

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT (AVIATION DIVISION)
PAKISTAN METEOROLOGICAL DEPARTMENT
HEADQUARTERS OFFICE ISLAMABAD

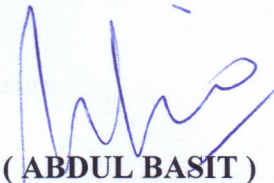
Islamabad, the 07th February, 2020.

CIRCULAR

Subject: Charge Assumption/Relinquishment Report Form TR-I

Enclosed Please find herewith updated format of charge assumption/Relinquishment report from TR-I as per practice of Establishment Division.

2. Both formats have also been uploaded on Pakistan Meteorological Department website. It is, therefore requested that in future charge reports may be processed on the prescribed format.



(ABDUL BASIT)
Administrative Officer (Estb.)
For Director General
Meteorological Services

Distribution:

1. Chief Met R&D/NDMC Islamabad.
2. Chief Met F.F.D Lahore/Camp Office Karachi.
3. Director RMC /Karachi/Lahore/Quetta/Gilgit/Peshawar.
4. Director NWFC/NAMC Islamabad.
5. DCAO GA/Budget Islamabad.
6. PA to CAO
7. SPS to DG
- ✓ 8. Web master to upload Charge Assumption and Relinquishment reports on PMD website.

Syed zhm@hotmail.com

Form T.R.1
(See Rule 44)

CERTIFICATE OF ASSUMPTION OF CHARGE

Certified that I have on the fore / afternoon of this day assumed the charge of the post of

_____ in the office of
_____.

Station:

Signature

Date:

Name: _____

Form T.R.1
(See Rule 44)

CERTIFICATE OF RELINQUISHMENT OF CHARGE

Certified that I have on the fore / afternoon of this day relinquished charge of the post of

_____ in the office of
_____.

Station:

Signature

Date:

Name: _____