

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 2501

Dated: 24th June, 2025

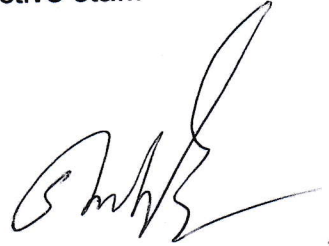
C I R C U L A R

Subject: - Submission of Post Visit Report After Return from Official Visit Abroad

PMD officers/ officials undertaking official visits abroad must adhere to the providing guidelines by submitting a Post-Visit Report as per provided format (Annex) along with a concise one-page summary, highlighting the key points in bullet(s) within **10 days** of their return from abroad in soft format (duly-signed with stamp) at **pakmet_islamabad@yahoo.com**.

2. To ensure compliance, all Directorates are requested to strictly monitor and facilitate the timely submission of these reports by their respective staff.

Encl: (As stated)



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

Distribution:

- Chief Meteorologist, R&D Division, Islamabad/ Karachi / NDMC, Islamabad/ 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.

POST VISIT REPORT

Name of the officer/ Department:

Program/Seminar Attended:

Year/Dates and Duration:

Venue:

E-mail:

- i) Introduction
 - a. Theme
 - b. Objective
- ii) Focused Areas
- iv) Applicability and Relationship with Environment / Conditions of Pakistan
- iv) Findings
- v. Way Forward

One-page summary or key points in bullet(s)

Any other available informative data/photographs /brochures/video clips/power point presentation; etc. may also be uploaded to a web portal available for all PMD professionals.

(Note : Signature and Official Stamp of the Officer at the end of the report)