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**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT (AVIATION DIVISION)
PAKISTAN METEOROLOGICAL DEPARTMENT
MET. HEADQUARTERS ISLAMABAD**

No. E-29(217)/2019/ 1679

Islamabad, the 24

January, 2019.

OFFICE MEMORANDUM

Subject: **CONSTITUTION OF GRIEVANCES REDRESSAL COMMITTEE, PAKISTAN METEOROLOGICAL DEPARTMENT (PMD), UNDER PUBLIC PROCUREMENT RULES, 2004**

The Director General, Meteorological Services has been pleased to constitute following "Grievances Redressal Committee" in accordance with the requirement of Rule 48(1) of Public Procurement Rules, 2004:-

Sr. No.	Name of Officer	Authorization
i.	Major (R) Muhammad Kaleem Khan, Principal Engineer (BS-19)	Chairman
ii.	Mr. Najeeb Ahmed Amir, Deputy Director (BS-18)	Member
iii.	Mr. Abdul Basit, Administrative Officer (BS-17)	Member

2. On receipt of written complaints (if any) submitted by bidders in procurement processes of Pakistan Meteorological Department (PMD), the committee shall investigate and decide upon the complaint in writing in accordance with law / relevant rules on merit.


(ZAKIR HUSSAIN)
Chief Administrative Officer
for Director General
Meteorological Services

Distribution:-

1. The Managing Director, Public Procurement Regulatory Authority, 1st Floor FBC Building Near State Bank, Sector G-5/2, Islamabad (information of the committee on the prescribed format is enclosed).
2. Mr. Hazrat Mir, Chief Meteorologist / Controlling Officer, Met. Hqrs. Islamabad.
3. Mr. Zahid Rafi, Director (Seismic), Met. Hqrs. Islamabad.
4. Major (R) Muhammad Kaleem Khan, Principal Engineer / Director (Lai Nullah), Met. Hqrs. Islamabad.
5. Mr. Ikram-ud-Din, Director (NDMC), Met. Hqrs. Islamabad.
6. DCAO (Estb.) & DCAO (GA), Met. Hqrs. Islamabad.
7. Mr. Najeeb Ahmed Amir, Deputy Director (NSMC), Met. Hqrs. Islamabad.
8. Mr. Mazhair Hussain, SEE, Met. Hqrs. Islamabad.
9. Mr. Sajjad Haider, Meteorologist / DDO, Met. Hqrs. Islamabad.
10. Mr. Waqas Ali, Electronic Engineer, Met. Hqrs. Islamabad.
11. The Accounts Officer, Met. Hqrs. Islamabad.
12. Mr. Abdul Basit, Administrative Officer (Estb.), Met. Hqrs. Islamabad.
13. Webmaster / Programmer (NDMC), Met. Hqrs. Islamabad (performa enclosed for uploading on PPRA & PMD Website).
14. Mr. Humayun Shahzad, Accounts Section, Met. Hqrs. Islamabad.

Grievance Redressal Committee

In accordance with PP Rule-48(1)

Name of Procuring Agency: Pakistan Meteorological Department (PMD)

Sr. No.	Name & Designation	Position in the Committee	Mailing Address	Tele No.	Fax No.	E.Mail Address
1.	Major (R) Muhammad Kaleem Khan, Principal Engineer (BS-19)	Chairman	Pakistan Meteorological Department, Pitras Bukhari Road, H-8/2, Islamabad	051-9250690 0334-6163603	051-9250368	majorkaleem@gmail.com
2.	Mr. Najeeb Ahmed Amir, Deputy Director (BS-18)	Member	-do-	0333-5003349	051-9250368	najeebahmedamir@gmail.com
3.	Mr. Abdul Basit, Administrative Officer (BS-17)	Member	-do-	051-9250322	051-9250746	estb.hqrs@gmail.com