

Government of Pakistan
Ministry of Aviation (Aviation Division)
Pakistan Meteorological Department
H-8/2, Islamabad-Pakistan

No. E-29(241)/

Islamabad, the 11th of January, 2024


OFFICE MEMORANDUM

Subject: **ESTABLISHMENT OF CAREER PLANNING SECTION**

Keeping in view the emerging demand for career planning of PMD human resource, maintain the record of ACRs / PERs of all cadres / grades, the Director General has been pleased to established as "Career Planning Section" with the following composition:-

Sr. #	Name & Designation	Responsibility
i.	Mr. Abdul Basit, DCAO	Supervisory Officer
ii.	Mr. Azhar Javed Bhatti, APS	Sectional Incharge
iii.	Hafiz Usman Anwar, Assistant (Mins)	2 nd Incharge Section
iv.	Mr. Noman Afzal, DEO	Data Entry Operator
v.	Malik Shawal Hussain, LDC	Clerical support

2. The newly established section shall work as per the following ToRs:-
- i. Record keeping and maintenance of ACRs / PERs dossiers of all cadres / grades with complete ACRs / PERs on regular basis.
 - ii. Completion of Declaration of Assets forms of all grades / cadres.
 - iii. The section shall regularly seek vacancy position of all grades / cadres falling under promotion quota and process the promotion cases under the rule position.
 - iv. Take steps for fast promotions while removing unnecessary delays.
 - v. Issuance of minutes of meeting for promotion for final orders by Establishment Section.
 - vi. Establishment Section shall provide necessary administrative support to Career Planning Section as and when required regarding promotion quota vacancy calculation, provision of updated seniority lists, composition of DPCs, letters for call of meetings, issuance of promotion orders on receipt of minutes, provision of relevant record etc.
 - vii. All the dossiers / relevant record to be handed over to the CP Section for record keeping and related office management at one place.
3. All concerned to note for compliance.


(MUHAMMAD SHOAIB)
Administrative Officer

Distribution:

- i. All heads of PMD offices
- ii. SPS to the DG Met Services, PMD Islamabad
- iii. Officers / officials concerned