

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

No. AOE-1(2)/2017/I/

Islamabad, the 30th of March, 2020.

MEMORANDUM

Subject: **PREVENTIVE MEASURES TO CONTROL THE OUTBREAK OF CORONA VIRUS**

In pursuance of Aviation Division Islamabad's letter No. 14/2/2020/Met, dated 20.03.2020 and Cabinet Division, Islamabad's O.M. No. 1/1/2020-PS(CS), dated 20.03.2020 read with Establishment Division Islamabad's Notification No. 6/1/2007-D-2, dated 25.03.2020, the Director General, Met. Services has been pleased to issue following directives for the subject purpose with immediate effect until further orders:-

1. PMD being an essential service, the staff working on roster duties in field observatories, Met. offices at airports, Forecasting Offices and Seismic Monitoring Centres etc. are bound to carry out their shift duties with most essential staff. While the staff working in offices may be directed to work with only such number of staff, necessary to carry out day to day business. For the purpose, work to be managed preferably with local staff either residing within Met. Colonies / hostels or having their own conveyance.
2. In compliance of Establishment Division notification No. 6/1/2007-D-2, dated 25.03.2020, following office timings are required to be observed:-
 - i. Monday to Thursday (10:00 am to 04:00 pm)
 - ii. Friday (10:00 am to 1:00 pm)
3. No international / inter-city travels, Ex-Pakistan leaves etc are permitted.
4. All female staff, employees over 50 years of age or facing health issues are allowed to work from home. However, they are directed to keep their mobile phones on for any urgent official communications.
5. No outside visitor may be allowed to enter in office premises. Security staff may be given relevant instructions and SOP to control the spread and outbreak of the virus. Handshakes and social embracing may be discouraged.
6. No one is allowed to enter office without face masks. Precautionary measures may be circulated amongst the employees as awareness campaigns through banners, posters and other ways of communication.
7. Chief Meteorologists & Directors concerned may supervise work management under all preventive measures to control the spread and outbreak of the virus. Orders may also be issued while nominating the officers / staff made bound for duty in the each office. These officers / staff may be compensated with leaves once the situation comes to normal.
8. Official communication to be switched to e.mail, whatsapp, Skype and other online means instead of hard copies of letters and unnecessary file movements.
9. Staff may be directed to avoid using public transport. Handwashing, sanitizing and all relevant facilities may be provided to staff on duty.
10. No request for transfer / posting may be processed unless in extreme cases of public interest.


(ABDUL BASIT)
Administrative Officer (Estb.)

Distribution:

All PMD offices (through WhatsApp / e.mail)