

**GOVERNMENT OF PAKISTAN
MINISTRY OF DEFENCE (DEFENCE DIVISION)
PAKISTAN METEOROLOGICAL DEPARTMENT
HEADQUARTERS OFFICE, SECTOR H-8/2
P. O. BOX NO. 1214, ISLAMABAD**

No. GA-7(13)/2025/10359-

Islamabad, the 09th December, 2025

MEMORANDUM

Subject: **REGULATION OF ENTRY AND STAY OF GUESTS IN HOSTEL PREMISES**


It has been observed with grave concern that unauthorized guests are being accommodated in the PMD'S hostel without prior permission and without any official record. This constitutes a serious breach of security protocols and administrative discipline.

02. In pursuance of the directions of the competent authority, and in the interest of maintaining law and order, discipline, and security within the hostel premises, the following instructions are issued for strict compliance:

- I. No hostel allottee shall allow any guest to enter or stay in the hostel without prior written approval from this office. Intimation must be submitted at least two (02) days before the arrival of the guest.
- II. Complete and accurate guest information must be furnished in the prescribed format (Enclosed), which is also available on the PMD website and with the hostel warden. Incomplete, incorrect, or false information shall be treated as misconduct.

03. All PMD hostel residents are hereby directed to comply with these instructions. These measures are being enforced to avoid any security threats, administrative difficulties and any untoward incidents.

04. This issues with the approval of Director General, Meteorological Services.


(AHTISHAM ZAFAR)
Administrative Officer
For Director General
Meteorological Services

Distribution:

1. DDO, PMD HQs Office, Islamabad.
2. Security Officer, PMD HQs Office, Islamabad.
3. Hostel Warden, PMD HQs Office, Islamabad.
4. All hostel residents (through Hostel warden) PMD HQs Office, Islamabad.
- ✓ 5. Web-Master, PMD HQs Office Islamabad to upload the memorandum alongwith guest information form on the Official Website.
6. Master File.

GUEST INFORMATION FORM

- 1. Name of Hostel Resident (Person Informing): _____
- 2. Name of Guest: _____
- 3. Relationship with Guest: _____
- 4. Duration of Stay (Number of Days): _____
- 5. Date of Registration: _____
- 6. Allottee's Contact Number: _____
- 7. Guest's Contact Number: _____

DECLARATION

I hereby confirm that the above information is correct to the best of my knowledge. Any change in guest details will be immediately informed to the hostel administration. I understand that concealment of facts or provision of false information may result in disciplinary action as per hostel rules.

Date: _____
Signature of Hostel Resident: _____

Issued by Hostel Administration