

GOVERNMENT OF PAKISTAN  
MINISTRY OF AVIATION (AVIATION DIVISION)  
METEOROLOGICAL COMPLEX, UNIVERSITY ROAD  
P.O.BOX NO.8454, KARACHI-75270

No.CAO-1(7)/2024 11650

University Road Karachi, the 10<sup>th</sup> June, 2024

MEMORANDUM

Subject:- MECHANISM FOR TIMELY DISPOSAL OF PENSION CASES AND COMPLETION OF SERVICE BOOKS.

Reference is invited to SOP dated 13-05-2024 (Annex-A) on the aforementioned subject and in compliance with Met. HQs Office, Islamabad Office Memorandum No.Pen-8(13)/2024/2286 dated 20-05-2024 (Annex-B); the pension cell is being established at Met. HQs Camp Office, Karachi with the following staff:-

S.No.	Name & Designation M/s.
1.	M. Aslam Saleem, Incharge Pension Cell
2.	Abdul Razaque, Met. Assistant
3.	Saqib Ahmed Siddiqui, UDC
4.	Zohaib Ali, LDC

2. The pension cell shall perform its functions in accordance with SOP referred above.

Encl: 1-10 pages

(TARIQ NADEEM)  
CHIEF ADMINISTRATIVE OFFICER

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