

**GOVERNMENT OF PAKISTAN  
PAKISTAN METEOROLOGICAL DEPARTMENT  
(HEADQUARTERS OFFICE ISLAMABAD)**

No. GA-9(4)/2020/

Islamabad, the 27th November, 2020

**C I R C U L A R**

Subject: **PRECAUTIONARY AND PREVENTIVE MEASURES AGAINST  
SPREAD OF COVID-19 PANDEMIC**

In continuation to this Office previous Circular / instructions for Preventive measures against the Spread of Covid-19; Please find enclosed a copy of Aviation Division Circular No. 5-8/2020-Admin, dated 19-11-2020 on the above noted subject.

2. All heads / Controlling Officers of the Sub-Offices / Directorates / Units of PMD are hereby advised to ensure strict compliance of the directives and implement SOPs in letter and spirit, please. The duty roster may be prepared in such that an optimal number of employees attend office at a time not less than 50% and manage the office work smoothly. Duty Rosters duly approved by Incharge may be kept in record and provided to admin section in each office.

  
(AMIR SULTAN)

Administrative Officer (GA)

**Distribution:**

1. Chief Met. R&D / NDMC / SMRFC, PMD Islamabad.
2. Chief Met. FFD Lahore.
3. Chief Met. Camp Office Karachi.
4. Director RMC, Lahore / Karachi / Quetta / GB / Peshawar.
5. Director, NWFC /NAMC / Seismic / NDMC / Planning / Media Cell, PMD Islamabad.
6. Director, Maintenance / F&C / IMG / CDPC, Karachi.
7. Principal Engineer, IT, Islamabad.
8. CAO, PMD HQs Office Islamabad.
9. SPS to D.G. Met. Services, Islamabad.
10. DCAO (E) / DCAO (GA) / DCAO (B), PMD Islamabad.
11. Dy. Director, Coordination, PMD Islamabad.
12. DDO, PMD Islamabad.
13. Accounts Officer, PMD Islamabad.
14. Security Officer, PMD Islamabad ( Para iii, vi, ix & x).
15. Web-Master, PMD HQs Office Islamabad to Upload the circular on the Official Website under the tab circulars.
16. Notice Boards.

Government of Pakistan  
Cabinet Secretariat  
(Aviation Division)  
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F.No.5-8/2020-Admin

Islamabad, the 19<sup>th</sup> November, 2020

**CIRCULAR**

Subject: **PRECAUTIONARY AND PREVENTIVE MEASURES AGAINST SPREAD OF COVID-19 PANDEMIC**

Reference this Office's Circular of even number dated 26<sup>th</sup> October, 2020. Due to continuous spread of COVID-19 pandemic, the Competent Authority has been pleased to direct that the following SOPs shall be followed in letter and spirit:

- i. Senior Joint Secretary/Joint Secretaries and other office bearers shall decide about 50% attendance of their respective wings and officers on rotation basis. Duty Roasters in this respect will be provided to Admin Section.
- ii. All the officers/ officials not attending offices in view of para 1(i) will be required to work from home and will not leave station without prior approval of Competent Authority.
- ✓ iii. All officers / officials must wear facemask as a mandatory requirement during the office hours.
- iv. Any officer / official having sickness or virus / flu symptoms shall immediately inform their respective superior officer for seeking approval for self-isolation.
- v. Inter-office meetings or discussions shall preferably be done through video conferencing / skype or phone. Meetings, if considered essential, shall be convened with a distance of at least one meter between seats.
- ✓ vi. No visitor(s) will be allowed to visit the office without wearing mask.
- vii. Handshake and close body contact shall be avoided at all cost.
- viii. The Office premises shall be sanitized twice daily (morning / evening).
- ix. Washrooms will be sanitized after every 02 hours.
- x. Frequent use of sanitizers will be ensured by all officers / officials.
- xi. Using of lifts will not be allowed without wearing of facemask. At no time more than 04 persons at a time will use the lifts.

(M. Namaan Mustafa)  
Section Officer (Admin)

PMD	
DG	
CM (I)	
CM (R)	
CAO	
Dir (P)	
Mer (L)	
Dy No. 2800	
Date: 26/11/2020	

PL available  
Per stick  
by Complan

**Distribution: -**

1. Director General, Civil Aviation Authority, Karachi
2. Director General, Airports Security Force, Karachi
3. Director General, Pakistan Meteorological Department, Islamabad
4. CEO PIACL, Karachi

**CC:-**

1. PS to Secretary Aviation.
2. APS to Sr. JS-II.
3. All Officers/Officials of Aviation Division.

DCA/LCA  
26/11



(M. Namaan Mustafa)  
Section Officer (Admin)