

**MINUTES OF 339TH
EXECUTIVE COMMITTEE MEETING**

DAY/DATE : Thursday, **08th July 2025**
TIME : 1030 Hours
VENUE : Conference Room, DG's Secretariat, HQCAA,
Karachi
REFERENCE : HQCAA/1000/008/DGCA

CHAIRMAN

Mr. Nadir Shafi Dar

Director General

MEMBERS

i) Mr. Iftikhar Ahmed

Deputy DG / Director AAR

ii) Mr. Luqman Rasheed

Director Airworthiness

SECRETARY

Mr. Salman Pirzada
Committee

Secretary CAA Executive

PARTICIPANTS

i) Capt. Farooq Iqbal

Director Flight Standards

ii) Mr. Atif Sattar

OIC HR

Director AW

Director AAR

Deputy DG

DG CAA

MEETING PROCEEDINGS

1. The meeting started with the recitation of verses from Holy Quran followed by a welcome note by Mr. Nadir Shafi Dar, the Chair. The Chair opened the proceedings and Mr. Salman Pirzada, the Secretary CAA Executive Committee presented the agenda items of **339th CAA EC**. The Chair permitted to conduct the proceedings as per order of the agenda displayed. Accordingly, the Secretary EC invited attention of the house towards agenda items, the proceedings whereof are given in the preceding paras.

ITEM # 01
STRUCTURE AND PAY GROUP WISE DISTRIBUTION OF ESTABLISHMENT

2. Mr. Atif Sattar, Officer in charge Human Resources (OIC HR), explained that CAA Board in its 212th meeting approved the structure of the Pakistan Civil Aviation Authority (PCAA), including the total count of officers and staff. He presented the approved structure by the CAA Board which included positions from EG-07 and above as **Annex-A**. He clarified that the pay group structure wise for officers (EG-01 to EG-06) and staff (SG-01 to SG-11), is yet to be approved by the Board. He added that as per the Service Regulations it is necessary to specify the pay group structure for career progression and recruitment purposes of PCAA employees.

3. He then presented the existing staffing level & the approved establishment as follows;

Category	Approved Establishment	Current Strength	Difference
Officers (EG-01 & above)	250	119	-131
Staff (SG-01 & above)	250	168	-82
TOTAL	500	287	-213

3. OIC HR after presenting the overview of the reporting lines of various directorates, presented the proposed amendment in the Flight Standards Directorate establishment of EG-07 & above, as per following;

Approved Structure	Nos	Proposed structure	Amendment in	Nos
Flight Standards Dte				
AdID/Flight Inspector (Helicopter)	01	AdID/Flight Inspector (Helicopter)		01
AdID General Aviation	04	AdID / Flight Inspector General Aviation		04
AdID (Ops & Reg)	01	AdID / Flight Inspector (Ops & Reg)		01
Flight Inspector Pilot	10	AdID / Flight Inspector Pilot		07
		AdID / Flight Inspector Dangerous Goods		01
		AdID / Flight Inspector Cabin Safety		01
		AdID / Flight Inspector Safety Management & Compliance		01
Total	16			16

OIC HR stated that the amendments proposed cater for both the designation and functions being undertaken within the Flight Standards Directorate. The Chair remarked that the designation i.e. Additional Director (EG-07) may be utilized for the purpose of pay/ remuneration/ allowances and induction of officer, while function should be commensurate with the officer’s job function and credentials required to be designated as inspector. Capt. Farooq Iqbal, Acting Director Flight Standards stated that the function ‘Flight Inspector’ may only be utilized for officers that fulfil ICAO requirements and are pilots, while other officers for example Cabin Safety, Dangerous Goods and Safety Management & Compliance may utilize the function as ‘Inspector’ once they have completed their OJT & related training. OIC HR clarified that AdID Flight Inspector Safety Management & Compliance is already hired and deployed. The Chair stated that keeping in view of the expanding industry size Flight Inspector Pilots establishment may be retained and branches that are proposed to be re-designated as Additional Director may have their seats re-appropriated through other vacant seats in the establishment.

4. Moreover, Acting Director Flight Standards stated that Flight Inspector is sufficient to undertake combined Ramp Inspections and is trained to undertake the Cabin Safety & Dangerous Goods inspections. He stated that the COSCAP trainer also clarified that inspection of Flight Crew relating to training & manuals should only be taken by the Flight Inspector.

This was supported by Mr. Luqman Rasheed, Director Airworthiness and he added that Flight Standards details at least 03 inspectors for each Ramp inspections which make coordination and availability of all inspectors very cumbersome. The Chair agreed that Flight Inspectors should be available and deployed at each combined Ramp inspection along-with Airworthiness Inspectors, while Dangerous Goods Inspectors may continue doing the inspections according to their surveillance plan.

5. OIC HR presented the proposed amendments in the Aviation Security & Personnel Directorate as per following;

Approved Structure	Nos	Proposed structure	Amendment in	Nos
Aviation Security Dte.				
Additional Director Aviation Security	01	Additional Director AVSEC (Policy & Training)		01
Additional Director Cyber Security	01	Additional Director AVSEC (QC & Certification)		01
Total	02			02
Personnel Licensing Dte.				
Additional Director Licensing	01	Additional Director PEL (Licensing)		01
Additional Director Examination	01	Additional Director PEL (Examination)		01
		Additional Director PEL (Training & Oversight)		01
Total	02			03

OIC HR explained that Aviation Security Directorate has proposed re-designation of the branches by stating that Cyber Security oversight function can be undertaken by an EG-06 and below officer which need not require a dedicated Additional Director EG-07 seat. He further added that re-designation of the branches is proposed to cater for AVSEC Policy & Training and QC & Certification. Upon query of the Chair, OIC HR clarified that as per Functional Group 10 changes proposed in the Establishment Structure of EG-07 & above, shall be recommended by EC and approved by PCAA Board. The Chair required that AVSEC Directorate & OIC HR justify the changes and also propose Job Description & justification of the amended positions.

6. OIC HR stated that under PEL Directorate 02 Additional Director (EG-07) positions exist in the approved Establishment, whereas there is a requirement to add another position as Additional Director PEL Training & Oversight. Upon detailed deliberations the Chair stated that currently of the 02 positions that exist Additional Director Licensing may be re-designated as Additional Director Training & oversight and Joint Director Scrutiny may continue to function without the need for an additional EG-07 position. Furthermore, the Chair remarked that UKCAAi (outsourced examination entity) will be submitting a road map leading to self-reliance of PCAA in conducting examinations and the establishment of PEL will then be reviewed holistically.

7. OIC HR then presented approved establishment

DECISION:

8. ***The EC considered the working paper presented by OIC HR and after due deliberations decided the following:***

(a) **Recommended the re-designation of following posts of EG-07, for approval of CAA Board (Annex-A)**

Directorate	Existing Post	Re-designated Post
Personnel Licensing	Additional Director Licensing	Additional Director (Training & Oversight)
Aviation Security	Additional Director Aviation Security	Additional Director AVSEC (Policy & Training)
Aviation Security	Additional Director Cyber Security	Additional Director AVSEC (QC & Certification)
Flight Standards Dte	Flight Inspector Pilot (01 post)	Additional Director Safety Management & Compliance

(b) Approved the distribution of establishment count approved by the CAA Board, into distinct pay groups as per Annex-B to Annex-E

(c) Approved the trade wise distribution of the establishment as per Annex-F to Annex-L

(d) Approved updating of trade of PCAA Employees in line with the trades approved as per decision at para-8 (ii) (Annex-M to Annex O)

Action by: OIC HR, _____

9. There being no further agenda items, meeting was adjourned with vote of thanks to and from the Chair.

Dated: July, 2025
Committee

(NADIR SHAFI DAR)
DGCAA/Chairman
CAA Executive

Distribution:

- Copy to all the Members of the CAA Executive Committee.
- Relevant agenda item(s) to all the concerned.



(LUQMAN RASHEED)
Director Airworthiness
(Member)

(IFTIKHAR AHMED)
Deputy DG / Director AAR
(Member)

(NADIR SHAFI DAR)
DGCAA / Chairman
CAA Executive Committee