

**GOVERNMENT OF PAKISTAN  
PAKISTAN METEOROLOGICAL DEPARTMENT  
MET. HEADQUARTERS, ISLAMABAD**

No. E-37(1)/

Dated: 13<sup>th</sup> July, 2026

**CIRCULAR**

**Subject: - OBSERVANCE OF PRESCRIBED OFFICE HOURS 08:00 AM TO 04:00 PM**

In pursuance of in-house meeting held on 13<sup>th</sup> July, 2026 under the Chairmanship of Director General, PMD, wherein it has been observed that a significant a number of Officers and Officials are not adhering to the prescribed office hours. Instances of late arrivals and early departures have been observed, which is a matter of serious concern and reflects adversely on the overall discipline, conduct and efficiency of the department.

2. Therefore, all Officers/Officials are hereby directed to strictly observe the office timings, i.e. **08:00 am to 04:00 pm**, without exception. **Attendance registers must be properly maintained and checked** by the respective Officer In-charge. Moreover, work performance, conduct, and discipline should be closely monitored by all the Officer In-charge/ head of units. Names of habitual latecomers or early leavers must be communicated to the Establishment Section for initiation of disciplinary action under the Efficiency and Discipline (E&D) Rules, 2020.

3. Furthermore, Due to the ongoing monsoon season, leave requests are to be discouraged and only in cases of extreme emergency leave will be granted, subject to management of workload. All the concerned Officer In-charge/ Head of units are directed to ensure implementation of office directives in true letter and spirit.

 15/7/26

**(SHAHBAZ YOUSAF)**  
Administrative Officer  
For Director General  
Pakistan Meteorological Dept.

**Distribution: -**

- (i) Chief Meteorologist, R&D Division / NDMC Islamabad / Met. Complex, Camp office, Karachi / Chief Meteorologist, FFD, Lahore.
- (ii) Director, R&D / NWFC / NAMC/ NDMC/ NSMC/ Lai / IT & Media / FFWS, Islamabad.
- (iii) Director, RMC Lahore / Peshawar / Karachi / Quetta / Gilgit
- (iv) Director IMG / Maintenance / F & C / CDPC, Karachi.
- (v) SPS to Director General PMD.
- (vi) DCAO (GA) / Budget, DDO, Security Officer Met. HQs Islamabad.
- (vii) Dy. Director, Coordination Section / Planning, Met. HQs Office, Islamabad.
- (viii) Accounts Officer Met. Hqrs. Islamabad.
- (ix) Web Master / Programmer IT unit for uploading on PMD website.
- (x) Notice Board