

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT (AVIATION DIVISION)
PAKISTAN METEOROLOGICAL DEPARTMENT
(HEADQUARTERS OFFICE, SECTOR H-8/2)
ISLAMABAD

No.GA-1(10)/2020/

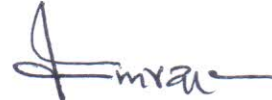
Dated, the ²⁴26 August, 2020.

CIRCULAR

Subject:- ESTABLISHMENT OF DAY CARE CENTER AT PMD HQ'S OFFICE ISLAMABAD

In pursuance of instructions issued by Federal Government, a "Day Care Centre" has been established in Met. HQ's office Islamabad for the care of Pre-School children /infants of working women serving in PMD, Islamabad, subject to following modalities:

- i) Mrs. Sidra Tahira, Sub Engineer is deputed to serve as Caretaker of the daycare Centre.
- ii) Day Care Centre will remain open during office timings.
- iii) Entry of male staff is prohibited except for cleanliness and maintenance.
- iv) Female employees will also use the centre as common room.
- v) The Presence of female employees in day Care Centre should be kept minimum so that routine office work may not suffer.
- vi) Issues, if any, should be reported by Caretaker to Chief Admin Officer on time.
- vii) Washroom reserved for female employees is exclusively isolated for them.



(IMRAN KHAN)

Dy. Chief Administrative Officer
For Director General
Meteorologist Services

Distribution:-

- 1) APS to Chief Meteorologist, R&D Division/Controlling Officer, PMD HQs, Islamabad.
- 2) PA to Chief Meteorologist (NDMC), PMD HQs, Islamabad.
- 3) Director, Planning/ Seismic/ NWFC, PMD HQs, Islamabad.
- 4) Principal Engineer, PMD HQs, Islamabad.
- 5) SPS to Director General, PMD HQs, Islamabad.
- 6) PA to Chief Administrative Officer PMD HQs, Islamabad.
- 7) DCAO (GA)/ (Budget)/ (E), PMD HQs, Islamabad.
- 8) DD (NDMC) to relieve Mrs. Sidra Tahira, Sub-Engineer for new assignment.
- 9) Accounts Officer, PMD Islamabad.
- 10) Syed Zeeshan Haider, Programmer, Islamabad (Please upload the same on PMD's website under circular tab).
- 11) Security Officer, PMD Islamabad.
- 12) Mrs. Sidra Tahira, Sub-Engineer/ Caretaker, (Day Care Centre) PMD HQs, Islamabad.