

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

No. Co (Isb)-1(1)/9/Cir/2025/1854

Dated: 04<sup>th</sup> June, 2025

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

**Subject: - OPERATIONALIZATION OF TRAINING MATERIALS PORTAL & SUBMISSION GUIDELINES**

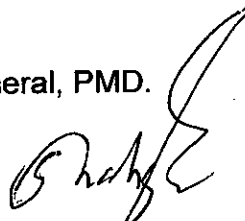
Reference is invited to this office circular of even number dated 16<sup>th</sup> May, 2025. It is informed to all concerned that the "PMD Training Repository Portal" has successfully been developed and made operational.

2. All officers/officials who have attended any national/international training programs, workshops or seminars are hereby required to;

- i. Register at the portal using the link: <https://coord.pmd.gov.pk/login.html>
- ii. Upload soft copies of all training materials (presentations, handouts, reference documents etc.)
- iii. Provide complete details including:
  - Training title
  - Organizing institution
  - Date & duration
  - Venue
  - Brief description of contents

3. The IT Section will provide necessary technical support, if required. All Directorates are requested to ensure compliance from their respective staff.

4. This issues with the approval of Director General, PMD.

  
**(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.