

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

No . Co (Isb)-1(2)/VA/2025 19953

Dated: 3rd December, 2025

MEMORANDUM

Subject: SUBMISSION OF POST VISIT REPORTS

It has been noticed with grave concern by the Director General, PMD that several officers after returning from their official visit abroad have not yet submitted their Post Visit Report, despite the lapse of the stipulated time period. Submission of these reports is mandatory, as per instructions of Federal Cabinet.

2. All those officers who have not submitted their Post Visit Report, are directed to submit the same immediately, without any further delay as per attached format (Annex). The negligence in the matter shall be reflected in the PERs of the officer concerned and he/she would not be considered for any visit abroad opportunity in future.

3. The matter may be treated as **MOST URGENT**.

Encl: (as stated above)



(DR. SHAHZAD SULTAN)
Deputy Director (Coordination)
For Director General, PMD

Distribution:

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

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)