uniform rate of Rs. 300/- per month

**ee -QUALIFICATION PAY**

Flight Engineers shall be paid qualification pay at the following rates:

<u>CLASS</u>	<u>RS./MONTH</u>
I	228/-
II	300/-
III	450/-
IV	630/-
V	803/-
VI	1066/-
VII	1066/-

**ff- SPECIAL DEARNESS ALLOWANCE**

Flight Engineers shall be paid Dearness Allowance at the uniform rate of Rs. 240/- per month.

**gg- TAX FREE INCENTIVE FLYING ALLOWANCE**

Flight Engineers shall be entitled to Tax Free Incentive Flying Allowance as flows:

<u>CLASS</u>	<u>RS./MONTH</u>	<u>CLASS</u>	<u>RS./MONTH</u>
I	4800	V	5400
II	4800	VI	1800
III	6480	VII	1200
IV	6480		

**hh. OUT STATION ALLOWANCE**

The Out-station allowance (domestic and foreign station) shall be paid at scheduled or unscheduled slip stations as per official log, at the following rates:-

**i- FOREIGN STATION**

Cockpit Crew shall be entitled to out-station allowance @ US \$ 5.00 per hour from blocks on to blocks off at slip stations (flight time excluded) This allowance shall be payable for International flights.

**ii- DOMESTIC STATION**

Cockpit Crew shall be entitled to an out-station allowance @ Rs. 75/- per hour from blocks on till blocks off at slip station (flight time excluded)

**ii ACCOMMODATION WHEN OPERATING A FLIGHT**

Cockpit Crew while operating flights shall be provided accommodation in the following manner:-

i- First Class hotels will be selected by the management and will conform to the requirements with respect to noise level and comfort. It shall have 24 hours room service. Nominees for selection of the hotels will be:

- 1- Director Flight Operation
- 2- Director Finance

ii- At remote areas where first class hotel accommodation is not available, arrangements will be made by the Management to provide suitable accommodation in Officers Mess/Rest House.

iii- Period of stay at scheduled or non-scheduled stops shall be treated as layover.

iv- During layover at domestic stations where hotel accommodation is not provided and Cockpit Crew make their own arrangements to stay in Officers Mess/Rest House etc. they shall be paid Rs. 1500/- per day. For own arrangements at foreign stations, hotel bills shall be settled at actual.

**jj. DAILY ALLOWANCE AT FOREIGN STATIONS WHILE PROCEEDING ON TRAINING /REFRESHER DUTY OR ANY OTHER CORPORATION DUTY, EXCEPT MEDICAL.**

Cockpit Crew when detailed for a training/refresher/duty/any other Corporation duty, except medical, at foreign stations, where PIA establishment does not exist shall be

entitled to outstation allowance @ US\$ 5.00 per hour from block-on to block-off at slip station (flight time excluded). Hotel accommodation and transportation will be arranged by the Corporation.

**kk. DEAD HEADING.**

Half of the dead heading time i.e. half of the block time spent in flying as a non crew member for the purpose of operating a flight or so flying while returning after having operated a flight or proceeding/returning for simulator/training/refreshers courses or any other Corporation duty will be credited to flying hours of the Cockpit Crew for the purposes of calculating the monthly tax free trip flying allowance, but shall not be included in the monthly /yearly limits of flying time.

**II. EXCESS DUTY FLIGHT EXPENSES.**

Cockpit Crew be entitled to double the hourly rate admissible for tax free trip flying allowance specified for Cockpit Crew as per clause g (i) & v (i) of this Admin Order for each hour exceeded beyond 10 hours upto a maximum of 16 hours for single crew operation and for each hour exceeded beyond 12 hours upto a maximum of 16 hours for multiple crew operation.

**2- LOSS OF BAGGAGE**

- a. The corporation shall pay to a Cockpit Crew for each event of loss of baggage a blanket compensation of a sum of US\$ 375.00 or equivalent (for international or domestic flights, as the case may be) however, for domestic flights where the tour of duty is less than three days, the amount will be Rs 10,000.00.
- b. For compensation of any checked in crew baggage, which is lost, the following procedure will be applicable:
  - i. Cockpit Crew may carry a maximum of following while operating a flight:
    - A Crew bag
    - A Coat Hanger or a hand bag/trolley bag of specified dimensions as for passengers
    - Checked baggage entitlement of a club passenger.
  - ii. If checked-in baggage is lost, the compensation will be in accordance with the par 2(a) above.
  - iii. If part of the check-in baggage of Cockpit Crew is lost the compensation will be on pro-rata basis, e.g. if three pieces were check-in and one bag is lost, the compensation will be one-third ( $1/3^{\text{rd}}$ ) of the total mentioned in 9(a) above.
  - iv. When a Cockpit Crew is accompanied by his/her family member and any baggage belonging to the family is lost, the claim for the lost baggage will be settled as per normal pax baggage lost claim.
  - v. If any Cockpit Crew checks-in any baggage through a MCO and such baggage is lost, the claim will be settled as per MCO rules, lost baggage cases for normal pax.

**3. REHABILITATION & RETIREMENT**

The Corporation will arrange payment in lieu of earning support in the amount of Rs. 1,500,000 (Pak Rupees One Million and Five Hundred Thousands) from National Insurance Corporation. This sum will be reduced at the rate of Rs. 250,000 (Rupees Two Hundred Fifty Thousands) per year from the age of 57 onwards.

**4. MISCELLANEOUS**

- a- In-flight Meals: The Corporation shall arrange a meeting, at least twice a year, between a Dietician and the Catering Division to review the new menu (cholesterol and saturated fats and palatability)
- b- Clearance from the Corporation: Prior to superannuation, Flight Operations, will get the Clearance From completed on behalf of the retiring Cockpit Crew excluding such portion whereby the physical presence of the concerned Cockpit Crew is absolutely necessary. For clearance on the remaining form, the same will be handed over to the concerned Cockpit Crew who after duly completing the same will return to the Flight Operations Administration. This procedure will also be applicable to Cockpit Crew whose permanent grounding is confirmed.
- c- Accounts of retired/grounded Cockpit Crew will be settled within thirty (30) days from the date of submission of Clearance From to Flight Operations Administration, provided there is no audit objection.

## 5. FLYING HOURS /DAYS OUT FOR MANAGEMENT EXECUTIVES

The Guidelines for admissibility of Flying Hours/Days Out for Management Executive Cockpit Crew is reconstituted to be read as under:-

- a. Management Executive will be entitled to the following:
  - i- 75 hours Trip Flying Allowance per month at their normal hourly Trip Flying Allowance rate, irrespective of the actual number of hours flown.
  - ii. (a) CAA Rating Equipment Flying Allowance of fifty (50) hours per month irrespective of the actual hours flown for Management Executive Pilots.
    - (b) CAA Rating Equipment Flying allowance of fifty (50) hours per month irrespective of the actual hours flown, management executive Engineers.
    - (c) For Flight Engineer Management executives Technical flying Allowance for thirty (30) hours per month irrespective of actual number of hours flown.
  - iii. International Outstation Allowance upto a maximum of declared Average days out for the month of their respective equipment or Thirty (30) days in three months, whichever is less, irrespective of the number of days they stay at out-station. This shall be for Flight duty only. In case of any other duty, the payment will be based on actual number of days out. Payment of days out not actually spent abroad, if any, will be made in equivalent amount of Pak Rupees at the exchange rate specified by the Finance Department.
  - iv. A Cockpit Crew when utilized as an Executive Cockpit Crew in the Management shall be entitled to the same payment as mentioned in para 5 (i), (ii) and (iii) above. Once reverted to normal flying duty under Management's requirement, will be entitled to the payment according to the applicable rules.
  - v. Deleted.

## 6. INSTRUCTIONAL ALLOWANCES FOR PILOTS/FLIGHT ENGINEERS

The Policy guidelines/entitlement of Flight/Simulator Instructors and Route Check Pilots/Flight Engineers shall be as follows. -

- a. **Flight Instructors:** Flight Instructor for any flight training will be entitled to:-

- i- Trip Flying allowance at 1-1/2 times the hourly Trip Flying Allowance for the duration of a flight training from ‘Blocks-off’ to ‘Block-on’.
- ii- CAA Rating Equipment Flying Allowance at normal hourly rate, for the duration of the flight training.
- iii- Non-Slip Flying Allowance at 1-1/2 Non-Slip Flying Allowance rates, when flight training is conducted at base, for the duration of training flight.
- iv- For Flight Engineers only, Technical Flying Allowance at normally hourly rate, for the duration of Flight Training.

**b- Simulator Instructor: For Simulator/CSS training at base:**

- i- Trip Flying Allowance at the normal hourly rate for duration of Simulator/CSS training.
- ii- CAA Rating Equipment Flying Allowance at normal hourly rate, for the duration of Simulator/CSS training.
- iii- Non-Slip Flying Allowance at normal Non-Slip Flying Allowance rates for the duration of Simulator/CSS training.
- iv- For Flight Engineers only, Technical Flying, Allowance at the normally rate, for the duration of Simulator/CSS training.

**c- For Simulator /CSS training Out of Pakistan.**

- i. Trip Flying Allowance at the normal hourly rate for duration of Simulator/CSS Training.
- ii. CAA Rating Equipment Flying Allowance at normal hourly rate, for the duration of Simulator/CSS Training.
- iii. Slip Allowance at normal hourly rate for the number of hours required to be out of base for the Simulator/CSS training.
- iv. For Flight Engineers only, Technical Flying Allowance at the normal hourly rate for the duration of Simulator /CSS training.

d Management Executive Pilots/Flight Engineers shall be paid to a maximum of Sixty (60) hours of flight training/simulator/CSS in a quarter.

e. Route Check Pilots/Flight Engineers: Route Check Pilots/Flight Engineers will be entitled to Route Check Allowance at five (5) hours of their normal trip flying allowance, per month.

**7. POSTINGS.**

- a. Posting will be done Corporation’s requirement. Vacancies will be calculated and crew will be posted in the order of seniority.
- b. Crew may stay at a place of their own choice provided they make themselves available for compressed flying duties with days off at a stretch.

**8. COMPENSATION FOR REFUSED REST.**

In case rest period is reduced the crew shall be compensated by making payment at the admissible hourly rate of Trip Flying Allowance as per Clause 1g (i) for Pilots and 1v (i) for Flight Engineers for the rest period not availed.

Compensation for refused rest shall only be applicable with prior approval of the Director Flight Operations or his nominee.

## CHAPTER – III

### PLANNING: SCHEDULING & COCKPIT CREW UTILIZATION

The following rules and limitations will-govern scheduling and planning of the Cockpit Crew. Where disruptions Occur clue sickness or delays, with resultant alteration to itineraries, such alterations will be subject to flight duty time limitations laid down by the ANO.

1. **FLIGHT TIME AND FLIGHT DUTY TIME LIMITATIONS.**

The maximum flight duty limit of sixteen (1G) hours will not be exceeded.

2. The following are the Cockpit Crew duty limitations for each combination of operation:

(a) **SINGLE SET CREW OPERATION (TWO PILOTS/FLIGHT ENGINEER)**

Maximum Scheduled Flight Time	8:30 hours
Maximum Scheduled Flight duty Time	10:00 hours
Maximum Scheduled Sectors	4 For Jet Aircraft
Maximum scheduled Sectors	5 Turbo-Prop

**NOTE:**

In addition to above, one additional sector may be added, only under extreme operational requirements. However no Flight Pattern will be planned with more than four sectors on jet, aircraft. Flight duty limitations, in such cases, shall be reduced by thirty (30) MINUTES FOR each ADDITIONAL SECTOR.

(b) **MULTIPLE CREW OPERATION:**(Three Pilots 2 Flight Engineers)

Maximum Scheduled flight time	12:00 hours
Maximum Scheduled Flight duty Time	15:00 hours
Maximum Scheduled Sectors	3 For Jet Aircraft
Maximum scheduled Sectors	5 Turbo-Prop

**CREW COMPLEMENT:**

The crew shall consist of two Captains and one Co-Pilot/First Officer, or one Captain and two Co-Pilot/First Officers.

On all flights requiring multiple crew the Corporation will block two seats in the Club Class cabin, (or the purpose of rest of such crew. These seats will be specially designated as crew seats, away from galley/service disturbance.

Notwithstanding anything contained hereinbefore the Corporation shall use Single / Multiple Crew operation all the following flights or any other flight Involving

comparable flight time, as may be specified from time to time by the Managing Director or Director Flight Operations. These flight times will in no case exceed the maximum flight time as stipulated in ANO CAA (PAK)

- I KHI-JED-KHI
- II LHE-RUH-LHE
- III PEK-ISB-KHI/VV
- IV KHI-DXB-LON
- V OSL-CPH-LHE
- VI OSL-CPH-ISB
- VII PAR-ROM-LHE
- VIII PAR-ROM-ISB
- IX ATH-TIP-KHI
- X AMS-FRA-LHE
- XI AMS-FRA-ISB
- XII KHI-FRA-AMS
- XIII MAN-YYZ-JFK
- XIV BXH-YYZ-JFK
- XV MNL-NRT-MNL
- XVI KHI-TUK-SHJ-GWD-TUK-KHI
- XVII On single sector international flights with maximum scheduled flight time (block time) of nine hours.

**3. MAXIMUM WEEKLY/MONTHLY/YEARLY FLYING.**

Cockpit Crew will not be scheduled in excess of the following flight times:-

<u>DURATION</u>	<u>JET AIRCRAFT/TURBO PROP</u>
(i) WEEKLY	30 hours
(ii) Monthly	83 hours
(iii) Yearly	900 hours

**NOTE:** A cockpit Crew will not be utilized above the limit of 1000 flying hours in a year as per CAA. Government of Pakistan Rules, 1994.

**4. DISTRIBUTION OF C.S.S./SIMULATOR/FLIGHT TRAINING HOURS.**

Total training hours in a quarter (i.e. 3 months) will be distributed equally amongst Instructors on each equipment.

- 5. **DELAYED DEPARTURE:** In each of delayed departure of a flight, Cockpit Crew will be informed of such delay as far in advance, as possible, before pick up time, to enable them to utilize the delay towards their rest. If the crew concerned is not so informed by 30 minutes prior to schedule pickup time, his flight duty time, shall be deemed to have commenced from the original reporting time of the flight.
- 6. If a Cockpit Crew has gone on rest after completion of duty he will not be scheduled on another Corporation duty during the same calendar day. However, at outstations a Cockpit Crew may be detailed on duty during the same calendar day after minimum rest.
- 7. Pilot in Command may delay a flight en-route for the purpose of rest even without exceeding the flight duty time limitations if in his opinion, continuation of flight may engaged the safety of operation.
- 8. No Cockpit Crew will be scheduled to fly from base on consecutive nights and from outstation for more than two consecutive nights.

9. **MAXIMUM 16 HOURS DUTY.** In case of a delayed flight the Cockpit Crew will continue the flight to a crew change station or destination whichever is nearer, provided that the crew feels that it is safe to do so and the sixteen (16) hours delayed flight duty time limitation is not exceeded. Flight Expenses will be paid for Excess Duty hours in excess of ten (10) hours flight duty time, up to a maximum of sixteen (16) hours of flight duty time only. This will be applicable to single crew operation. In case of multiple crew operation, flight expenses for excess duty hours will be paid in excess of (12) hours flight duty time up to a maximum of 16 hours.
  
10. **TRANSPORTATION:** The Corporation will arrange air-conditioned transportation to cover flight duty travel from the residence of the Cockpit Crew to the airport, before a flight duty, and from airport to residence on return, and from to hotel in case of outstation. Corporation transport will not be provided for medical check-ups, refreshers, CSS, to Cockpit Crew, at their base station who are receiving fuel allowance.
  
11. After operating a domestic flight ex-base, a Cockpit Crew may be scheduled to return supy to base by the first available flight provided the total duty operating –cum-supy does not exceed 12 hours. This shall enable the Crew to be available with their families at their base. Under this clause the Cockpit Crew will be entitled to payment of excess duty flight expense of any time in excess of 10 hours as applicable to operating Cockpit Crew.
  
12. **TWO FLIGHTS A DAY:** Cockpit Crew may be scheduled for two consecutive flights a day ex-base provided.
  - (i) Maximum scheduled flight time (Block time) of 8½ hours, and 4 sectors is not exceeded.
  - (ii) The Maximum scheduled flight duty of 10 hours is not exceeded.
  - (iii) Such flights do not fall between 2200-0600 hours Local Time.
  
13. **REST PERIOD AT BASE:**  
Minimum rest period at base will be 12 (Twelve) hours or double the flight duty time, which ever is more.
  
14. **MINIMUM REST PERIOD ENROUTE AT LAYOVER/CREW CHANGE STATION.**  
Rest period will be double the flight duty time or (twelve) 12 hours, whichever is more. In case of a delayed flight, such period may be only be reduced, provided that, at least the following rest is allowed/availed:

<b><u>FLIGHT DUTY TIME</u></b>	<b><u>MINIMUM REST</u></b>
(i) 6 hours or less	: 12:00 hours. (International) 10:00 hours. (Domestic)
(ii) Above 6 hours but less than 12 hours	: 14:00 hours
(iii) Above 12 hours	: 16 hours

**NOTE-1:** The Corporation has a right to change crew if the rest period at crew change station will involve a delay in the scheduled departure of the subsequent flights due to rest period.

**NOTE-2:** In case of a combination of International/Domestic flight, the duty will commence sixty (60) minutes prior to the scheduled departure time and will end fifteen (15) minutes after the actual blocks-on. In case of a combination of Domestic/International flight, the duty will commence forty five (45) minutes prior to the scheduled departure will end thirty (30) minutes after actual blocks-on.

**15. REST PERIOD ENROUTE (UN-SCHEDULED LAYOVER).**

When a flight is delayed en-route and flight time/ flight duty time limitations are likely to be exceeded, the Pilot in command may declare a minimum layover period consistent with clause (8) above, for reasons of flight safety, convenience of passengers and other operational considerations. If such layover period is 12 hours. (International)/10 hours (Domestic) or more, then the flight will be deemed to have commenced afresh for the purpose of duty time and flight time limitations. In such event during a layover period, the Crew shall be provided hotel accommodation.

**16. MINIMUM REST AT OUTSTATIONS (DOMESTIC STATION).**

For operating Cockpit Crew rest at outstations for planning purposes within the country will be double the flight duty time, or ten (10) hours, whichever is more. However, in case of delayed flights crew will be required to operate after availing rest of 10 hours.

**17. MINIMUM REST AT OUTSTATIONS (INTERNATIONAL FLIGHTS).**

For crew slipping within the country after operating an International Flight, or at International Stations, rest period for planning purposes will be double the flight duty time or twelve (12) hours, whichever is more. However, in case of delayed flights crew will be required to operate after availing rest as per Clause-14.

**18. REST PERIOD FOR DEAD HEADING (EXCLUDING SEMINAR'S CREW).**

**(a) DURATION OF TRAVEL MINIMUM REST IS REQUIRED.**

Upto and not exceeding 8 hours: 12 hours (Int'l) / 10 hours (Dom).

Exceeding 8 hours : Double the flight duty time.

**19. ROSTERING/SCHEDULING: Cockpit Crew will be Rostered/Scheduled according to the following conditions.**

**20. DUTY ROSTER:**

(a) The Corporation shall prepare monthly duty roster for each equipment based on crew slip/operating patterns, so as to ensure that Crews fly their share of flights. Such rosters shall be provided at least five (5) working days before the effectively.

When operational requirements so warrant, the monthly roster may be revised to reflect/accommodation in the final crew position as necessary.

(b) Normally no changes will be made in duty roster. However, if due to unforeseen circumstances, any change in the approved roster is considered necessary, prior approval of the Director Flight Operations or in his absence his nominee, will be obtained. Director Flight Operations may schedule any Crew on any flight on account of Corporations requirement.

© Cockpit Crew will not be rostered for any standby duties in that week/month/year in which they have completed their weekly/monthly/yearly quota as laid down in sub clause 3 of this Chapter. Nevertheless they may be scheduled for flights in such periods, provided that it is with their consent, and provided no other Crew who has not reached his weekly/monthly/yearly flying quota due operational requirement is available for that flight.

- (d) In case a Cockpit Crew is required for operating a flight for which he is not rostered, advance notice of at least twelve (12) hours will be given and acknowledgement obtained.
- (e) A reserve Cockpit Crew shall be given advance notice of at least twelve (12) hours prior to commencement of assigned duty.
- (f) A Cockpit Crew reserves the option not to operate a flight if the required quota as per clause 3 is completed.

**21. DAYS-OFF:**

- (a) All Cockpit Crew will be entitled for 10 days off, at base each month, free from all duties. These days will be counted after giving double the flight duty time rest or twelve hour rest, whichever is more, and will be counted as shown below:

25 to 35 Hours	Equal to one day
36 to 48 Hours	i. Equal to two days if such period Includes two nights (2000 to 0600 L.T.)
	ii. Equal to one day in other cases.
49 to 60 Hours	Equal to 2 Days.
61 to 72 Hours	Equal to 2.5 Days.
73 to 84 Hours	Equal to 3 Days.
85 to 96 Hours	Equal to 3.5 Days
97 to 108 Hours	Equal to 4 Days.

- (b) He may be utilized for any Corporation duty on any off days. He will be credited P/L for each such day. .
- © Entitlement of days off in a month will be reduced by the number of days for which leave is taken by the Cockpit Crew in that month on pro-rata basis.
- (d) A Cockpit Crew will be scheduled to have at least one (1) day off at base, each week, in case of domestic flights only. However when required to be away from base for three (3) days or more, the Crew will be entitled to the following days off, immediately upon his arrival at Base, after availing rest:

Consecutive days away from Base Entitled days off	
2-4	2
5 days or more	3

- (e) When exigencies demand the above days-off may be reduced by twenty four hours (e.g. 2 days to 1 day), provided that the Crew is so informed at least twelve (12) hours before flight/standby, and acknowledgement obtained from him, and also provided that the duration of the subsequent flight so scheduled does not exceed (2) two days away from Base.
- (f) If more than ten (10) days-off are available at Base, in a month, such days in excess, will be open for duty and suitably indicated in the roster.

**22. STANDBY DUTY:**

- (a) Cockpit Crew will not be rostered for standby duty on consecutive days.
- (b) Cockpit Crew will not be rostered / planned on standby p.m. (post meridian) if they are rostered for a flight the next days.

**23. DEAD HEADING/SUPERNUMERARY TRAVEL (SUPY)/INTERLINE TRAVEL:**

- (a) Cockpit Crew when dead-heading, for the purpose of operating flights ex-outstations, or returning after operating a flight will not be detailed (Supy) for more than 16 sixteen hours of flight duty time. However, in case the flight on which they are traveling is delayed they may exceed the limit.
- (b) Club Class will be arranged for built-in Supy, travel on supernumerary patterns including Dead Heading. For non-built-in Supy travel, Club Class seat is not available, will travel Economy class.
- (c) If the aircraft is all economy configuration the crew will travel economy class.
- (d) If there is a combination of supernumerary-cum-operating on any flight, flight duty limits will be applicable.
- (e) Cockpit Crew operating layover international flights will return supernumerary to base on the domestic/international sector of the same flight, provided it is within flight duty time limitations as per ANO 91.0042. He will be entitled to excess duty allowance for all hours exceeding ten hours upto 30 (thirty) minutes after blocks-on of operating flight at double the rate of trip flying allowance, and the supernumerary hours till blocks-on at single rate of trip flying allowance.

**24. MISSING OF ASSIGNED DUTY/SICK REPORTS:**

In circumstance where manipulation of the safeguards provided to Pilots / Flight Engineers missing their flights due to genuine and un-available reasons could occur, leading to disruption of roster of other flight crew, the flight crew who habitually and un-reasonably miss assigned duties shall be liable to penalties described below:

- a- If a Cockpit Crew misses a particular flight or a flight pattern habitually (twice in three months), then the number of hours involved in the tour of duty will be deducted from his/her guaranteed flying hours payment.
- b- When a Cockpit Crew habitual status is established as per para above, then he/she will be rostered for such flight in the subsequent months for the number of flights so missed.

The list of such crew will be submitted by Chief Pilot Planning, Scheduling & Coordination.

- 25.** No credit for dead heading will be given for a flight while returning to base after reporting sick at an outstation. Notwithstanding anything contained in this Chapter, no slip will be allowed between the station where the crew reported sick and his base.

**26. PRODUCTIVITY / REGULARITY RECORD.**

Corporation will maintain a detailed record of the productivity and regularity of each Cockpit Crew, balance hard/Non-slip flying hours and number of days-out (International and Domestic, separately).

**27. COCKPIT CREW'S WHERE-ABOUT.**

Cockpit Crew will only be allowed to leave the base station on their off days after international flights without submitting any station leave application. Cockpit Crew not

operating long layover flights will also be allowed to leave the station without station leave, in their 36 consecutive off hours in every 7 days. It will be the sole responsibility of the cockpit crew to report back for the next rostered duty (any excuse of non-availability of seat, cancellation or delay of flight will not be acceptable). In the days, besides above the cockpit crew may leave the station after obtaining station leave from the designated authority if they are not required to operate any flight.

**CHAPTER-III-A**  
**TRAINING**

**1. GENERAL**

- 1.1 All training policies and programs will be formulated by the Directorate of Flight Operations.
- 1.2 Cost of all approved training as required herein will be borne by the Corporation.
- 1.3 For flight/simulator or CSS training, duty time will commence two (2) hours prior to, and end half (1/2) hour after the training session.
- 1.4 A Cockpit Crew will be shown all adverse remarks in his training file Evaluation check, Route check or CAA check, within the debriefing session immediately after completion of the training, check session/flight, as the case may be, and his signatures obtained therein to confirm that Cockpit Crew concerned has seen the check report/training file. A Cockpit Crew may submit his grievance against adverse report within 3 days of having seen the report.
- 1.5 If a Cockpit Crew fails to qualify for a particular promotion within one year of initial failure, his salary and allowances will freeze at that level, until he qualifies according to procedure laid down herein. This period will be increased by the number of days on which a Cockpit Crew is on sick report. On subsequent qualification, increments in his salary and allowances will accrue from the date of such qualification. He will not get the advantage increase of salary and allowances for the intervening period of freeze in salary and allowances.
- 1.6 A Cockpit Crew may request for a chance of instructor once for any phase of training given, during periods between check flights. The Cockpit Crew may refuse training/check with a particular instructor.
- 1.7 Unsuccessful completion of the approved syllabus within the stipulated time sessions, because of trainee inadequacies, will be treated as a failure.

**2. APPOINTMENT OF TRAINING /INSPECTOR/ROUTE CHECK COCKPIT CREW.**

In the selection of supervisory Cockpit Crew, seniority will be given due consideration. However, merit and professional competence will take precedence as per requirement.

3. **COMPLETION OF TRAINING.** Complete transition training (i.e. from the day the Cockpit Crew is removed from flying duties, for the purpose of Ground Training till his first operational flight on the equipment he is being trained for) will be completed within a period of 120 (one hundred and twenty) days. In case first operational flight on the new equipment is delayed due to no fault of the Cockpit Crew, he will be paid the CAA Licence equipment rating flying allowance and Technical flying allowance of the new equipment he is being promoted to. Payment of the new CAA rating allowance and Technical Allowance shall commence 120 (one hundred and twenty) days after date of commencement of the transition period, but shall be payable at the time the Cockpit Crew qualifies for the equipment he is being promoted to at the rate of 30 hours per month. This will not be applicable if the delay is due to the Cockpit Crew Concerned e.g. **Sickness, failure, leave etc. This will not be applicable in case of force-majeure.**
4. **CAREER PLAN.** Career Plan pertaining to Pilots and flight Engineers will be decided and issued by the Corporation and shall be based on economic grounds.

## CHAPTER-IV

### PROMOTION, TRANSFER, FOREIGN POSTING AND ROUTE ASSIGNMENT

1. **GENERAL.** Subject to necessary qualifications, specifications, and Corporation's requirements seniority will govern the following matters:-

1.1 Promotion and demotion (except demotion under Chapter III-A and IX)

2. **PROMOTION.** Promotions will be made by a promotion Board and will consist of the following:

2.1 Director Flight Operations - Chairman

2.2 Chief Pilot Training /CFE

2.3 Chief Pilot Standard Inspection

Equipment Chief Pilot/Chief Flight Engineer

Promotion board will be held twice every year i.e. 1<sup>st</sup> week of March and September.

3. **VACANCIES.** As and when the requirement of a certain number of Cockpit Crew on any equipment, becomes necessary by the Corporation, requisite number of vacancies will be declared in the following manner

3.1 At least , one month ahead of the Promotion Board meeting, Planning & Scheduling Division will provide equipment-wise and station-wise forecast of vacancies for (6) six months.

3.2 The forecast of vacancies can be changed if in the opinion of the Corporation such a change is justified.

3.3 The Flight Operations Department will then prepare a list of all Cockpit Crew who are eligible for promotion, according to their seniority as on the date of the forecast of the vacancies in accordance with sub-paragraph 3.1 Above.

3.4 The above list will include 25% - 50% extra names in addition to the forecast requirements on the equipment so as to cater for such Crew who may not be cleared by the promotion Board, or those who may not make the grade in training later.

3.5 If at the time of promotion, as contained in Clause 3.3, a Crew does not have the required specification for promotion, which cause him to be superseded, and if such super-session takes place due to no fault of the Crew being superseded, the Corporation shall make every effort, in good faith for retribution of this injustice at the earliest,

3.6 The Board will discuss each eligible Cockpit Crew in order of seniority to review his record for promotion to the forecasted vacancies.

3.7 Any reason considered for debarring a Crew from promotion will be sufficiently established and noted in the minutes of the meeting and the concerned Crew will be informed in writing accordingly.

3.8 All those Crew who are cleared by the promotion Board will be eligible for training. Promotion will take place strictly in order of seniority of the Crew on the respective equipment, and will be made subject to vacancy, successful completion of training and satisfactory assessment checks.

- 3.9 Cockpit Crew who are cleared by the Promotion Board and are on the list of 25% - 50% extra names but are not taken up for training will be considered for promotion in future forecast vacancies in order of seniority.
- 3.10 Cockpit Crew who have less than 24 productive months prior to retirement may not be considered for promotion to next higher equipment.

#### **4. SENIORITY RULES.**

##### **4.1 GENERAL.**

- 4.1.1. A list containing seniority position of Cockpit Crew as on July 2001 shall be conclusive and final, as issued by the Corporation.
- 4.1.2. Seniority shall accrue from the date of first productive flight as Pilot/Flight Engineer on initial equipment. If more than one Pilot/ Flight Engineer is checked out on the same day, then the Pilot/Flight Engineer with greater accredited service with the Corporation (whether or not as a Pilot/Flight Engineer), shall be senior, and if the accredited service period is the same, the older Pilot/Flight Engineer shall be deemed senior.
- 4.1.3. In matters of supervisory or training assignments, due regard will be given to the seniority of qualifying Cockpit Crew.
- 4.1.4. No seniority rights shall accrue to a Crew who is employed under special contract with the Corporation. In the event of his rejoining the Corporation as a regular Crew, his seniority will accrue from the date on which; he is discharged from his contractual obligations or the date on which he is absorbed in the regular employment of the Corporation as a Crew member, whichever may be the later
- 4.1.5. The order of seniority shall govern matters of promotion, foreign posting secondment, deputation, leave and Re-assignment due to expansion and reduction in schedules and other aspects of the service except in case where the Crew member has lost his seniority rights. Demotion shall be in the reverse order of seniority except in case of demotion for misconduct.
- 4.1.6. Seniority of pilots inducted after 1<sup>st</sup> January 2003 shall be governed according to Personnel Policies Manual Clause 38.05.

##### **5. LOSS OF SENIORITY.** A Cockpit Crew shall lose his seniority rights:

- 5.1 If he, having been laid off and having thereafter been offered employment by the Corporation does not accept such employment or fails to appear for work.

##### **6. RETENTION OF SENIORITY**

- 6.1. A Cockpit Crew shall retain his seniority during the period he holds an executive post or during the period of his secondment/deputation. This clause will not be applicable for self-secondment.
- 6.2. After a Cockpit Crew is declared permanently grounded, he will be retained in the order of seniority for 24 months from the date of his grounding as confirmed by the Aviation Medical Specialist (CAA), provided that the Cockpit Crew reports to the Aviation Medical Specialist when required by that Authority. Failure to appear before the Aviation Medical Specialist, without justification, will cause the Cockpit Crew to lose his privilege of retaining seniority. If subsequent to such confirmation and after a lapse of the aforesaid 24 months, he is declared medically fit for flying duties, he will rejoin the seniority list at a position immediately following the junior most Cockpit Crew currently flying in the same capacity on the equipment last flown.

### **6.3. HIRING COCKPIT CREW ON CONTRACT.**

6.3.1. If a contractual Cockpit Crew is at any stage absorbed in the service of the Corporation he will be treated as a new entrant. He will join at the bottom of the seniority list.

7. **REFUSAL OF PROMOTION.** A Cockpit Crew will be promoted as per order of seniority. The Corporation shall not hold back a Cockpit Crew from his promotion, for any reason, unless and according to procedures relating to discipline and misconduct. In case a Cockpit Crew foregoes promotion due to sickness or any other personal reasons the following procedure shall apply.

7.1 The Crew shall not claim any supersession in case any junior is promoted.

7.2 The Crew will be promoted subsequently only when a vacancy on the higher equipment arises. When promoted he will be placed at a position immediately below the Crew member immediately senior to him.

7.3 The Cockpit Crew will lose, all supervisory ratings, if held, not will be allowed any such rating for the said period.

7.4 The Cockpit Crew will not be eligible for any management post/assignment in the Flight Operations Department.

8. **DEPUTATION TO OTHER AIRLINES/AGENCIES.** The Corporation will allow deputation of Cockpit Crew to other Airlines/Agencies, provided such deputation will not affect the airline's operation. The deputation will be strictly according to the Corporation rules.

8.1 The rules governing such deputation, will be finalized by committee, consisting of representatives of the Corporation, the contracting Airline/Agency.

8.2 Normally the tenure of such deputation will not exceed a period of three years.

8.3 Any extension of the agreed tenure will be at the discretion of the Management

8.4 Failure to comply with clause 8.3 above will result in the following sanctions:

8.4.1. The concerned Cockpit Crew will lose his position in the seniority list.

8.4.2. On return from such deputation, the Cockpit Crew will be absorbed at the bottom of the seniority list of the equipment last flown.

8.4.3. For the calculation of increment of Basic Pay, Flying Allowance, Fuel Allowance etc. the time spent on deputation will not counted towards the years of service.

9. **SELF-SECODMENT.** The Corporation will allow self-secodment to other Airlines on Cockpit Crew member request, unless such secodment is not possible at that point in time, due operational requirements.

Self-secodment will be strictly as per the Corporation Rules. The Cockpit Crew allowed self-secodment will loose seniority beyond 120 days leave without pay or as specified under the Corporation's rules. The Cockpit Crew who re-joins the Corporation within or up to 36 month, after loss of seniority, will be placed at the same equipment where he left. The placement of those who re-join beyond the period of 36 months shall be at the equipment where his seniority revised and re-fixed falls, irrespective of the last equipment flown.

**CHAPTER-V**  
**LEAVE ENTITLEMENT**

**1. PRIVILEGE LEAVE**

- 1.1. Cockpit Crew will be entitled for privilege leave with pay and allowances for every completed year as follows:
  - 1.1.1. On completion on 01 year of service or more....30 days per calendar year.
- 1.2 Privilege Leave will be an entitlement but its grant will be subject to the exigencies of service and at the discretion of the Corporation and availed only with prior permission of the corporation.
- 1.3 A Cockpit Crew will not be entitled to avail any privilege leave during the first year of his service in the Corporation.
- 1.4 If a Cockpit Crew serves notice of resignation from service, he will be entitled to avail any privilege leave outstanding to his credit, from the date of such notice, provided no disciplinary action is pending against him. This leave may not be adjusted towards notice period of such resignation.
- 1.5 If a Cockpit Crew does not submit his leave choice as per practice the Corporation may schedule his privilege leave according, to its scheduling requirements. Such Cockpit Crew may change his annual leave with the consent of Director Flight Operations or his-nominee. However, he will be rostered for leave in any case within that calendar year. The deferment of Privilege Leave shall be in accordance with Corporation rules.
- 1.6 Refusal / accumulation of Privilege Leave shall be in accordance with the Corporation rules.
- 1.7. Privilege leave will be allowed to be accumulated upto the entitlement of a maximum of 365 days. Cockpit Crew who have already accumulated maximum entitlement will be allowed Privilege Leave as for as possible.

2. **LEAVE PRIOR TO RETIREMENT.** All allowances including fifty (50) hours Trip Flying Allowance and fifty (50) hours Equipment Flying Allowance (CAA Rating) and thirty (30) hours Technical Flying Allowance as applicable, excluding Slip/Non-Slip Flying Allowance, will be paid to the Cockpit Crew until the expiry of LPR. In case of encashment of LPR Equipment Flying Allowance and Technical Flying Allowance will be excluded in addition to Slip/Non-Slip Flying Allowance.

3. **ANNUAL LEAVE ROSTER.** Every Cockpit Crew will be required to give three distinct choice of leave periods, during which he wishes to avail his privilege leave in a year. The Corporation will, keeping in view the operational requirements, determine the period and duration of leave for such Crew and prepare the leave roster for the calendar year accordingly. If the leave is not applied for, then the Crew can be detailed for leave at the discretion of the Corporation.

**4. CASUAL LEAVE**

- 4.1. A Cockpit Crew will be entitled to 06 days casual leave with pay in each calendar year. Such leave will not be carried forward to the following year and will lapse if not availed during that year. Other conditions in respect of casual leave are as follows.

- 4.1.1. Casual leave will normally not be granted for more than 3 days at a time, except in cases of emergencies.
- 4.1.2. Prior permission from Director Flight Operations or his nominee will be required before casual leave is taken, except in circumstances beyond control, in which case permission of the officer/ equipment chief will be subsequently obtained.

## **5. SICK LEAVE/SPECIAL SICK LEAVE/ACCIDENT DISABILITY LEAVE/MATERNITY LEAVE**

- 5.1 A Cockpit Crew will be eligible for 06 days sick leave with full pay and allowances for each completed year of service as per corporation rules. This leave may be accumulated to any extent.
- 5.2 All sick leaves in excess of forty eight hours will be supported by a medical certificate from a Medical Officer of the Corporation. Maternity leave shall be granted as per rules of the corporation.
- 5.3 In case a Cockpit Crew sustains injury or disability caused by an accident during the course of his employment, he will be entitled to full salary and benefits. If a Cockpit Crew is temporarily grounded by a medical board he will be entitled to full salary and allowances until he is declared fit to fly or declared medically permanently unfit by the medical board according to the following schedule.
  - 5.3.1. Accumulated sick leave will be availed until it is exhausted.
  - 5.3.2. Thereafter accumulated privileges have will be availed until it is completely consumed.
  - 5.3.3. If the grounding continues beyond the above mentioned period, he will avail sixteen (16) weeks special sick leave, up to fifteen years of service and twenty six weeks with over fifteen years of service.
  - 5.3.4. In case the ICAO/FAA specialist recommend a waiting period for the particular disability, special sick leave will be extended in a manner that the total period of accumulated sick leave/accumulated privilege leave/special sick leave availed under sub-clause 5.3.1., 5.3.2 and 5.3.3. Above, as well as extended sick leave shall not go beyond seventy eight (78) weeks for the particular disability.
  - 5.3.5. If a Cockpit Crew has been deferred by CAA for a waiting period, he must report back to the concerned authority (CAA), after expiry of the prescribed period of his last CAA-43 form. Subject to the fulfillment of the conditions indicated in the last CAA-43 form (Medical Assessment form) he will be entitled to receive his salary, except flying allowances exceeding period of seventy eight (78) weeks, in case the action/decision is pending in his case with CAA/PIA, until declared permanently unfit, which amount will be deducted from his final settlement. He, however, shall not be entitled to salary/allowance and benefits in case he fails to report back as required thereto.
  - 5.3.6. If a Cockpit Crew has been declared permanently unfit by the CAA Medical Board he will be entitled to file an appeal to the Director General CAA within a period of fifteen (15) days from the date he is permanently grounded. If the outcome of the appeal is in favour of the Cockpit Crew the intervening period between the date of permanent grounding and the date of resuming of duties shall be considered as absence with leave and there will be no break in the service.
  - 5.3.7. Notwithstanding the foregoing, entitlement, of special sick leave will stand forfeited from the day the Cockpit is declared permanently unfit by the competent authority in Pakistan, on recommendation of ICAO/FAA approved specialists.

- 5.4 The Cockpit Crew shall, however, have the option, in consultation with the Chief Flight Surgeon to appear before Medical Board prior to completion of accumulated privilege leave and special sick leave. In the event of being declared medically fit for flying, the Cockpit Crew shall be permitted to resume duties after fulfilling all licensing formalities. If declared permanently unfit for flying then the Cockpit Crew shall have the option to either avail the balance of his accumulated sick and privilege leave or be paid the total emoluments that would have accrued to him for the un-availed period of accumulated privilege leave.
- 5.5 After bring declared permanently unfit by CAA Medical Board, the Cockpit Crew shall have the option to be released from the Corporation's service, with benefits accruing to him or to accept any ground job in the Corporation if the Cockpit Crew so desires. The Corporation shall offer such job on a priority basis, with preference over external applicants and in accordance with rules of the corporation, subject to vacancy and suitability.
- 5.6 If during the period of special sick leave, a Cockpit Crew is offered a ground job, which he accepts, then he shall be paid the total benefits the would have accrued to him for the un-availed period of total accumulated privileged leave.
6. **QUARANTINE LEAVE:** As per Corporation rules
7. **STUDY LEAVE:** As per Corporation rules

## **CHAPTER –VI**

### **PASSAGE**

1. Management has approved to restrict applicability of admin order 08/2001 dated 20-04-2001 to Pilots and Flight Engineers only vide Admin Order No. 10/2001 dated 1<sup>st</sup> June 2001.

## CHAPTER –VII

### MEDICAL

**CREW MEDICAL CENTRE.** In Karachi the Corporation will provide medical care/treatment to Cockpit Crew, Grounded Cockpit Crew, their families and dependent parents at the Cockpit Crew Medical Centre, which will be headed by an Aviation Medicine Specialist. At least one Flight Surgeon and lady Doctor will be on duty exclusively for Cockpit Crew and their families and will attend others only in emergency. At other bases (Lahore and Islamabad) Corporation will create functional Crew Medical Centers. The Corporation will provide medical care/treatment at approved hospitals after functional hours, for Cockpit Crew and their families where medical treatment will be available to them on presenting PIA I.D. Card /Family Card. Meanwhile the Corporation shall continue to provide medical care/treatment at the present medical facilities available.

- 1.1 In case a Cockpit Crew is referred to specialist by PIA/CAA Medical Board the Flight Surgeon will provide assistance in arranging necessary appointment/s with the specialist/s as early as possible. (The period, during which Cockpit Crew is temporarily unfit, he will be considered on sick leave).
- 1.2 Grounded Cockpit Crew, their eligible children, dependent parents will be entitled to medical care/treatment at Air Crew Medical Centre, as per Corporation rules.
2. **MEDICAL TREATMENT:** Ambulance will be provided for Cockpit Crew and their families for serious cases for transportation between Cockpit Crew's residence and the dispensary/specialist's clinic or the hospital where the patient is referred to. This arrangement will be applicable to Karachi, Islamabad and Lahore bases.
  - 2.1 Spectacles/contact lenses will be provided, upto a ceiling, as approved by the Management from time to time, as an aid to flying duty if endorsed on the Licence. Hearing aids, artificial limbs, crutches and other support will be provided to Cockpit Crew on recommendation of the Flight Surgeon. However dentures will be provided only in case of accident while on duty.
  - 2.2 Complete free dental treatment, excluding gold filling, dentures, crown, orthodontic treatment and bridges, will provided at Air Crew Medical Centers in Karachi, Islamabad and Lahore or by the approved Dental Surgeon when referred by the Corporation's doctor.
  - 2.3 Diathermy, infrared ultraviolet exposures, acupuncture and physiotherapy treatment will be provided at Corporation's dispensary and/or other approved clinics when advised by the Corporation doctor.
  - 2.4 Cockpit Crew suffering from serious illness will require medical fitness clearance from Flight Surgeon, before they are allowed to resume flying duties. Scheduling will not place any Cockpit Crew on flying duty without such certificate, if the prior illness of the Cockpit Crew is in its knowledge.
  - 2.5 All medical attention and treatment must be obtained Corporation's approved doctors. No bill for reimbursement of professional fee or medicine from other doctors will be entertained except when treatment is taken on emergency basis, i.e. for accidents, or other ailments requiring urgent medical treatment, during or after working hours of the Cockpit Crew Medical Centre. A country wide list of doctors/hospitals approved by the Corporation will be made available to the Cockpit Crew.

- 2.6. When a Cockpit Crew is grounded by a Flight Surgeon, the Medical Division shall arrange to send the Cockpit Crew to ICAO approved specialists in United Kingdom when the local authorities are unable to determine their medical fitness, or a definite medical conclusion amongst specialists treating the Cockpit Crew cannot be arrived at, within a period of 30 days.
- 2.7. Indoor treatment will be provided in the hospitals approved by the Corporation as notified from time to time. Admission in these hospitals at the base stations will be with the approval of Flight Surgeon, and Corporation's Medical Officer in case of outstations who will act on the directives issued by the Flight Surgeon. Arrangements be made with PIA approved hospitals for Cockpit Crew/families to get admission/treatment in case of emergency on production of PIA identify card.
- 2.8. When a private air-conditioned room is available in a hospital approved as aforesaid but a Cockpit Crew desires admission in any other hospital/clinic, necessary permission may be given as a special case by the Flight Surgeon. If such permission has been obtained by the Cockpit Crew for treatment in the hospital/clinic of his choice, and the cost of treatment in this hospital is higher, difference between charges of the two hospital shall be borne by the Cockpit Crew concerned
- 2.9. All investigation and pathological examination will be carried out at PIA Diagnostic Centre at Karachi. Tests will be carried out at respective PIA Medical Centre at Lahore and Islamabad. However, on the advice of PIA Doctor cases can be referred to other approved laboratories and expenses will be borne by the Corporation
- 2.10. Medicines and surgical materials Considered necessary by the Corporation doctor for treatment of Cockpit Crew will be provided at the Corporation's expense
- 2.11. Nursing facilities available in the hospital will be provided at the Corporation's expense.
- 2.12. In case of serious illness, additional nursing facilities will be allowed as considered necessary subject to prior approval of Flight Surgeon or Corporation's Medical Officer, at the Corporation's expense
- 2.13. Cockpit Crew will be entitled to consult the Corporation's doctors at the Corporation's Cockpit Crew Medical Centre/s. In additional, Cockpit Crew and their families will be entitled to consult such Medical Specialists, as are approved by the Corporation, in their clinics/hospital with prior approval.
- 2.14. Maternity cases will be sent to hospitals/clinics approved by the Corporation. Maternity allowance will be paid as per the rules of the Corporation.

### **3. SICK REPORT AT OUTSTATION.**

- 3.1. Medical Certificate from private doctors will not be accepted by the Corporation, where Corporation designated doctors are available.
- 3.2. Cockpit Crew falling sick while on duty at an outstation will be entitled to full medical attention by a doctor approved by Flight Surgeon. Where such arrangements does not exist, all treatment expenditure will be reimburse provided attending physician confirms in writing to the satisfaction of Flight Surgeon, that the crew member concerned was given necessary medical attention under emergency.

4. **TREATMENT DURING LEAVE:** Cockpit Crew will be entitled to the following medical facilities during leave:

- 4.1 Within Pakistan, during the period of leave, Cockpit Crew and their families will remain entitled to all medical treatment and facilities to which they are entitled whilst the Cockpit Crew is on duty, with the corporation's doctor/s or any doctor, hired by the Corporation, on full time/part time basis or when referred to approved consultants. Corporation will reimburse all expenditure incurred by the crew member for his treatment during leave at stations within Pakistan where Corporation's doctor are not located. Such expenditures will be approved by the Flight Surgeon within a period of 30 days from submission of claim. However reimbursement for family members shall be applicable for emergency treatment only.
- 4.2 During leave abroad, should a Cockpit Crew requires medical attention/treatment for a life threatening/serious illness emergency, and in the absence of the Corporation's doctor, expenditure so incurred on such treatment, will be reimbursed, subject to post facto approval of the Flight Surgeon.
- 4.3 Emergency cases abroad of spouses, children of Cockpit Crew will be treated as per Corporation policy.
5. **INOCULATION AND VACCINATION.** Inoculation and vaccination considered necessary by the Corporation's doctor for preservation of general health will be carried out at Corporation's dispensaries or Government Centers at Corporation expense.
6. **TREATMENT ABROAD.** Serving Cockpit Crew advised, Coronary Angiography, Angioplasty or Coronary Bypass Surgeon will be sent to UK on Corporation's expenses with prior approval of Flight Surgeon, Transportation will be as per GM P&R letter No. PP/084/92/50, dated May 31, 1992. Cases other than above, requiring any other serious surgical/medical treatment, will also be allowed Medical Treatment abroad, on Corporation expense, and will be governed by the present procedure of the Medical Board and Corporation's approval.
- 6.1 In case of bypass surgery Cockpit Crew shall be provided accommodation at Cockpit Crew hotel for maximum seven (7) days, if requested by him/her, in addition to the travel facilities and allowance as per existing rule.
7. **TREATMENT FOR FAMILY:** Family members of Cockpit Crew and retired/grounded Cockpit Crew's will be entitled to the same free medical treatment facilities as applicable to Cockpit Crew within Pakistan at PIA Medical Centers/approved doctors clinics. Special female or child diseases as well as gynecological facilities (excluding child delivery to wife/wives of Crew member) will be provided at PIA Medical Centers/Clinics or hospitals/clinics approved by Corporation, at Corporation's expense. The spouse if gainfully employed and entitled to Medical Facilities/Medical Allowance from their employer will not be entitled to PIA medical facility. Any outside consultancy/treatment will only be provided when authorized by the Flight Surgeon in Karachi, and at Lahore and Islamabad, by the local Flight Surgeon/Dy. Chief Medical Officer. Definition of family for availing medical facility shall be in accordance with the provisions of PIAC Employees (Service & Discipline) Regulations, 1985.
8. **SICKNESS IN FAMILY WHILE A COCKPIT CREW IS OUTSTATION.** In case of sickness in a Cockpit Crew's family on recommendation of the Medical Officer, the Cockpit Crew may be informed by the Flight Operations Directorate Immediately and his return to be base by first available service.
9. **MEDICAL ENTITLEMENT FOR FAMILY AFTER THE DEATH OF A COCKPIT CREW.** The families of those Cockpit Crew who expire while serving, shall be eligible for medical treatment as per Corporation's rules. However, family members of Crew member who die in aircraft accidents shall be eligible for treatment for life, until ineligible due age or re-marriage.

## CHAPTER –VIII

### **LOSS OF EARNING SUPPORT AND RETIREMENT BENEFITS**

1. **LOSS OF EARNING SUPPORT.** In case a Cockpit Crew is grounded permanently on medical reason the Corporation shall arrange a lump sum of Rs. 15 (fifteen) lacs to such grounded Cockpit Crew. Payment on his account shall be made to those Cockpit Crew who are grounded permanently before completing their 57<sup>th</sup> year of age. However, the entitlement for the said payment shall not be applicable if the Cockpit Crew is grounded on account of:
  - (a) Attempted suicide whether felonious or not
  - (b) State of intoxication or insanity under the influence of intoxicating liquor or any drug.
  - (c) Willful breach of law.
  - (d) Riding, driving or flying in any kind of race of record-breaking attempt or competition, except in course of duty with the Corporation.
  - (e) Aerobatics, except in the course of his duty with the Corporation.
  - (f) When dismissed from the Corporations service for misconduct or disciplinary grounds.
  
2. **RETIREMENT BENEFITS**
  - 2.1.1. Retirement benefit shall be as per rules and regulations of the Corporation issued from time to time. These will be admissible to those Cockpit Crew who are permanent employees of the Corporation and who retire on:
    - 2.1.2. Completion of at least Twenty five (25) years of service.
    - 2.1.3. Superannuation
    - 2.1.4. Prematurely on medical grounds (pension admissible only after ten (10) years of service.
    - 2.1.5. On release from service after ten (10) years, as per Corporation's rules.
    - 2.1.6. On death while on Corporation's duty in air crash/accident.
    - 2.1.7. The grounded Cockpit Crew may at any time ask for release and exercise his option for retirement benefits in lieu of rehabilitation, the Corporation shall immediately release him with the benefit that would have accrued to him as on expiry of his accumulated sick leave and/or privilege leave. The leave period encashed will be counted towards the total service for the purpose of pension and compensation in lieu of rehabilitation.

## CHAPTER-VIII-A

### **TECHNOLOGICAL REDUNDANCY OF FLIGHT ENGINEERS**

1. The parties hereby agree that in case of reduction in the number of Flight Engineers In the service of Pakistan International Airline Corp., arising on account of replacement of existing aircraft on which the service of Cockpit Crew are utilized, with new technology aircraft configured for operation by two-crew members, Pakistan International Airlines Crop., shall offer at its sole discretion the following options to redundant Flight Engineers or those Flight Engineers who are likely to become redundant in future.
  - a- Conversion as Pilot in a phased programme.
  - b- Rehabilitation/relocation on alternative ground jobs.
  - c- Compensation to those who are neither converted as Pilot nor rehabilitated on ground job.

#### **OPTION-A**

2. Subject to the requirement of the Corporation, those Flight Engineer who are below the age of 45 years as on 1<sup>st</sup> August, 1992 and who meet the prescribed qualification and requirement for conversion as Pilot and who have opted to become Pilot will be considered for conversion as Pilot in accordance with the conversion training as approved by Pakistan International Airlines Crop., Board of Director at its 194<sup>th</sup> meeting held on 13<sup>th</sup> February, 1991. The training programme initiated in phased manner shall continue.
3. A Flight Engineer who is eligible for conversion and who meets with the laid down standards and medical requirement and who is selected for conversion as a Pilot in Pakistan International Airlines Corp., will be allowed salary and benefits package of a fresh Pilot with Zero year of service. After conversion as a pilot and upon his first productive flight as a Pilot the Flight Engineer shall be allowed lump sum compensation as per the following formula.

“Initial difference in gross salary payable monthly for 42 months discounted at the rate of 0.8333% per month.
4. The lump sum compensation amount payable to a Flight Engineer under the above formula shall be paid in four equal installments. The four equal installments shall be spread over the period from the date of signing of the 1995-98 Agreement upto the 42<sup>nd</sup> month from the date of 1<sup>st</sup> productive flight in the case of those Flight Engineers who converted as Pilot prior to the signing of this Agreement.
5. Provided always that the aforesaid lump sum compensation shall be recovered in full in case resignation, removal or dismissal from the service of the Corporation on account of misconduct before superannuation age. The recovery shall be made in case of resignation without completion of ten years bond period whereas, no recovery on this account shall be made in case of resignation after completion of ten years of employment on account of medical grounding, only 50% of the outstanding redundancy compensation will be recoverable. However, in case of death while in service, no recovery will be made on this account.

- 6- To protect pension entitlement funding shall continue to be catered by the Corporation on the personable amount at prevalent rate of Flight Engineer and continuity in personable service will be ensured because of the common Flight Engineer Pension Fund Rules. At the time of retirement, the applicable pension shall be paid @ last salary drawn as Pilot or as a Flight Engineer which ever is higher.

**OPTION-B**

7. Those redundant flight Engineers who are not considered for conversion as Pilots and opt for relocation will be offered suitable vacancies in Administrative Pay Scales in the Corporation, after providing them necessary training and subject always to their being considered suitable for such training and. On absorption in ground jobs, such redundant Flight Engineers shall be placed in the Administrative pay scales according to the following formula, provided always that upon such absorption they shall retain their basic salary at the same level as their last drawn basis salary as a Flight Engineer:

<u>YEARS OF.. SERVICE</u>	<u>DAMIN. PAY GROUP</u>
Below 10 years	Group - VII
10 years upto 15 years	Group - VIII
15 years upto 20 years	Group - IX (I)
20 years and above	Group - IX (II)
	(depending upon qualification experience and Management 's discretion)

8. Absorption in Administrative Pay Scales will be subject to the following terms and Conditions:
- a- The redundant Flight Engineers will be entitled to all allowances/privileges including house rent of the Administrative Pay Scales. However, if their basic salary falls within a pertinent Administrative Pay Scales he will draw their annual increments in that Pay Scales until they reach the maximum of that pay scale.
  - b- All costs pertaining to the courses/necessary training which may be required to rehabilitate the redundant Flight Engineers will be borne by PIAC. Subject to the exigencies of service and operational and corporate requirements, PIAC will arrange courses/necessary training leading to rehabilitation of the redundant Flight Engineers, as early as possible.
  - c- The period of service with PIAC shall be counted from the date of their respective initial appointments in PIAC for purposes of the entitlement of leave and passage. This will not apply to the entitlement of pension, which shall be as per the applicable rules.
  - d- Upon absorption ill Administrative Pay Scales, pension emoluments for service period as a Flight Engineer will be settled, and for service ill Administrative pay scales the pension rules applicable to such pay scales shall apply.

**OPTION-C**

10. Those redundant Flight Engineers who arc neither considered by PIA for conversion as Pilots nor for the absorption in administrative pay scales will be eligible for receiving the following redundancy compensation in addition to their normal terminal benefits:

For each year of service remaining until reaching the age of superannuation (i.e. 60 years), four (4) month of gross salary will be paid with a maximum ceiling of gross salary equivalent to forty (40) months subject to applicable Income Tax.

**NON-TECHNOLOGICAL REDUNDANCY:**

11. Notwithstanding anything contained hereinbefore, the provisions under this Charter shall not apply in case of any redundancy on account of non-technological reasons including reduction or closure of operation on particular route or routes, reorganization, amalgamation or merger or any restructuring on account of a Government directive, in which case the redundancy shall be governed by such terms and condition may be approved by the Board of Directors.

## CHAPTER –IX

### COMPENSATION AND INSURANCE

1. The Corporation will pay compensation to every Cockpit Crew for death, total or partial disability as a result of accident, whether such accident occurred on duty or off-duty, for an amount, equal to thirty six months' salary and all allowances, including guaranteed flying allowance, with full benefits. All claims arising out of this clause shall be settled in accordance with the terms and conditions of Aviation Personal Accident (APA) Insurance policy which will be taken out by and the expense of the Corporation.
- 1.2 In addition to the above, in case of a Cockpit Crew, the Corporation will pay compensation to the Cockpit Crew nominee(s) as per the terms of the Group Insurance Policy.
- 1.3 Cash advance or Rs. 500,000/- from the provident fund/other entitlements will be paid to the next of kin, in case of death of the Cockpit Crew, as an immediate relief within forty-eight hours, which will be adjusted on final settlement of accounts.
- 1.4 In case of ;an accident, if a Cockpit Crew is disabled and he loses his licence he will be paid as follows
  - 1.4.1 Compensation as per terms of Loss of Licence Insurance Policy.
  - 1.4.2 Disability compensation as admissible under APA Insurance policy.

NOTE: Disability, here, shall mean any physical condition due to any accident, which may render a Cockpit Crew unfit flying duties.
- 1.5 Rates of compensation under APA Insurance Policy will be doubled in case accidents occur in relation to:
  - 1.5.1. Any test Flight.
  - 1.5.2. Engine out ferry flights.
  - 1.5.3. Training Flight
  - 1.5.4. Northern Area Flights.
- 1.6 The compensations mentioned in clause I above will not, however, be paid in case of death or disablement resulting from:
  - 1.6.1 Suicide or attempted suicide whether felonious or not.
  - 1.6.2 State of intoxication or insanity under the influence of intoxicating liquor or any drug. (unless prescribed by a doctor).
  - 1.6.3 Willful breach or law
  - 1.6.4 Riding, driving or flying in any kind of race of record breaking attempt or competition, except in course of duty with the Corporation.
  - 1.6.5 Aerobatics, except in the course of his duty with the Corporation.
- 1.7 All Cockpit Crew will complete and submit nomination forms prescribed by the Corporation in triplicate. The Corporation will forward one copy duly authenticated, to the Association, one copy to the concerned section of the Corporation and one copy will be placed in the Personal File of the Cockpit Crew. If any Cockpit Crew wishes to make any change/s subsequently in respect of the nominee/nominees, such changes shall be

notified by him to the Administration Manager, Flight Operations, and shall fill the said form anew, in triplicate for record, distribution as above.

- 1.8 As part of this policy the Cockpit Crew, his heirs, executors, administrators, successors or assignees, as the case may be, will not be entitled to claim more than the amount of compensation agreed herein in any case whatsoever. If no nomination is made by the Crew member, the money will be paid as per the Islamic Law and Fiqah of the Crew member. For non-Muslim it will be according to respective inheritance laws.

## **2. GROUP INSURANCE**

- 2.1 Group Insurance will cover the death of a Cockpit Crew, occurring off-duty or on duty, whether on ground or on-board an aircraft, for such sums as are currently applicable.
- 2.2 The Cockpit Crew shall pay 50% of the premium payable under the Group Insurance Scheme, on his behalf and in addition shall be responsible for the payment of 50% of the additional premium required to cover him against professional flying risks. This will not be applicable to Additional Group Insurance for which total premium is being paid by the Cockpit Crew.

## **3. SPECIAL RISK COVERAGE**

- 3.1 The Corporation shall pay to the Cockpit Crew nominees an amount equal to Group Insurance Policy and the Sum of the APA Policy together, should death or disability occur, as a result of:
  - 3.1.1 Undertaking flights into or out of an area where special dangers exist from conduct of war (declared or un-declared) or war like acts or operations in that area, and operations into danger areas under Chapter-I clause 2, of this Agreement.
  - 3.1.2 Attacks on aircraft or acts of sabotage or felonious acts including the acts of hijacking.
  - 3.1.3 Civil war, insurrection, rebellion and/or civil/political disturbances in the countries where a Cockpit is based, slipping or travelling.
  - 3.1.4 Explosives/inflammable material being carried on board the aircraft.

## **4. COVERAGE OR INTERNMENT.**

- 4.1 The Corporation shall pay to a Cockpit Crew's nominee(s) the following sums if he is posted missing interned, kidnapped, held hostage or compulsorily detained not due to personal reasons. Whilst on Corporation service, as a result of hostile action.
- 4.2 If posted missing, till such time as his whereabouts are established, normal salary plus all admissible allowances, not exceeding a period of two years from the time he is posted missing, provided that if he is subsequently declared interned his normal salary plus all admissible (allowances for the entire period of internment. If subsequently his death is established, benefit of APA and Group Insurance policies, will be paid.
- 4.3 If a Cockpit Crew is interned while on Corporation duty, on any alleged charge, whatsoever, and if at later date, it is proven in a court of law, that such internment was malafide/unjust, and the innocence of the Crew member is proven, the Corporation shall pay his salary (excluding Flying Allowance) for the full interned period

## **5. LOSS OF LICENCE INSURANCE.**

- 5.1 Compensation under this insurance policy, covering of licence as a result of illness or accident will be Rs. 15, 00,000/- (Pak Rupees fifteen lacs only) and shall be paid upto the age of 57 years, subject to a reduction of Rs. 1,25,000/- (One lac and twenty five thousand only) per year upto the age of sixty years. In case of death of the grounded Cockpit Crew during the waiting period or ninety days, the sum will be paid to the Nominee(s).
- 5.2 The payment of the Loss of Licence Insurance amount shall be made no later than ninety (90) days of such declaration of permanent medical unfitness.
- 5.3 Any Cockpit Crew losing his/her licence due to permanent grounding on medical ground shall be given compensation of Rs. 1,500,000/- (Rupees one million five hundred thousands) as per IFALPA / IFEA Loss of Licence insurance policy which is granted under Master Group Contract between the International Federation of Airline Pilots Association / International Foundation of Airlines Flight Engineers' Association and the National Insurance Corporation and shall be handled by the Corporation.
- 5.4 Any Cockpit Crew holding a valid flying licence shall be fully covered against his loss of licence insurance the full amount admissible to him. Any waiver by the Insurance Company is to be covered by the Corporation by payment of appropriate additional: premium. This is not applicable to grounded Cockpit Crew who have received compensation under the loss of licence insurance e earlier.
- 5.5 The premium for the insurance will be paid directly by the Corporation to the insurers. The compensation for Loss of Licence will be paid directly by the Insurers to the Cockpit Crew concerned as per rules of the contract of insurance.
- 5.6 The loss of Licence Insurance provides full protection and coverage against grounding due to psychosomatic, psychotic psychoneurotic and epileptic conditions. This protection and cover has been guaranteed by the Corporation even if not covered under the insurance policy.
- 5.7 It will be the responsibility of the Corporation, to submit applications duly completed by the Cockpit Crew, to the Insurer every three years or as and when such application may be required under the terms of the policy or any applicable laws.
- 5.8 The application form for the Loss or Licence Insurance shall be on the format, prescribed by the under-writer.
- 6. PROVIDENT FUND INSURANCE:** The Corporation will provide Provident Fund Insurance converge every Cockpit Crew, as per existing policy.
- 7. TRAVEL ON SUPERNUMERARY/OCS (ACCIDENTAL DEATH) INSURANCE:** In the event of accidental death while traveling Supernumerary/On Corporation Service (SUPY/OCS), the beneficiary will be entitled to a sum insured, as applicable under the policy issued by NIC.

## CHAPTER -X

### **RULES OF THE PIAC COCKPIT CREW PENSION FUND**

1. **INTERPRETATION.** In the interpretation of these rules, following words will have the meanings as specified below:
  - 1.1 "Fund" means the Pension Fund as defined in the Pension Fund Deed made on 12<sup>th</sup> day of February, 1980, which was deemed to have been created on the 1<sup>st</sup> July 1977 and called the PIA Cockpit Crew Pension Fund.
  - 1.2 "Rules" means these Rules and/or any other rule(s) for the time being in force, in respect of the fund
  - 1.3 The "employer" will mean the Pakistan International Airline Corporation and include any firm or Company or Corporation which may purchase, amalgamate or otherwise take over in whole or in part of the business of the Corporation and which will undertake to continue the obligations of the Corporation under these presents, releasing the Corporation, from all further liability in respect thereof.
  - 1.4 "Member" means a Pilot/Flight Engineer who is employed by the Employer and is eligible for the benefit of the fund.
  - 1.5 "Trustees" means of the Trustees of the Fund.
  - 1.6 "Nominee" means such nominee(s) of the members as can be nominated under provisions of the income tax act relating to superannuation fund from time to time in force.
2. The name of the fund will be as defined in the Trust Deed. (refer 1.1. above). The Fund and the Trustees will be located in Pakistan and all benefits under the Scheme are payable in Pakistan.
3. The objective of the Fund is, subject to the Rules, to provide for every Member or his heir, a monthly Pension upon his ceasing to be a Member of the Fund until eligible, under rules contained elsewhere in this article.
4. The Fund has commenced and come into operation on the First day of July, 1977 for Pilots/flight Engineers.
5. The Fund will be administered by a Board or Trustees to be nominated by the employer.
6. The employer will pay to the Trustees in respect of each member, from the date when the member first joined the Fund, until he ceases to be the member of the Fund, an ordinary annual contribution of such sum as will be determined by the Actuary appointed for the purpose by the Trustees.
7. The employer will make additional contribution to the fund in respect of the Personable Service of each member prior to the establishment of the Fund. The employer may in its sole discretion make such additional contribution on such installments as it deems fit.
8. In order to make due provision for the fund meeting its liabilities, the Employer may at any time pay to the trustees of the Fund any sum or sums additional to the contribution referred to in clauses 6 & 7, above.

9. The Contribution under clause 6, 7 & 8 may not exceed the limits prescribed by the provision of the Income Tax Act relating to superannuation funds from time to time in force. The employer guarantees the financial stability of the Fund and also guarantees that the pension permissible to a pilot/Flight Engineer will not be affected due to any loss in the Fund. The whole contribution towards the fund will be exclusive by the Employer. The Employer will bear all expenses connected with the administration of the Fund.
10. **Eligibility for Membership of the Fund.** All Pilots/Flight Engineers (Other than cadet pilots / cadet flight engineers and those ex-PAF Pilots who exercise the option of accepting Gratuity Scheme as promulgated under Admin Order No. 1/70, who were on rolls of the Employer on First January, 1966 and thereafter will be eligible for the membership of the Fund with effect from the date on which they become productive and confirmed as Pilot / Flight Engineer.
11. Eligible service for purpose of computation of pension, will start from the date of employment of Member, if he is subsequently confirmed as Pilot / Flight Engineer on the rolls of the Employer; provided that any member who once ceases to be a member of the Fund will not be entitled to reckon his previous service as eligible service for the purpose of benefits from the fund, except that if such a member repays to the Trustees such sums along with any additional amount assessed by the Actuary as were paid to him out of the Fund consequent to his loss of previous membership. Further the Employer may permit, at its sole discretion his previous service to be reckoned continuously with his present service for the benefits under the scheme.
12. All authorized leave granted from time to time by the competent authority will be counted as service for the purpose of pension.
13. Pension payable will be according to Agreed Schedule in clause 26 (Pension Scheme) when calculating the period or eligible service for Pension, any part of the year remaining which is in excess of Six months will be considered as a full year and any part of the year which is less than six months will be ignored.
14. Subject to the provision of the Rules, a member will eligible for monthly pension in accordance with the scale in clause 26 (Pension Scheme) on any of the following events:
  - 14.1 On ceasing to be a member of the Fund due to retirement, a member will be entitled to voluntary retirement, only after rendering twenty five (25) years of service as Pilot / Flight Engineer, or at the age of fifty five (55) years, provided he has completed a minimum of ten (10) years service as Pilot / Flight Engineer.
  - 14.2 On ceasing to be a member of the Fund due to any of the following reasons, provided that the member has rendered a minimum service of ten 10 years as Pilot / Flight Engineer.
    - 14.2.1 **Medical Disability of the Member:** A member, however, will not be entitled to the pension benefits if his medical disability is caused by any of the following:
      - 14, 2.1.1 International self-injury.
      - 14.2.1.2 Attempted suicide
      - 14.2.1.3 Habitual taking of narcotic drugs, unless approved by a Corporation doctor.
    - 14.2.2 The member being granted a permanent non-flying duty due to the requirements of the Employer, or as allowed elsewhere in this agreement, provided that the member concerned so desires. Otherwise if the concerned member so desires, he may use his contributory service as a Pilot / Flight Engineer towards contributory service in another Pension Scheme of the Corporation, provide that in this case, the Member is allowed pension as under:
      - 14.2.2.1 The pension for contributory Service as a Pilot / Flight Engineer will be calculated under the PIA/ Pilot / Flight Engineer Pension Scheme, and,

- 14.2.2.2** The pension for contributory service as employment in any other cadre will be calculated under that applicable, particular, Pension Scheme.
- 14.2.2.3** A member being released from the service of the Corporation with the consent of the Employer shall be entitled to Pension benefits as per Corporation rules, provided that the member has completed 10 years of service, as a Pilot / Flight Engineer.
- 15.** In case of death of a member before/after retirement, his nominee will be paid the deceased's pension at the effective rate for the eligible service of the Member in question, as per Corporation rules for the guaranteed period, commencing from the first of the month following the death. Provided that the member was, at the time of this death, eligible for pension and also that his death was not caused by any of exception listed in clause 14.2.1. above.
- 16.** Family pension will also be admissible or the guaranteed period often (10) years in the case of those Pilot / Flight Engineer, who die ill aircraft accidents, while on corporation duty, even if they have less than ten years of service, in addition to the lump-sum payment allowed in clause 17 below.
- 17.** A Pilot/ Flight Engineer who ceases to be a member of the Fund but is ineligible for pension under clause 14 or 15 above due to not having completed 10 years of eligible service shall be granted compensation in lump sum, provided that he ceases to be the member of the Fund only due to medical disability or death, as defined in clause 14.2.1. and clause 15, respectively, and provided also that the member had at least three years of eligible service to his credit on the date he so ceased to be a member of the Fund. The amount of lump sum compensation payable under this clause shall be as follows:
- 17.1** On death Rs. 200,000/-
- 17.2** On medical disability with service of:
- 17.2.1** Three years and above but below five years. Rs. 100,000/-
- 17.2.2** Five years and above but below eight years. Rs. 125,000/-
- 17.2.3** Eight years and above but below nine years. Rs. 150,000/-
- 17.2.4** Nine years and above but below ten years. Rs. 175,000/-
- 18.** A pensioner shall be entitled to pension during his life and it shall not in any way be capable of being transferred, assigned or charged. In case of his death the pension shall continue to be payable to the deceased's nominee/s as allowed in clause 15 of this Chapter.
- 19. **MODE OF PAYMENT:****
- 19.1** Pension will being to accrue from the day the member becomes eligible for pension as per clause 13, 14 and 15 above, and the pension will be payable monthly to the beneficiary personally or to his order within one month of the accrual date and thereafter on the due date.
- 19.2** Compensation as per rules will be paid within one month of retirement to the beneficiary personally, or to his nominee/s in case of his death.
- 20.** On receiving pension, the member will cease to be a Member of the Fund except for the purpose of receiving his pension.
- 21.** A member on becoming a pensioner, will notify to the Trustees his place of residence and thereafter of give immediate notice of any change of address.
- 22.** A pensioner shall, from time to time, furnish such evidence of his being alive, to the satisfaction of the Trustees or the Manager of a scheduled bank, in which he is maintaining his account, and such evidence shall be forwarded to the Corporation. In default therefore, The Pilot / Flight Engineer or his nominee will be liable to have any other payments of his pension suspended, if the Trustees think fit, until he furnishes such evidence.

23. The Trustees may, from time to time, alter, delete or add to the rules, for the management of the Trust Fund but no alteration/deletion shall be made which will have the effect of reducing the benefits of the member or which will effect the basic rules/clauses already agreed upon.
24. All above rules are subject to the Member's employment conditions under the Service Regulations of the Corporation.
25. If any question arises with respect to the fund or to the construction or meaning of the rules, such question will be determined by the Trustees. In case of a dispute, matter shall be settled by an Arbitration Board.

**26. THE PENSION SCHEME.**

26.1 This Pension Scheme is in force effective 1<sup>st</sup> July 1977. Applicability and formula is enunciated as under:

26.1.1 The Pilot / Flight Engineer has retired on attaining his agreed retirement age, or,

26.1.2 The Pilot / Flight Engineer, has attained the age of 55 years and sought voluntary retirement, or,

26.1.3 The Pilot / Flight Engineer on completion of 25 years service as Pilot / Flight Engineer in PIA and has sought voluntary retirement, or,

26.1.4 The Pilot / Flight Engineer, dies during service, in which case his beneficiary shall receive pension for guaranteed period of ten (10) years as allowed in clause 15 and 16, of this Chapter, or

26.1.5 The Pilot / Flight Engineer is premature retired by the Corporation, except in case of termination/dismissal on disciplinary grounds or on his retirement on medical grounds. If however, such termination/dismissal is reversed and/or he is reinstated/re-employed/restored, the Pilot / Flight Engineer will be entitled to benefit of the fund.

26.2 The proposed pension will be in accordance with the following formula:

$1/60^{\text{th}}$  (1) a total of last basic salary, (2) 50 hours Trip Flying Allowance, (3) Qualifications Pay, and (4) Adhoc Relief, multiplied with total number of years of personable service, subject to a maximum of 50% of the personable salary at the time of retirement, as pension.

**26.2.1 CALCULATION OF TRIP FLYING ALLOWANCE FOR PENSION PURPOSES:**

For the purpose of calculation of the pension, Trip Flying Allowance will be calculated as per the following formula:

- |    |                          |   |  |
|----|--------------------------|---|--|
| a) | Upto 25 years of service | : | 50 hours.  |
| b) | Over 25 years of service | : | One hour increase for every two completed years beyond 25 years (Maximum not to exceed 55 hours) |

**EXAMPLE:**

- (i) Years of service 27 years for calculation:  
(ii) Flying House  $50 + 1 = 51$  hours.  
(ii) Years of service 29 years for calculation:  
Flying Hours  $50 + 2 = 52$  hours.

- 26.3 Commutation will be accordance with the formula specified in the “Pension Deed”.
- 26.4 The Corporation undertakes to include Pilot / Flight Engineer retiring/being grounded medically or expiring after 1<sup>st</sup> July 1977, in the above pension scheme.
- 26.5 EX-PAF Pilot / Flight Engineer who have been absorbed in Pakistan International Airlines Corp., before 1.7.1965 have opted for gratuity scheme will be eligible to re-exercise their option for gratuity or the above mentioned Pension Scheme.
- 26.6 Corporation shall inform the Pilot / Flight Engineer regarding his date of retirement 120 days in advance. It will be responsibility of Pilot / Flight Engineer obtain clearance on the specified format.

**26.7 PENSIONABLE SERVICE:**

**26.7.1** Subject to the following sub-rules of this rule, a Member’s Pensionable Service means all periods of service with the Corporation in any cadre and service on deputation with the approval and terms of the Corporation prior to the termination of membership and shall include:

- (a) All periods of leave granted except leave without pay from time to time by the competent authority.
- (b) All periods of leave of absence due to war or national emergency as may be certified by the Corporation.

**26.7.2** Contributory service for the purpose of eligibility of benefits of rehabilitation and retirement shall include service rendered in any previous cadre as a permanent employee in the Corporation, including trainees from PIA Flying Academy / PAF Korangi and PIA Training Centre.

**26.7.3** Service rendered prior to 11.3.1955 (date of PIA’s incorporation) shall not be taken into account except in cash of Pilot / Flight Engineer from Orient Airways Limited and those Pilot / Flight Engineer who joined PIA before the establishment of PIAC, in whose case total service rendered shall be added to their service as Pilot / Flight Engineer in Pakistan International Airlines Corp., to arrive at total pensionable service contributory service for the purpose of eligibility and computation of benefits under the Pension Scheme and Gratuity admissible to Pilot / Flight Engineer shall be reckoned from the date of appointment of the employee in the Pakistan International Airlines Corp., or the date from which his services were hired for a specific professional work i.e. Pilot / Flight Engineer and he was subsequently absorbed as a permanent employee (as a Cockpit Crew) of the Corporation without any break of service between the date of hiring (on contract, secodment, probation etc.) and permanent absorption when the date of initial hiring shall be treated as the date of joining for computation of total contributory service. After computing the number of full years, any period over 6 months i.e. in excess of 182 days shall be considered as full years.

## CHAPTER-XI

### **DISCIPLINE AND INVESTIGATION**

1. The Cockpit Crew shall be subject to discipline and investigation as per rules and regulations of the Corporation laid down from time to time.

#### **2. INVESTIGATIONS AND ENQUIRES BY THE CORPORATION.**

##### **2.1 PROFESSIONAL DISCREPANCIES:**

2.1.1 Professional discrepancies shall be deemed to have occurred if FOM, SOP and/or FCOM, ICAO, FAA or CAA producers have been violated, or if the professional judgment of the Pilot/ Flight Engineer is in question.

2.1.2 Investigation inquiries shall only be ordered/limited by the Director Flight Operations, or his nominee. The investigation/inquiry can be carried out by an officer not lower than a cockpit crew holding the position of equal to manager. As an alternate, the Director Flight Operations may, nominate a senior Cockpit Crew, for said investigation/inquiry, further; this Cockpit Crew must also be senior to the Cockpit Crew under investigation/inquiry.

2.1.3 Irrespective of the fact whether a disciplinary proceeding under clause (1) of this Chapter is held or not, in case where professional or technical discrepancy is alleged against a Cockpit Crew, he may demand departmental inquiry to establish the facts. The result of such inquiry will be recorder on the personal file of the Cockpit Crew. The findings of such inquiry will, however, not prejudice in any way the findings or orders in the disciplinary inquiry as per clause 1.1 of this Chapter, if ever held.

2.1.4 In the event of an accident/incident occurring on/or to an aircraft or on submission of a report to the Corporation by competent authority, as allowed under the applicable rules/laws, alleging breach of flying discipline or rules and/or compromising Flight Safety, the Corporation shall have the right to conduct an inquiry subject to the following conditions.

2.1.4.1 That such inquiries will relate solely in the technical and professional aspects of the accident/incident or alleged breach of flight discipline and/or compromise of Flight Safety.

2.1.4.2 That the Board of inquiry will include at least one instructor Pilots/ Flight Engineer (mutually acceptable) who will be currently qualified on the equipment on which the accident/incident occurred.

2.1.4.3 That the Crew member will not be awarded punishment except on the findings of such inquiry conducted by the Corporation.

2.1.4.4 In case of accident/incident resulting in any damage to the aircraft, all Cockpit Crew members of the aircraft may be removed from flying duties by the Director Flight Operations, if so required under the applicable rules for purposes of inquiry and investigation.

##### **2.2 MISCONDUCT.**

2.2.1 For the purpose of this Admin Order act of misconduct is defined as the one laid down under Regulation 75 of Pakistan International Airlines Corp., Employees (Service and Discipline) Regulations 1985.

2.2.2 Inter-departmental inquiries/investigations will be held by a Board duly constituted in accordance with the rules of the Corporation. The Chairman of Board shall not be junior in rank/status to the Pilots/Flight Engineer against whom the inquiry is being conducted, and at least a General Manager, and appointed in consultation with the Director Flight Operations.

### **3. INQUIRY INVESTIGATIONS HELD BY AGENCIES OTHER THAN CORPORATION.**

3.1 The Corporation shall co-operate for impartial of a Cockpit Crew as its employee in any inquiry or investigation.

3.2 The Corporation shall also assist the Cockpit Crew and facilities access to relevant information, records or evidence pertaining to the said inquiry.

### **4. GRIEVANCES.**

3.1.1 Grievances of Cockpit Crew arising due to violation of rules or terms and conditions of their service shall be considered as per following procedure:

4.1 The grievance shall be submitted, in writing through proper channel, by the Cockpit Crew to the Director Flight Operations, giving reasons thereof.

4.2 Director Flight Operations after discussing the grievance with the Cockpit Crew concerned will inform him twenty days, in writing of the decision thereof. In case the decision is not satisfactory, a review petition may be filed within 20 (twenty) days, in writing, to the Director Flight Operations with a request for interview to discuss the subject grievance.

4.3 Director Flight Operations on receiving the review petition shall notify the Cockpit Crew of the date for interview which will be held within 30 days and the decision thereof shall be communicated to the Cockpit Crew within twenty days of interview, or, if the interview is not requested, within twenty days of receipt of the review petition.

4.4 The appeal against the decision of the Director Flight Operations may be submitted by the Cockpit Crew within 20 days of receipt thereof to the Chief Executive of the Corporation.

4.5 The Chief Executive of the Corporation shall call the Crew member representative for a personal interview, if required.

## CHAPTER-XII

### Miscellaneous

**1. Confirmation.**

The cockpit crew when employed by the Corporation shall be considered to be on probation and will be confirmed in service after serving six months as cockpit crew, subject to satisfactory performance of his duties. If confirmed, his services will be counted with effect from the date of his employment as crew.

**2. ENGINE-OT FERRY FLIGHT.** Duly trained flight crew shall conduct on engine Out ferry flights:

- (a) Captain: Simulator Instructor on type and trained in the procedures and techniques of an engine out ferry.
- (b) First Officer: Simulator Instructor or Route Check Pilot, otherwise a minimum of 500 hours P-1 on the type.
- (c) Flight Engineer: Simulator Instructor trained in the procedures and techniques of an engine out ferry.

**3. OPTION TO RETIRE.**

- (a) A Cockpit Crew shall have an option to retire from corporation's service as per Applicable pension rules.
- (b) A Cockpit Crew shall have the option to ask for release at any time of his service in the Corporation provided that he gives three months notice or pays three months salary in lieu thereof (if so accepted by the Corporation). Such Cockpit Crew shall be eligible for gratuity/pension and provident fund benefits as per Corporation rules.

**4. IN-FLIGHT MEALS.** On all sectors (domestic and international) Cockpit Crew shall be provided standard food being served to the passengers for the crew's comments on its quality. The Captain and the co-pilot shall always consume a different meal.

**5. TRAVEL DOCUMENTS.** The Corporation shall at its own costs procure and renew passports, appropriate visas, exchange clearances, medical certificates and all other travel documents of a cockpit crew required from time to time for the purpose of effectively carrying out his duties. It shall be the responsibility of the Cockpit Crew concerned to inform the Corporation at least two weeks prior to the expiry date of such documents, and to take his prophylactic inoculations and vaccinations as required, in time, so as not to invalidate his medical certificates.

**6. DISBURSEMENT OF EXCESS DUTY FLIGHT EXPENSES.** A cashier will be provided for 24 hours coverage in the proximity of Flight Operations at all three Airports (i.e. KHI, ISB and LHE) for payment of excess duty flight expenses to the Cockpit Crew.

**7. PRESSING OF UNIFORM:** Cockpit Crews are entitled to pressing of uniform suit and laundering of one uniform shirt, once during a tour of duty at each domestic/international slip station.

**8. CLEARANCE FROM THE CORPORATION.** Final settlement of a retired/grounded Cockpit Crew shall be governed by the following procedure:

**8.1** The record shall be scrutinized/purged by the concerned units at least six months prior to the superannuation date and will be finalized in all respects.

- 8.2 Prior to superannuation, Flight Operations administration will get the clearance form Completed on behalf of the retiring Cockpit Crew except for those portions where the Physical presence of the concerned Flight Engineering is absolutely necessary. If any portion of the clearance form remains to be filled, it will be handed to the concerned Cockpit Crew. Who after duty completing the form will return it to Flight Operations administration. The above procedure will also be applicable to a Cockpit Crew whose permanent grounding is confirmed.
- 8.3 Accounts of retired grounded Cockpit Crew will be settled within thirty (30) days from the date of submission of clearance form to the Flight Operations administration, provided there is no audit objection.
- 8.4 Any document/paper etc. required by the Corporation in connection with the final settlement of accounts will be provided by the Cockpit Crew concerned. In case the Cockpit Crew is not available at Karachi, the Corporation will facilitate carriage of such documents.

**9. SICKNESS AT OUTSTATION WHILE ON DUTY.**

- (a) A Cockpit Crew falling sick at an outstation during a tour of duty, shall be entitled to normal slip allowances, as applicable, and hotel accommodation and transport to and from the doctor's clinic/hospital, subject to the condition that the Hotel Doctor is not available or is not willing to attend the Cockpit Crew in the hotel.
- (b) If the Cockpit Crew is hospitalized at outstation then the expenses for his accommodation, and meals in the hospital, shall be borne by the Corporation, and he shall be paid an incidental allowance equivalent of 40% of the current rate of domestic/international slip allowance.

**10. TRANSFER FACILITIES.** As per Corporation rules.

Auth: 256<sup>th</sup> Board Meeting/M.D.

SOHAIL MUSTAFA  
GENERAL MANAGER  
HUMAN RESOURCES

**Distribution:**

SA to C\airman, PIAC  
SA to Managing Director  
MC to Chief Operating Officer  
All Directors  
All General Managers  
Secretary PIAC  
All Admin Managers  
All Station Heads