

**Government of Pakistan**  
**Ministry of Defence (Defence Division)**  
**Pakistan Meteorological Department**  
**Sector H-8/2, Islamabad – 44000**

No. Co (Isb)-1(1)/9/Cir/2025 7143

Dated: 13<sup>th</sup> March, 2025

**Circular**

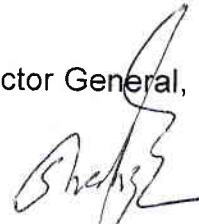
**Subject: - Directions for Correspondence with International Entities/Organizations**

I am directed to state that all officers/officials of the Pakistan Meteorological Department (PMD) are required to obtain prior permission from Director General, PMD or consultation from the Director General's Secretariat, i.e., the Coordination Section, before engaging in any correspondence with international entities or organizations.

2. In case, a response to a letter or email is deemed urgent, officers/officials are advised to seek approval from their respective Directorate or Incharge, while ensuring that the Coordination Section is kept in the loop.

3. However, any officer/official who has already been nominated by the competent authority as a focal person or has received formal authorization for a particular matter shall be exempted from this requirement, but only for that specific task or any related correspondence strictly pertaining to that matter.

4. This directive is issued with the approval of the Director General, PMD, for strict compliance.



**(Dr. Shahzad Sultan)**  
Deputy Director (Coordination)  
For Director General, PMD

**Distribution:**

- Chief Meteorologist, NDMC/ R&D Division, Islamabad / Karachi/ FFD, Lahore.
- Director, RMC, Lahore/Karachi /Quetta/Peshawar/Gilgit.
- Director, F&C/IMG/CDPC/Maint. Division, Karachi.
- ✓ • Director, NAMC/NWFC/NDMC/NSMC/Planning/IT, Islamabad.
- Web Master, for uploading at PMD website.