

GOVERNMENT OF PAKISTAN  
PAKISTAN METEOROLOGICAL DEPARTMENT  
(HEADQUARTERS OFFICE ISLAMABAD)

IMMEDIATE

Enail ✓

No. GA-9(4)/2020/4346

March 19, 2020.

C I R C U L A R

Subject: PRECAUTIONARY MEASURES ON CORONA VIRUS

Please find enclosed copies of Aviation Division letters No. 5-2/2020-Admin dated 13-03-2020 (download complete document from PMD website) on the above noted subject for information and compliance.

2. Please circulate the information to subordinate units also.

  
(AMIR SULTAN)  
Superintendent (GA)

Distribution:

1. Chief Met. NDMC / R&D / SMRFC, PMD Islamabad.
2. Chief Met. FFD Lahore.
3. Chief Met. Camp Office Karachi.
4. Director RMC, Lahore / Karachi / Quetta / GB / Peshawar.
5. Director, NWFC /NAMC / Seismic / NDMC / Planning / Media Cell, PMD Islamabad.
6. Director, Maintenance / F&C / IMG / CDPC, Karachi.
7. Principal Engineer, IT, Islamabad.
8. CAO, PMD HQs Office Islamabad.
9. SPS to D.G. Met. Services, Islamabad.
10. DCAO (E) / DCAO(GA) / DCAO (B), PMD Islamabad.
11. Dy. Director, Coordination, PMD Islamabad.
12. DDO, PMD Islamabad.
13. Accounts Officer , PMD Islamabad.
14. Security Officer, PMD Islamabad.
- ✓ 15. Web-Master, PMD HQs Office Islamabad to Upload the circular on the Official Website under the tab circulars.

Government of Pakistan  
Cabinet Secretariat  
(Aviation Division)

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F.No.5-2/2020-Admin

Islamabad 13<sup>th</sup> March, 2020

CIRCULAR

Subject: PRECAUTIONARY MEASURES ON CORONA VIRUS

With the recent outbreak of coronavirus (COVID-19) and its subsequent spread across the globe, following imperative precautionary measures are being circulated among all employees of Aviation Division for general information and compliance: -

- All employees may avoid handshake and physical contact.
- Bio-Metric Attendance may be stopped and attendance be marked with card.
- Try to avoid touching the side Railing and Doors Knobs.
- All officers may leave the door opened to avoid every one touching door knobs.
- Use hand sanitizers before entering in the offices and as often as possible.
- Avoiding close contact with any person showing symptoms of temperature, flu and cough.
- All officers/official must ensure washing their hands with soap for at least 20 seconds.
- Officers must ensure that if a person has flue, cough and temperature, he/she must wear mask and if appropriate he may be granted leave.
- If you develop fever, cough and difficulty breathing, seek medical advice promptly.
- Avoid touching eyes, mouth or nose.
- Avoid going in crowded area and places where you might interact with sick people.

*PL circulate all units of PMD*  
  
(Saeed Akhter Khan)  
Section Officer (Admin)

All Officers/officials, Aviation Division

CC to all attached organizations for compliance

7:30  
19/3/2020

*Subst*  
*19/3/2020*  
*Subst (GA)*