A MANUAL ON
STAFF WELFARE ORGANIZATION
(EDITION-2010)

Prepared & Published By:
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PREFACE

The Pakistan Public Administration Research Centre (PPARC) of the Establishment Division publishes Compendium of Laws, Rules and Instructions etc. These publications are relating to the Terms and Conditions of Federal Government Civil Servants. The last edition of Estacode was published in year 2007 which is an authentic and updated document in its present format containing various laws, rules, orders, instructions and guidelines etc. issued or amended from time to time. These publications serve as reference books having the requisite authorities of the aforementioned communications for administrative and legal purposes.

2. The Charter of Staff Welfare Organization (SWO), Staff Welfare programmes, schemes and available facilities to Federal Government Employees by the Government of Pakistan has been included in the Common Services Manual-(Volume-I) printed in 1997. However, there was a dire need for a separate booklet on the SWO containing its programmes, schemes, facilities, services and coverage of employees etc.

3. The PPARC has therefore, for the first time brought a separate updated publication “A Manual on Staff Welfare Organizations (Edition-2010)” by incorporating all the latest laws, rules and instructions.

4. I hope the manual would be helpful to the employees of the Federal Government for availing welfare facilities which has been made available to them. In addition, this would also meet the needs of the policy makers in decision making and can be used for the researchers as a reference book.

5. I owe deep gratitude to Mr. Abdul Latif Leghari, Director General, PPARC M.S.Wing, Establishment Division for conceiving the idea of this document I also feel pleasure in recording my appreciation for his supervision in compiling the Manual and rendering guidance to his staff.

(Muhammad Ismail Qureshi)
Establishment Secretary

Islamabad, December 02, 2010.
FOREWORD

Staff Welfare activities for in 1950-51 by establishing of community clubs in the residential colonies of Federal Government Employees and introduction of stipend scheme for Class –IV employees. After passage of time these activities expended gradually and slowly and now a large number of services are being rendered to Federal Government Employees and their dependents.

2. There was a dire need to have a compilation of orders in a separate booklet for the benefits of Federal Government Employees, including structure of Staff Welfare Organizations, eligibility of beneficiaries for facilities. The manual will be helpful for Federal Government Employees and their families in claiming the requisite benefits admissible to them during service and after retirement. This can also be a reference book for Provincial Governments as well as Gilgit Baltistan/FATA, Azad Jammu & Kashmir and other institutions where Staff Welfare system is in vogue.

3. ‘A Manual on Staff Welfare Organization’ is a most important document for the benefits of the government servant which are being provided facilities by that department during service and after retirement. The Staff Welfare Organization is providing exemplary benefits and services to the government employees such as Stipend, Federal Staff Relief Fund and Rehabilitation Aid etc., other than these services. Ladies Industrial Homes, Vocational/Trade Centers, Working Women Hostels, Multipurpose Schemes and Day Care Centers as well as Ambulance Service are being run by that organization. The instructions and procedures to avail and charter above facilities have been included in this manual. The Federal Government Employees and their dependents can get benefits from these schemes.

4. I feel pleasure in recording my appreciation for this valuable work carried out by M/S Abdul Majeed Naich, Director (Manuals & Publications), Shabir Ahmad, Assistant Director (Manuals & Publications), Ghulam Haider, Printing Officer and other staff in compilation, editing and printing of the Manual in limited time frame. I also place on record for the contribution made by Mr. Abdul Rauf for typing of whole material and Mr. Wajid and Ghous Bux Soomro for the proof reading of this publication.

5. Finally, my special thanks to Director General, Staff Welfare Organization and his team, in vetting the document and providing the valuable information on their organization. The valuable suggestions and comments from readers for improvement of the next publication would be appreciated.

(Abdul Latif Leghari)
Director General (PPARC)

Islamabad, December 02, 2010.
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INTRODUCTION

Government in any country, being the largest employer is always looked upon to provide comprehensive welfare services to its servants. Economic handicaps impair the productivity of a civil servant. Efficiency and efficacy of a good public administration depends on how best the persons manning the administrative machinery are looked after. With a view to keep the employees’ capacity for effective functioning on the job, in constant repair, the Government has to devise measures which meet their economic and social needs as adequately as possible. It is neither always possible nor advisable for the Government to keep on increasing the salary scale at frequent intervals which always serve as a contributory factor for further rise in the cost of living. The solution to these problems lies in developing services which would enhance the ‘real income’ of the civil servants within their existing salary structures. It is the development of these services which in secretariat jargon has come down to be known as “Staff Welfare”.

2. After emergence as an independent State, the term ‘employment’ in Government of Pakistan continued to include benefits / amenities as free Medicare and privileges of leave with pay, general provident fund, subsidized housing and entitlement to pension after retirement etc. But, these benefits still left uncovered a wide range of civil servants’ need and problems. Their fixed income made it difficult for them to cope with ever-rising cost of living. They were being ragged with social and financial worries. Simmering frustration ultimately erupted in a strike staged by a section of ministerial and Class-IV Federal Government Servants at Karachi in March, 1950. After thorough investigation into the causes leading to the strike, it was felt that due attention and importance was not paid to the welfare of Government Servants. Accordingly, in July, 1950 a Welfare Officer was appointed in the Establishment Division to look into their problems and take necessary steps for resolving them with the cooperation of various departments.
1. **CHARTER OF STAFF WELFARE ORGANIZATION**

Staff Welfare Activities were started during 1950-51 with the establishment of Community Clubs in the residential colonies of the Federal Government Employees and the introduction of Stipend Scheme for Class-IV employees. Activities increased gradually with the passage of time and had not covered all categories of Federal Government Employees paid out of Civil Estimates throughout the country. Services being rendered and classes of amenities currently provided to the Federal Government Servants and their dependents, all are in the form of Charter of Staff Welfare Organization (excluding those who are paid out of Defence Estimates and employees of Autonomous Bodies). It has been drawn up in consequence to the decisions of Staff Welfare Fund Committee (SWFC) in its 96th meeting held till 1983. The major beneficiaries are the low paid Federal Government Servants (BPS 1-16) and their dependents.

2. As envisaged in the 7th Five Year Plan, Staff Welfare Organization also looks after the welfare of Retired Federal Government Employees and their dependents.

3. The Charter of the Staff Welfare Organization is as follows:-

   (i) Assessment of needs and problems of the Federal Government Employees receiving their salaries from Civil Estimates.

   (ii) Initiation and execution of schemes designed to promote the general well-being of the Federal Government Employees.

   (iii) Provision of educational assistance through award of stipends to the school and college going children of Federal Government Employees.

   (iv) Operation of canteens in the Secretariat area to enable the employees to have light refreshments at economical rates during working hours.

   (v) Establishment of Ladies Industrial Homes where wives and daughters of the Government servants are taught various handicrafts and skills to supplement income of the family and to provide employment opportunities.
(vi) Provision of emergency relief to low-paid individual employees in the event of such distress as T.B., prolonged sickness or death in the family.

(vii) Setting up of Multi-Purpose Community Centres for organizing social and cultural programmes as well as for mobilizing voluntary efforts of the Government Servants for the solution of their community problems on self-help basis.

(viii) Promoting recreational and sports activities amongst the Government Servants through grants-in-aid and technical guidance to various sports clubs formed by the employees themselves.

(ix) Provision of Holiday Homes and picnic resorts and organizing subsidized excursions to places of historic and scenic beauty.

(x) Arranging entertainment programmes for Government Servants and their families such as Mushairas, Qawalies, Milad, Variety Shows, Film Show, Eid Re-Union, Meena Bazaar etc.

(xi) Provision of Libraries for the intellectual benefit of the Government Servants and their family members.

(xii) Provision of equipment in the children parks of the Government Servants' colonies and development of play grounds.

(xiii) Handling of complaints from the Government Servants in the matter of such amenities as transport, supply of water, electricity, gas fuel etc.

4. The above Charter is designed to meet the following objectives:-

(i) That welfare measures taken by the Staff Welfare Organization would be conducive to improve the efficiency of Government Servants.

(ii) That these welfare measures would affect an enhancement in the "real income" of Government Servants.

(iii) That these welfare measures would make Government Service more lucrative so as to attract the best possible talent.

(iv) That these welfare measures will fill those gaps in the provision of such services to Government Servants as are not being provided by the concerned agencies.

(v) That these welfare measures will serve as a model to private employees in the country so that they may adopt similar benevolent
measures for their employees too, thereby promoting the general welfare of all people both in the public and the private sector.

(vi) That these welfare measures will be able to meet the economic, social and psychological needs of all Government Servants in every sphere of their community life.

2. **ADMINISTRATIVE STRUCTURE OF STAFF WELFARE ORGANIZATION**

1. **Administration of Staff Welfare Organization (SWO)***

   On the constitution of Staff Welfare Fund in 1951, Labour Division entrusted its administration to one of its functionaries i.e. “Directorate of Seamen Welfare”. In March, 1953 a small administrative unit comprising of a Welfare Officer with ministerial staff was set up in the Division to draw and implement the welfare schemes. Later on, an independent unit in the name of “Staff Welfare Organization” was created in the same Division. On the recommendation of the Administrative Reforms Commission, the subject was again transferred to Establishment Division. Accordingly, SWO alongwith its staff and assets were brought under the administrative control of the said Division in 1961. Staff Welfare Fund Committee was re-constituted with Secretary, Establishment as its chairman. The headquarters of the Committee remained at Karachi till 1980 and afterwards it was shifted to Islamabad.

   i. **Regional Offices and Welfare Committees**

   With the expansion in the welfare programmes and areas of activities, Regional and Sub-Regional offices of Staff Welfare Organization were established at Islamabad, Lahore, Karachi, Quetta, and Peshawar. Staff Welfare Fund Committees were also constituted at these stations in 1963, 1964, 1976 and 1990 respectively.

   ii. **Two-tier System**

   The structural base of the entire system was so designed that the policy making, sanction of the welfare schemes and distribution of funds was done by the Staff Welfare Fund Committee and implementation was carried out by the Staff Welfare Organization.

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* Vide Establishment Division’s Notification No.5/7/81-R.3 dated 7th August, 1982.
2. **Staff Welfare Fund (SWF)**

The Government of Pakistan constituted Staff Welfare Fund in 1951 with an initial grant of Rs. 1.0 million to provide amenities to lowpaid Federal Government Servants. This was augmented by annual contribution averaging to Rs. 0.3 million upto the year 1965. Thereafter, SWF was abolished and Staff Welfare Programme was reflected in ADP under lapseable lump sum grant which financed both the new and running of completed projects.

3. **Staff Welfare Fund Committee (SWFC)**

In the year 1953, “Staff Welfare Fund Committee” was constituted in the Ministry of Labour to administer the Fund. The Committee was authorized to decide the class of the employees and type of amenities. It comprised of the representatives of (1) Ministry of Labour as Chairman (2) Ministry of Finance (3) Cabinet Secretariat / Establishment Division (4) Ministry of Health and Works as members. In 1957, one representative each from the service associations of (1) Assistants / Clerks (2) Stenographers (3) Non-gazetted Superintendents and (4) Class IV employees was taken on the panel of the Committee.

4. **Staff Welfare Organization Programmes**

   i. **Budget Allocation System**

   In 1971-72, lump sum grant was bifurcated into development and non-development funds. The operation of completed projects was permanently taken on revenue (recurring) and the new projects on development side. But the Staff Welfare Fund Committee continued distribution of funds. In the year 1981-82, the system was replaced by budget allocation on project to project basis.

   ii. **Staff Welfare Fund Committee - Present Status**

   With this change in the system of budgeting and accounting, the working pattern of Staff Welfare Fund Committee underwent a radical change, too. The Committee ceased to act for the purpose it was created. It did not meet since 1983 after holding its 96th meeting. It stands abolished w.e.f 29-5-1983 with the approval of Establishment Secretary. However, Regional Staff Welfare Fund Committees are continuing till date.

5. **Federal Welfare Board**

A proposal for the abolition of all the Committees and constitution of Federal Welfare Board was mooted out in August, 1985. The aims and objectives of the Federal Welfare Board are as under:-

   (a) To advise the Staff Welfare Organization on:
i. Welfare programmes.

ii. Class of Welfare amenities to be provided to the Federal Government Employees and their dependents.

iii. Class of Federal Government Employees and their dependents to avail welfare amenity.

(b) To serve as forum for mobilizing the efforts and resources of all the departments for the solution of various community / individual problems of Federal Government Employees and their dependents.

(c) To formulate and recommend the policy aimed at the welfare of Federal Government Employees and their dependents.

(d) To set up such committees at the Federal and other levels to carry out its aims and objectives.

The constitution of the Welfare Board duly approved by the appropriate forum was notified by the Establishment Division on 28-08-1990 as appended hereinafter.

3. **STAFF WELFARE SERVICES**

Staff Welfare Services fall in four broad categories, such as.

(1) **Direct Financial Assistance**

There are so many services under Direct Financial Assistance which are as under:-

i. Stipends to the dependents of Federal Government Employees.

ii. Cash awards to Huffaz-e-Quran.

iii. Cash awards to the students who obtain 80% or more marks in Matric, FA/FSc /BA/ BSc /B Com final examinations of Board or University.

iv. Stipend to the children of “Retired” and “Deceased” Federal Government Employees.
v. Imparting of various skills and trades to drop outs
vi. Financial assistance in the event of disease and death
vii. Provision of rehabilitation aids to Government servants and their dependents

(2) Indirect Economic Relief

To help augment income of the Government servants, training in market oriented skills is imparted to their dependents at Vocational Training Centres and Ladies Industrial Homes

2. To arrange technical and financial assistance for the establishment of income generating projects

(3) Provision of Recreational Facilities

These facilities are being provided through community centres, holiday homes, sports/games and inland tours/excursions. Financial grants are given to various sports clubs formed by the Federal Government servants and their dependents.

(4) Provision of Auxiliary Services

Staff Welfare Organization provides the following auxiliary services to the F.G. Employees and their dependents.

i. Hostel for Working Women/Men.
ii. Day Care Centre for children of working women.
iii. Libraries for intellectual growth.
iv. Ambulance/Mortuary Van for casualty evacuation.
v. Canteens.
vi. Play grounds and children parks.
vii. Quranic classes.
viii. Grievances cell for processing the complaints/problems of aggrieved servants.

2. A statement showing the existing welfare projects being run by the Staff Welfare Organization may be seen at Annexure-A.
4. BRIEF DESCRIPTION OF STAFF WELFARE SCHEMES

Brief description of each Staff Welfare scheme/project is given hereunder:-

(1) **Stipend**

(i) It is one of the most beneficial measures instituted by Government to enable the children of lowpaid Government servants to acquire educational and professional qualifications which otherwise would not have been possible for them. The various classes of beneficiaries are as under:-

   a. Children of BPS 1 – 4 employees studying in 5\textsuperscript{th} and onwards (for fee and text books).
   b. Children of BPS 5 – 16 employees studying in 6\textsuperscript{th} class and onwards.
   c. Children of BPS-17 and above studying in 11\textsuperscript{th} class and onwards.
   d. Children of deceased Government servants at par with those of serving Government servants.
   e. Children of retired Government servants studying in medical, engineering and polytechnic classes.

(ii) Children of Federal Government servants upto age of 18 years who complete Hifz-e-Quran are awarded cash prize. The prescribed proforma for these awards is given at Annexure-“B”.

(iii) In order to check the increasing menace of deterioration in the education standard, to uncover the potentials of the individual and develop tendency of competition amongst the talented students, cash award scheme has been introduced for students who secure minimum 80% marks in the final examination of Matric,F.A, F.Sc., B.A, B.Sc, B.Com. in the Board/Universities.

(iv) As many as 520 stipends are earmarked yearly for the children of BPS 1–4 employees as an incentive to pursue study in science subjects at intermediate level.

(v) The funds are administered by a Stipend Board with Director General, Staff Welfare Organisation as its chairman.

(vi) The list showing rates of stipends for various courses as in the year 2010 is placed at Annexure-C.

(vii) Stipends are also awarded to the children of retired Government servants...
The application forms for award of education stipends fall under the following 3 categories:

(a) Form ‘A’ – (price Rs.2) for BPS 1 – 4
(b) Form ‘B’ – (price Rs.3) for BPS 5 – 16
(c) Form ‘C’ – (price Rs.5) for BPS 17 – 22
(d) Form for Huffaz-i-Quran (price Rs.10) for BPS 1 – 22
(e) Merit (price Rs.10) for BPS 1 – 22

A sample of Application Forms alongwith instructions is given at Annexure-‘D’.

(2) Federal Staff Relief Fund

(i) Assistance is provided to the Government Servants in case of death and disease. Opticals are also provided to the needy. The rates of the assistance in the year 2010 are as under:

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Description</th>
<th>Rates (Rs)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Self death (death of government servant)</td>
<td>5000</td>
<td>Fixed</td>
</tr>
<tr>
<td>2</td>
<td>Death of dependant of a government servant</td>
<td>3000</td>
<td>Fixed</td>
</tr>
<tr>
<td>3</td>
<td>Cases of Prolong illness</td>
<td>3000</td>
<td>Maximum</td>
</tr>
<tr>
<td>4</td>
<td>Optical for BPS 1-16</td>
<td>800</td>
<td>Maximum</td>
</tr>
</tbody>
</table>

(ii) Financial assistance is sanctioned on the recommendation of Federal Staff Relief Fund Committee constituted in each Region for the purpose.

(iii) Prescribed application form is as per Annexure-“E”.
Rehabilitation Aids

(i) The objectives of the project is to rehabilitate the disabled Federal Government Employees and their dependents and make them self-supporting. Rehabilitation aids include following items:-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Items</th>
<th>S. No.</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Leg Braces</td>
<td>10</td>
<td>Spectacles</td>
</tr>
<tr>
<td>2.</td>
<td>Artificial Leg Prosthesis</td>
<td>11</td>
<td>Wooden Commode</td>
</tr>
<tr>
<td>3.</td>
<td>Arms Prosthesis</td>
<td>12</td>
<td>Plate</td>
</tr>
<tr>
<td>4.</td>
<td>Neck Collar</td>
<td>13</td>
<td>Walking Aid</td>
</tr>
<tr>
<td>5.</td>
<td>Medical Jacket</td>
<td>14</td>
<td>Crutches</td>
</tr>
<tr>
<td>6.</td>
<td>Night Splint</td>
<td>15</td>
<td>Special Heel Shoes</td>
</tr>
<tr>
<td>7.</td>
<td>Steel Rod</td>
<td>16</td>
<td>Removable Splint for Feet</td>
</tr>
<tr>
<td>8.</td>
<td>Hearing Aid</td>
<td>17</td>
<td>Pace Makers</td>
</tr>
<tr>
<td>9.</td>
<td>Wheel Chair</td>
<td>18</td>
<td>Tricycle etc.</td>
</tr>
</tbody>
</table>

(ii) Medical Boards constituted at Regional levels determine and decide type of disability. Following agencies provide the aids on behalf of the Staff Welfare Organisation against the funds deposited in advance:-

(a) Fauji Foundation Medical Centre, Rawalpindi
(b) Hayat Shaheed Teaching Hospital, Peshawar
(c) Mayo Hospital, Lahore
(d) Jinnah Post Graduate Medical Centre, Karachi

(iii) Prescribed application form is as per Annexure-“F”

Ladies Industrial Homes

(i) Staff Welfare Organization has established Ladies Industrial Homes to provide training facilities in the useful crafts such as tailoring, embroidery (hand & machine), knitting and Home Economics to the female dependents of Federal Government Employees. The Ladies Industrial Homes have been established in residential colonies or at the places of their concentration. The training in said crafts also enables the females to supplement their family income. Training
classes or courses of different durations are held in which Certificate and Diploma courses are also included. The detail of courses offered is as elucidated below.

(a) **Certificate Courses**

Training in cutting, sewing, machine and hand knitting and embroidery is imparted under this course. Islamyat and Pakistan Studies are also taught as compulsory subjects as the trainees are to appear in examination to be conducted by Board of Technical Education. Duration of this course is one year.

(b) **Diploma Course**

Duration of this course is two years. Besides subjects of certificate course (as mentioned above), additional subjects of drawing, designing and painting are also included in the curriculum.

(c) **Additional Diploma Courses**

Under this programme additional course of diploma is offered in hand/machine embroidery and knitting of one year duration.

The Centres are affiliated with the respective Provincial Boards of Technical Education and accordingly the examinations are conducted by the Boards. On successful completion of courses, Certificates/Diplomas are awarded to the trainees which enable them to avail respectable job opportunities both in Government and privately sponsored training/commercial institutions.

(d) **Short Term Courses**

In addition to long term course, some short courses are offered in other market oriented skills e.g. making of squash, jam, jelly and detergents, painting, block printing, calligraphy, leather/wood/thread/needle bead, mirror work, rag, doll/toy, and flower making. To keep with abreast of time beautification courses are also conducted during vacations and short breaks. Besides, short courses, lectures and demonstrations like pertaining to kitchen gardening and elementary horticulture are also arranged.

(ii) **29 Ladies Industrial Homes** have so far been functioning at Islamabad, Peshawar, Lahore, Quetta and Karachi.
(iii) With a view to make the trainees feel the importance of vocational centres, nominal admission/ monthly fee is charged.

<table>
<thead>
<tr>
<th>BPS</th>
<th>Fee in (Rs)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Admission</td>
<td>Monthly</td>
</tr>
<tr>
<td>1 – 4</td>
<td>25</td>
<td>10</td>
</tr>
<tr>
<td>5 – 16</td>
<td>25</td>
<td>20</td>
</tr>
<tr>
<td>17 &amp; above</td>
<td>25</td>
<td>30</td>
</tr>
<tr>
<td>Others</td>
<td>35</td>
<td>35</td>
</tr>
</tbody>
</table>

(iv) Prescribed application form for admission is as per Annexure-'G'.

(5) **Work Order Centres**

(i) On completion of successful training in Ladies Industrial Homes, few trainees are also provided work on labour rates enabling them to supplement their family income and improve the standard of living. The Government and workers’ share in job orders is in the ratio 1:3 (75% goes to worker and 25% to Government).

(ii) Two Work Order Centres (one each at Islamabad, Peshawar and Karachi) have so far been established in which considerable number of workers (females of low paid employees) is getting work order, enjoying a respectable opportunity to enhance their family income.

(6) **Vocational/Trade Training Centres**

(i) The main objectives of these vocational institutions are as under:-

a. To impart training to un-skilled male and female dependents of Federal Government Employees who are looking for jobs in secretarial and other trades.

b. To gainfully employ the un-utilized manpower and make them participate in the economic activities for national development.

c. To meet the growing demand of secretariat personnel being rare commodity in the market.

d. To provide technical training to the drop outs.

e. To reduce the rate of unemployment in the country.

(ii) Services rendered through these Centres have helped in making up deficiency of stenographers / stenotypists in the country to a considerable extent. The trained persons get jobs of secretaries, stenotypists and stenographers. Besides, they can also establish their private commercial institutes. Nominal admission and monthly fee is charged from the trainees as enumerated below:-

<table>
<thead>
<tr>
<th>Employees in BPS</th>
<th>Admission Fee (Rs)</th>
<th>Monthly Fee (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 – 04</td>
<td>05</td>
<td>00</td>
</tr>
<tr>
<td>05 – 15</td>
<td>10</td>
<td>05</td>
</tr>
<tr>
<td>16 –22</td>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>Others than FG Employees</td>
<td>15</td>
<td>10</td>
</tr>
</tbody>
</table>

(iii) 17 Vocational Institutes have so far been established at Islamabad, Peshawar, Lahore, Quetta and Karachi. Prescribed application form for admission is as per Annexure-'H'.

(7) Multi-Purpose Community Centres

(i) Establishment of Multi-Purpose Community Centres is based on the concept of Community Organisation and its Development. The only difference between Multi-purpose Community Centres and Community Development Projects is that the former confines their activities and operation within the Government residential colonies or neighbourhood and not the communities at local level. Multi-purpose Community Centre mobilizes, organizes and operationalises community interests, community initiative and community resources (men, material and money) with financial, technical and professional assistance of Government departments.

(ii) It is felt that for the recuperation and stimulation of the mental and spiritual faculties and also to develop and promote the spirit of self-help, cooperation and self-respect amongst the community of the Government servants, there should be a common place where they may be able to organize healthy leisure time activities besides sitting together for solution of their day-to-day problems. With this end in view, Staff Welfare Organisation have constructed / established number of Multi-
purpose Community Centres, Community Centres and Community Clubs at Islamabad, Peshawar, Lahore, Quetta and Karachi. These Centres are equipped with facilities for indoor games such as table tennis, badminton (where possible), carrum, body building equipment, T.V., radio and library. Besides celebration of National Days, cultural and religious programmes are also organized at these Centres.

(8) **Community Clubs**

(i) With a view to provide healthy leisure time activities to the Federal Government Employees and their dependents, Community Clubs have been established in the residential quarters / rented buildings. Facilities for indoor games such as carrum, table tennis, chess, newspaper reading, and television are provided in these Centres.

(ii) Twenty-five (25) such Community Clubs are functioning at various stations as detailed under Annexure-'A'.

(9) **Sports, Social and Cultural Activities**

(i) In order to promote healthy leisure time activities amongst the Government servants and their family members, Sports Clubs have been organized at Islamabad, Peshawar, Lahore, Quetta, and Karachi. Annual grant-in-aid is sanctioned to the Sports Clubs / agencies of Federal Government Employees and their dependents. In order to promote sports activities of the employees inter-departmental tournaments in outdoor games and athletics are held periodically. Lessons on Quran, poetry recitation, hymn recitation, declamation contests, symposium and Eid-get-together parties are organized to celebrate the days of national importance. Variety shows, dramas / plays, musical concerts, exhibitions, ladies concerned bazaars and baby shows are arranged for the entertainment of Federal Government Employees and their dependents. Excursions to the places of scenic beauty and historical background are also arranged for the entertainment of the Federal Government Employees.

(10) **Wedding Halls**

(i) Facility to hold marriage ceremonies is provided at cheaper rates in Community Centres. The Organization has set up full-fledged wedding halls at Aabpara Community and Community Centre G-9/2 Islamabad, Peshawar and Lahore. In addition to that, the same facility is also available in Community Centres at Lahore, Karachi and Quetta.
S. R. O. 1101(1)/2006.-In exercise of the powers conferred by para 25 of the General Financial Rules, Vol, the following rules are made in respect of reservation of wedding halls and auditoriums, namely:

1- **Short title and commencement.**-(l) These rules may be called “the Reservation of Wedding Hall and Auditorium Rules, 2006.”

(2) They shall come into force at once.

2. **Definitions.**-In these rules, unless there is anything repugnant, in the subject or context,

   a) "Organization", means Staff Welfare Organization;

   b) “Authority” means Director-General, Staff Welfare Organization, Establishment Division, Government of Pakistan, Islamabad, or any other officer authorized by the Director-General to take appropriate action on all matters relating to the wedding halls and auditoriums;

   c) "Federal Government employees" means the Government Servants (serving, retired or deceased) paid from Civil Estimates except those belonging to Pakistan Post Office Department, Railways, autonomous or semi-autonomous bodies and those paid out of Defence budget;

   d) "Dependent" means’ son, daughter, real brother and sister dependent, upon the Federal Government Employees; and

   e) "Charges" means the charges prescribed by the Establishment Division in consultation with the Finance Division for reservation of wedding halls and auditoriums.

3. **Eligibility and order of precedence.**- (l) All Federal Government employees and their dependents shall be eligible to arrange marriage, social, recreational, religious and cultural functions in the wedding halls and auditoriums subject to payment of prescribed charges.
(2) Persons other than Federal Government employees may also be eligible for reservation of wedding hall or auditorium subject to payment of charges prescribed for them.

(3) Seminars or functions commemoration of national or religious days or events may be arranged on recommendation of regional heads i.e. Chief Welfare Officer or Staff Welfare Officer in collaboration with reputed registered associations, etc., free of charges.

(4) Activities of political nature shall not be allowed.

(5) Reservation shall be made on first come first served basis. However, while making reservation national or religious activities shall be given first priority, personal functions of the Federal Government employees second and then the other activities. In case of tie between Federal Government employees/their dependents and others, preference in reservation will be given to the former.

4. **Procedure of Reservation:** Application for reservation of hall or auditorium may be submitted at least seven days before the function to the concerned Chief Welfare Officer on the prescribed form as per Annex-A alongwith proper documents and security money in advance. The Organization is not bound to keep the provisional reservation intact if charges are not paid in advance. However, in case of cancellation of reservation before three days of the function, no cancellation charges shall be levied and a new date can be fixed for function in consultation with the officer concerned against the already paid fee.

5. **Use Of Wedding Ball Or Auditorium:** Maximum two functions will be arranged in a day. The timing will be fixed with mutual consultation.

6. **Charges.** All dues shall be received in advance. The applicant shall deposit the reservation charges into Government Treasury or National Bank of Pakistan as per advice. The Welfare Officer concerned or any official authorized by him shall receive the security and labour charges in cash. Entries shall be made in the register prescribed for the purpose. The security amount shall be
refunded to the applicant within two days after the function with the approval of Regional Heads. The charges shall be as under:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Category</th>
<th>Charges Per Function in Pak Rupees</th>
<th>Labour or Cleanliness Charges</th>
<th>Security (refundable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reservation Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wedding Hall</td>
<td>(a) Federal Government employees</td>
<td>6,000</td>
<td>300</td>
<td>3000</td>
</tr>
<tr>
<td></td>
<td>(b) Widows of deceased Federal Government Employees and their dependents</td>
<td>50% of the above rates subject to the Condition that widow shall produce a Certificate from the office of the deceased Employee that she has no other source of income except her pension.</td>
<td>300</td>
<td>3000</td>
</tr>
<tr>
<td></td>
<td>(c) All others</td>
<td>10,000</td>
<td>300</td>
<td>5,000</td>
</tr>
<tr>
<td>Auditorium</td>
<td>(a) Ministries / Divisions /Attached Departments and their employees</td>
<td>3,000</td>
<td>300</td>
<td>3000</td>
</tr>
<tr>
<td></td>
<td>(b) All others</td>
<td>5,000</td>
<td>300</td>
<td>5,000</td>
</tr>
</tbody>
</table>

7. **Concession.** - Twenty-five per cent (25%) concession shall be allowed in reservation charges for the functions held in the day light before 1600 hours. Excessive use of electricity in the night functions except a few decoration lights shall not be allowed.

8. **Loss or Damage, etc.** - Any loss / damage caused by an allottee to the building, furniture, fittings, fixture etc. belonging to wedding hall or auditorium shall be made good by the allottee. The Chief Welfare Officer Incharge of the wedding hall shall enter the damages in the register of damage or breakage and deduct the equivalent amount from the security, or in case of loss exceeding the security
money for which the employee concerned is not willing to pay same shall be recovered through respective department of the employee concerned.

9. **Complaints and Suggestions.** - In case of any complaint against any staff member, it may either be entered in the complaint register or directly reported in writing to the officer concerned. A register for suggestions and complaints shall be kept with the concerned Chief Welfare Officer. The Staff Welfare Organization shall give due consideration to the complaints and suggestions to provide better service.

10. **Power to Remove Ambiguity.** - The Regional Head (Chief Welfare Officer or Staff Welfare Officer) concerned is competent authority to clarify the aforesaid rules. If any confusion arises in their application, the case shall be referred to Director General, Staff Welfare Organization whose decision shall be final.

11. **Power to Relax Rules.** - The Director General of the Organization may, in special circumstances and for reasons to be recorded in writing and with approval of the Federal Government, relax any provision of these rules.

12. This issues with the approval of Establishment Division and concurrence of the Finance Division vide U.O. No.3/11/2004-Admn-3 dated 02-10-2006.

[No.SWD-8(22)/2006/PLG/5229]
APPLICATION FORM FOR RESERVATION OF STAFF WELFARE
WEDDING HALL/AUDITORIUM

1. Name (in block letters)…………………………………………………………………………………………………………………………………………………………………………………………
   Son/ daughter / wife of…………………………………………………………………………………………………………………………………………………………………………………………
2. Office where employed ……………………………………………………………………………………………………………………………………………………………………………………………
5. B.P.S………………………..6.   Residential Address ……………………………………………………………………………………………………………………………………………………………
6. Phone No. Office ………………..Residence ……………………………………………………………………………………………………………………………………………………………
8. Reservation required (Please tick)          Wedding Hall …………Auditorium…………
9. Purpose for which reservation is required ……………………………………………………………………………………………………………………………………………………………
10. Whether the reservation is required for self or for dependent ………………………
    (If the accommodation is required for dependent please indicate exact relationship with the dependent. In case of dependent a DEPENDENCY CERTIFICATE is required as per Rule).
11. Date of which reservation is required ……………………………………………………………………………………………………………………………………………………………
12. Approximate No. of Participants………………………………………………………………………………………………………………………………………………………………………………

13. TERMS AND CONDITIONS.

   a. Maximum two functions will be arranged in a day. The timing will be fixed with mutual consultation.

   b. In case of tie between Federal Government Employee/their dependents and others, preference in reservation will be given the former.

   c. Lunch or dinner is allowed in the wedding hall or lawn for solemnizing marriage as per Government Policy and Law.

   d. The allottee shall be responsible for maintaining proper decorum and will not allow any member of his party to commit any nuisance or cause any inconvenience to other allottee if any.

   e. The allottee shall leave the premises in clean and tidy conditions.

   f. Any loss/damage caused by an allottee to the building, furniture, fittings, fixture etc. belongs to Wedding Hall/Auditorium shall be made good by the allottee. The Chief Welfare Officer Incharge of the Wedding Hall will enter the damages in the register of Damage/Breakage and deduct the equivalent amount from the security, or in case of more loss/damage the same will be recovered through respective department of the employee concerned, if not willing for payment.
g. The reservation charges if already deposited in treasury will not be refunded to the applicant under any circumstances. However new date could be reserved if desired by the applicant subject to availability.

h. No firing or firework shall be allowed.

i. Violation of the above rules will disqualify and debar the allottee for use of Wedding Hall/Auditorium for one year in addition to any other disciplinary or departmental action that may be taken against him/her.

j. Additional charges are payable for use of Air conditioners and extra lights illumination is prohibited.

k. Widow will produce a certificate from the officer or the ___________ that she has no other source of income except pension or shall provide an affidavit to this effect.

Note:- I have read the above terms and conditions and shall abide by the same.

Dated: ...................... ....................................................

SIGNATURE OF APPLICANT

Certified that all the particulars mentioned by the applicant have been verified and found correct

SIGNATURE & SEAL OF HEAD OF
DEPARTMENT OR AUTHORIZED OFFICER
(11) **Holiday Homes**

(i) Holiday Homes have been established in Murree, Karachi (Sandspit) and Ziarat in order to encourage the Government Servants to avail rest and recreation privileges in healthy atmosphere. The facilities are provided at the cheaper rate.

(ii) Retired Federal Government Employees are charged half the rates whereas double rates are charged from employees of Autonomous / Semi-autonomous bodies and Provincial Governments.

(iii) The rules for allotment of accommodation in Holiday Homes are given in Appendix. The prescribed application form for reservation is given under Annexure-'I'.

(12) **Hostel for Federal Government (Female) Employees**

(i) This facility is provided at Islamabad to encourage the women to take up the Government service and thus help supplement the family income and build the economy of the country.

(ii) Rules governing the use of hostel are given below (Appendix).

**Appendix**

In exercise of the powers conferred by Fundamental Rule 45 of the Fundamental and Supplementary Rules and in suppersession of its previous rules, the Establishment Division, is pleased to made, the following rules, namely.

1. **Short Title.** These rules may be called Staff Welfare Organization's Accommodation Allocation Rules, for Hostel for Federal Government Female Employees, Rawalpindi or Islamabad, 2007.

2. **Commencement.** They shall come into force at once.

3. **Eligibility.-** Accommodation shall be provided to the Federal Government Female Employees posted at Rawalpindi or Islamabad, subject to the availability of accommodation on payment of rent as provided in rule 6. However, priority will be given to those who are posted from other stations.

4. **Management and Control.**-(1) The hostel will be under the direct control of the Staff Welfare Organization (SWO) which is an attached department of the Establishment Division. All inquires regarding the allotment shall be made to Welfare Officer (Incharge) of the Hostel. The Director-General, (SWO) will approve the allotment cases on the recommendations of the allotment committee constituted by the Director-General (SWO).

2. **Application for allotment of accommodation on the form prescribed shall**
be made to the Welfare Officer (Incharge) duly recommended by the Head of Department of the female government employee.

5. Use of Accommodation. (1) Each allottee shall enter into an agreement/contract with Staff Welfare Organization, on the prescribed form before occupying the accommodation in the Hostel.

(2) Each room in the hostel will be shared by maximum of two female Federal Government employees. However, in cases of BPS-17 & above Director-General, (SWO) may allow accommodation on single occupancy basis.

(3) In case the allotted accommodation is not occupied by the female Federal Government employee within stipulated period as mentioned in the allotment letter; it will be treated as cancelled and allotment will be made to the next, on the waiting list.

(4) The allottee shall enter her name, full address, date and time of arrival and departure etc., in the register kept for the purpose in the hostel.

(5) Children shall not be allowed to reside with the allottee.

(6) The corridors and passage in the hostel shall not be used for storing luggage etc. or keeping birds or animals.

(7) No party shall be arranged in the hostel without prior permission of Welfare Officer (Incharge). The mix parties shall be totally banned.

(8) Allottee shall not indulge in any such activities which may cause inconvenience to other allottees.

6. Charges. Rent will be charged at the following rates namely:-

   a) BPS-1-8  Rs. 25 per day per room on double occupancy basis
   b) BPS-9-16  Rs. 30 per day per room on double occupancy basis
   c) BPS-17-19  Rs. 60 per day per room on double occupancy basis; and
   d) BPS-20-22  Rs. 100 per day per room on single occupancy basis

7. Guest Charges. Female guest having blood relation with the resident may be allowed to stay with the allottee, for a maximum period of ten days on payment of Rs.30 per day, subject to willingness of other roommate and on prior permission from the Chief Welfare Officer concerned.
8. **Cash Security (Refundable).** Each allottee shall deposit a cash security as indicated below namely:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>BPS</th>
<th>Amount (Rs)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. 01</td>
<td>08</td>
<td>00</td>
<td></td>
</tr>
<tr>
<td>b. 09</td>
<td>16</td>
<td>1500</td>
<td>sharing basis</td>
</tr>
<tr>
<td>c. 17</td>
<td>19</td>
<td>2000</td>
<td>sharing basis</td>
</tr>
<tr>
<td>d. 20</td>
<td>22</td>
<td>3000</td>
<td>single occupancy basis</td>
</tr>
</tbody>
</table>

9. **Clearance of Dues.**

(1) The rent and charges specified in rule 6 shall be paid in advance by the residents regularly on or before 10th of each month.

(2) All dues including losses and damages shall be cleared within a week, failing which the adjustment will be made, against the security or from the salary of women employees (allottees) through A.G.P.R Islamabad and the authorities which disburse salary to them. The allotment shall stand automatically cancelled and the defaulter shall not be eligible for the allotment in future.

10. **Electrical Appliance Charges Excluding Air Conditioner.** Electrical appliances other than T.V. or Radio and Computer shall be charged @ Rs.30 per day per room irrespective of pay scale.

11. **Air Conditioner Charges.** Each resident having personal A.C. in room will be charged Rs.1,000 per month from 1st May to 15th September.

12. **Furniture and Fixture.**

   (1) A proper ledger or inventory showing cost will be maintained for the furniture and fixture etc. and all other properties belonging to the Hostel.

   (2) The resident shall not be allowed to bring her own furniture in the hostel other than those officially allowed.

   (3) The resident shall be responsible for the furniture in her room and it shall not be removed from there.

   (4) The resident will keep the premises, furniture and beds in a clean and tidy condition.

13. **Loss/Damage etc.** Any loss or damage caused by the resident to the property of hostel shall be made good by her which would be recorded by the Welfare Officer (Incharge), in the relevant register.
14. **Services.** (1) The Director-General will constitute a committee for running the affairs of the Hostel.

(2) Cook, peon, sweeper, gardener and watchman employed by Staff Welfare Organization, in the hostel shall be responsible to look after the residents but shall not be used by them for their personal services."

(3) In case of complaint against any staff member the resident may either enter it in the complaint register or directly report in writing to the Welfare Officer (Incharge) or Chief Welfare Officer concerned.

(4) The register for suggestions or complaints kept in the hostel is meant to facilitate the Staff Welfare Organization to improve the services of the hostel and redress the genuine grievances of the residents in the light of their suggestions.

15. **Discipline.**-(1) The resident who intends to stay out for a night or more shall give in writing the address and telephone number if any on which she can be contacted during her absence. The late comers will record relevant particulars in the register meant for the purpose.

(2) Male visitors shall not be allowed to meet the residents in their rooms. However, those having blood relation can meet with the residents in drawing room of the hostel.

(3) The female visitor will only be allowed to visit the room with the consent of the roommate.

(4) The residents shall not be allowed to change her room without prior permission to Welfare Officer (Incharge).

(5) Any misbehavior with the management or with inmate of the hostel or involvement in activities which are detrimental to the interest of the Organization or its reputation will be treated as indiscipline and violation of rules will lead to cancellation of accommodation in the Hostel and, if necessary, disciplinary action will be recommended to be taken by the respective department.

16. **Relaxation in Rules.** Director-General, Staff Welfare Organization with the prior approval of the Federal Government may in special circumstances and for the reasons to be recorded in writing relax the provision of these rules except the provision meant for the rent of the Hostel.

17. **Interpretation of Rules.** In case of any difference of opinion in interpretation of the Rules the decision taken by the Federal Government shall be final.
Day Care Centres and their Prospectus

(i) The facility of Day Care Centre is provided by Staff Welfare Organisation, Establishment Division, Government of Pakistan for the real sons/daughters (age 1 — 4 years) of an employee of Federal Government (Provided mother is working) and paid from Civil Estimates excluding Autonomous, Semi Autonomous Bodies, Post, Telegraph and Railway Departments.

2. Location. – (i) The Day Care Centre is situated at Staff Welfare Complex, Aabpara, Islamabad which caters for 50 children at a time and is equipped with the facility for dining, sleeping, playing and studying. A small lawn is also available for open play. The Centre is proposed to run on modern & scientific techniques.

3. Purpose of the Centre. – (i) The purpose of the Centre is to provide supervised care to children during the hours when their mothers are at work.

4. Services/Facilities. – (i) The Centre provides the following services/facilities to the children:-

(a) Care and protection;

(b) Montessori system of education to the children above 2 years subject to availability of funds and staff;

(c) Religious and moral instructions;

(d) Medical check up when required through authorized Medical Officer of Government Hospital.

(e) Recreation and entertainment;

(f) Transport if possible for children to the Centre and back to their homes;

(g) Food/snacks/milk and other eatable items will be brought by the children.

(h) In case, it is felt at any stage that provision of some sort of food is necessary from the Centre, the same is also arranged on payment of some agreed amount by parents.

5. Eligibility. – (i). The admission to the Centre is allowed to the children of employees of Federal Government as defined in para No.1, above.

(ii) Children of chronically sick mothers will only be admitted in the Centre if an Authorized Government Medical Officer certifies that the mother is not suffering from any infections or communicable disease and that the child is having no trace of the disease which the mother is suffering from.
(iii) Sick children will not be accepted in the Centre even if they have been given admission in the Centre. Parents are advised not to bring sick children to the Centre.

6. **Care and Protection of Child.** – (i). The Administration of Centre will not be held responsible for any accidental injury or sickness suffered by the child due to unforeseen circumstances beyond human control;

(ii) The children will be handed over to the parents/guardians or authorized persons whose names are registered with the Centre. A copy of national identity card and recent photographs of the authorized persons will be produced and kept on record at the time of admission.

(iii) It will be the responsibility of the parents or the authorized persons in case the transport is not provided by the Centre to leave the child at the Centre and take the child from the Centre during prescribed hours as per para 7, below. In the event of the child not taken from the Centre within the prescribed hours of the Centre the staff will take the child to the address of the parents. A sum of Rs. 50 will be paid by the parents for the transport charges and overtime of the staff member who takes the child to home.

7. **Working Hours.** – (i) Timings of the Centre shall be fixed according to the timings of the Federal Government Offices at the station where the Centre is situated. The Centre will open half an hour earlier than the office time and close an hour after the prevalent closing time on all official working days.

8. **Fee.** – (i) Fee will be charged at the following rates:-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>BPS</th>
<th>Admission</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>01 — 04</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>2.</td>
<td>05 — 16</td>
<td>50</td>
<td>150</td>
</tr>
<tr>
<td>3.</td>
<td>17 — 19</td>
<td>50</td>
<td>250</td>
</tr>
<tr>
<td>4.</td>
<td>20 — 22</td>
<td>50</td>
<td>350</td>
</tr>
<tr>
<td>5.</td>
<td>Others</td>
<td>50</td>
<td>400</td>
</tr>
</tbody>
</table>

9. **Health Care.** – (i). Health and inoculation certificate will be demanded at the time of admission.

(ii) The parents will provide requisite kit, e.g. extra wear, talcum powder etc. with the children.
(iii) The health care of the children if possible will be maintained by the Centre.

10. There will be an Advisory Committee with child Specialist as a member to run the day to day affairs of the Centre.

11. Running of the Centre is governed by “The rules for running of Staff Welfare Day Care Centres in Pakistan, 1990”, given below (Appendix).

(From pages 83 to 98 in the next file of Staff Welfare)

Appendix

(Copy of Establishment Division Gazette Notification No. SRO 137/(KE)/90 dated 6-12-89 published in the Gazette of Pakistan Extraordinary Part-II, dated 30.7.1990)

In pursuance of the provisions of Fundamental Rule 45, the following rules are made for allotment of accommodation in the Holiday Homes run by Staff Welfare Organization, Establishment Division, in Pakistan :-

1. **Short title and Commencement**
   
i. These rules may be called the “Allotment of Accommodation in Holiday Homes, 1989”
   
   ii. They shall come into force at once.

2. **Control and management of Holiday Homes**

   The Holiday Homes shall be under the overall control of the Staff Welfare Organization, Establishment Division and shall be managed by Chief Welfare Officer or Staff Welfare Officer in case, there is no Chief Welfare Officer in the Region.

3. **Eligibility**

   (i) In the Holiday Homes, different categories of accommodation shall be allotted to the Federal Government Employees paid from Civil Estimates provided they are not on official duty.

   `A' Category Federal Government Employees in BPS 20 -22

   `B' Category Federal Government Employees in BPS 17 – 19

   `C' Category Federal Government Employees in BPS 1 – 16
Subject to the availability, the retired Federal Government Employees are also eligible for allotment of accommodation in the Holiday Homes. The accommodation may be allotted to the Employees of Autonomous and Semi-autonomous Bodies, Provincial Governments at doubled of the rates chargeable from Federal Government Employees.

4. **Period of Allotment:**

(i) In Holiday Homes, accommodation shall be allotted for a period not exceeding three days at a time and once between the peak period i.e. May to August of the year.

5. **Charges:**

(i) The employees to whom accommodation in Holiday Homes is allotted shall pay the rent at the rate specified below:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Category</th>
<th>Rate / day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>“A” Category</td>
<td>450</td>
</tr>
<tr>
<td>2.</td>
<td>“B” Category</td>
<td>375</td>
</tr>
<tr>
<td>3.</td>
<td>“C” Category</td>
<td>210</td>
</tr>
<tr>
<td>4.</td>
<td>Retired Federal Government Employees</td>
<td>Half of 1-3</td>
</tr>
<tr>
<td>5.</td>
<td>Autonomous/Semi-Autonomous Bodies,</td>
<td>Double of 1-3</td>
</tr>
<tr>
<td></td>
<td>Provincial Government Employees</td>
<td></td>
</tr>
</tbody>
</table>

(ii) For the purpose of rent, a day shall be calculated from 1200 hours and the rent shall become payable if accommodation is occupied for any portion of a day.

(iii) The charges will be paid in advance at the time of obtaining allotment slip.

6. **Allotment of Accommodation**

(i) A written request for reservation of accommodation shall be made to the Chief Welfare Officer / Staff Welfare Officer concerned.

(ii) If the allotted accommodation is not occupied within twenty-four hours from the time of reservation, the allotment shall be deemed to have been cancelled. No refund shall be made.

(iii) In case of cancellation of allotment or curtailment of period of allotment, no refund shall be made.

(iv) At the time of occupying the accommodation, the allottee, herein after shall enter his (her) name, full address, dates and time of arrival and departure in

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* The rates for Holiday Home Karachi and Ziarat are with the offices concerned.
the register kept for the purpose in the Holiday Homes. He (she) may also record his (her) suggestions or complaints.

(v) The allotment slip shall be issued by the Chief Welfare Officer / Staff Welfare Officer concerned without which the occupation of the room shall not be permitted.

(vi) Not more than one room shall be reserved for one employee.

7. Business Hours

Business hours of the Holiday Homes shall be from 0800 – 2100 hours except on Friday when there will be a break from 1230 – 1500 hours.

8. Room Service

The room-attendants, farash and sweepers employed in the Holiday Homes shall be responsible for looking after the allottees within the premises of the Holiday Homes only.

9. Loss, damage etc.

Any loss, damage or breakage caused by the allottee to the building, furniture, fittings or crockery etc. belonging to Holiday Homes shall be made good by him and the Incharge of the Holiday Homes shall enter the particulars of such loss, damage or breakage in the proper register and shall recover the cost of such damage from allottee. A signed receipt showing details of damages and cost thereof shall be given to the allottee.

10. Decorum

(i) The allottee shall keep the premises, furniture and bedding in clean and tidy condition.

(ii) The corridors and passages in the Holiday Homes shall not be used for storing luggage.

(iii) Pet animals or birds shall not be allowed in the Holiday Homes.

(iv) No electric appliances other than radio and iron shall be used by the allottee without payment.

(v) Not more than five (05) persons including children shall be allowed in one room. If however, the number of occupants exceeds five, but does not exceed ten
(in which case the facility shall not be available), a sum of Rs.10 per head per day would be charged but no bed service etc. shall be provided.

11. **Complaint**

   Any complaint may either be brought to the personal notice of the Chief Welfare Officer / Staff Welfare Officer concerned or entered in the register kept in Holiday Homes for the purpose.

12. **Violation of Rules**

   (i) Any violation of these Rules shall render the allottee liable to cancellation of his allotment and ejectment from the Holiday Homes and debarring him for further allotment for a period of twelve (12) months.

   (ii) Disciplinary action under the Government Servants (Efficiency and Discipline) Rules, 1973 shall also be taken in addition to 12(i) above.

   (iii) Allotment is not transferable and if any allottee does not stay in the accommodation reserved for him and allows any other person to stay therein, it shall be deemed that the allotment has been transferred and it shall be cancelled and the allottee shall be required to pay four-times of the normal rent for the entire period and shall also be debarred from further allotment for a period of twelve (12) months.

13. **Telephone**

   Official telephones, where provided may be used by the allottee for local calls against usual charges but direct dialing shall not be allowed.

   Provided that calls can be booked through trunk on cash payment of the charges to the Incharges of Homes against a signed receipt.

14. **Amendment in the rules**

   Staff Welfare Organization reserves the right to alter or amend the Rules under special circumstances with the approval of the competent Authority.

15. **Receipts of Holiday Homes**

   The receipts of Holiday Homes shall be deposited in bank and utilized by the Staff Welfare Organisation on welfare projects, subject to the concurrence of Finance Division*.

* At present 100% payment is being deposited into Federal Government Treasury.
16. These Rules supersede all the previous Rules notified by the Staff Welfare Organization for the use of Holiday Homes.

17. This issue with the approval of the Establishment Division vide O.M. No. 3/5/85-D, dated 28th November, 1989 and Finance Divisions (F.A. Organization), vide their diary No. 1343-DFA (Cab)/90, dated 4th April, 1990 through whom a copy is being endorsed.

Appendix

RULES FOR RUNNING OF STAFF WELFARE DAY CARE CENTRES IN PAKISTAN


In pursuance of the provision para 25 of G.F. Rules, Vol. I, the following rules are made for running Staff Welfare Day Care Centres:-

1. Short title and commencement. – (i) These rules may be called “The Rules for running Staff Welfare Day Care Centre in Pakistan, 1990”.

(ii) They shall come into force at once.

2. Definitions. – In these Rules unless there is anything repugnant in the subject or context:-

(i) “Day Care Centre” means a Centre run by Staff Welfare Organization, Establishment Division Government of Pakistan throughout Pakistan to provide day care to the children of Government employees.

(ii) “Children” – mean real son/daughter (age 1 — 4 years) of an employee of Federal Government (Provided mother is working) and paid from Civil estimates excluding Autonomous, Semi Autonomous Bodies, Post Telegraph and Railway Departments.

(iii) “Authority” – means Director General, Staff Welfare Organisation, Establishment Division Government of Pakistan Islamabad and or any other officer authorized by him on his behalf. He shall take decisions and accord sanctions according to the powers delegated by the Finance Division to the head of Departments as per SRO. No.1265(1)/90 dated: 10th December 1990.

(iv) “Chief Welfare Officer” – means the Chief Welfare Officer of Staff Welfare Organisation, Establishment Division.
(v) “Fee” – means the charges for the services rendered by Day Care Centre to the children. It includes admission fee, monthly fee and transport charges etc.

(vi) “Services” – means the facilities provided by the Centre to the children.

(vii) “Day Care Centre Committee(s) – means an Advisory Committee for Staff Welfare Organisation on any matter pertaining to Day Care Centre.

3. **Purpose of the Centre.** – The purpose of the Centre is to provide supervised care to the children during the hours when their mothers are at work.

4. **Services/ Facilities.** – The Centre shall provide the following services/facilities to the children:-

   (a) Care and protection;
   
   (b) Montessori system of education to the children above 2 years subject to availability of funds and staff;
   
   (c) Religious and moral instructions;
   
   (d) Medical check up as and when required through authorised Medical Officer of Government Hospital subject to provision of sub-para (ii) of rule 5 below;
   
   (e) Recreation and entertainment;
   
   (f) Transport if possible for the children to the Centre and back to their homes;
   
   (g) Food/snacks/milk and other eatables will be brought by the children;
   
   (h) In case, it is felt at any stage that provision of some sort of food is necessary from the Centre, the same will be arranged on payment of some agreed amount by parents.

5. **Eligibility.** – (i) The admission to the Centre will be allowed to the children of employees of Federal Government as defined in sub-rule 2(ii) above;

   (ii) Children of chronically sick mothers will only be admitted in the Centre if an Authorised Government Medical Officer certifies that the mother is not suffering from any infectious or communicable disease and that the child is having no trace of the disease which the mother is suffering from;
(iii) Sick children will not be accepted in the Centre even if they have been given admission in the Centre. Parents are advised not to bring sick children to the Centre.

6. **Care and Protection of the Child.** – (i) The Administration of Centre will not be held responsible for any accidental injury or sickness suffered by the child due to unforeseen circumstances beyond human control;

   (ii) The children will be handed over to the parents/guardians/authorised person whose name is registered with the Centre. A copy of national identity card of the authorised person will be produced and kept on record at the time of admission;

   (iii) It will be the responsibility of the parents or the authorised person in case the transport is not provided by the Centre to leave the child at the Centre and take the children from the Centre during prescribed hours as per rule. In the event of the child not taken from the Centre within the prescribed hours of the Centre, the staff will take the child to the address of the parent. A sum of Rs.50 will be paid by the parents for the transport charges* and overtime of the staff member who takes the child to home.

7. **Working Hours.** – Timings of the Centre shall be fixed according to the timings of the Federal Government Offices at the station where the Centre is situated. The Centre will open half an hour earlier than the office time and close an hour after the prevalent closing time on all official working days.

8. **Fee.** – The admission fee, monthly fee and transport charges shall be at the rates fixed by the Advisory Committee from time to time keeping in view the scales of pay of the working women.

9. **Health Care.** – (i) Health and inoculation certificate will be demanded at the time of admission;

   (ii) The parents will provide requisite kit e.g. extra wear, talcum power etc. with the children.

   (iii) The health card of the children if possible will be maintained by the Centre.

* No arrangement for transport has been made.
10. **Constitution and Function of the Advisory Committee.** — (i) The Advisory Committee will comprise:-

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<tbody>
<tr>
<td><strong>1.</strong> Director General, Staff Welfare Organisation</td>
<td><em>Chairman, Ex-officio</em></td>
</tr>
<tr>
<td><strong>2.</strong> Deputy Financial Advisor, Cabinet Secretariat</td>
<td><em>Member, Ex-officio</em></td>
</tr>
<tr>
<td><strong>3.</strong> Deputy Secretary, Establishment Division</td>
<td><em>Member, Ex-officio</em></td>
</tr>
<tr>
<td><strong>4.</strong> Subject Specialist from public or private sector</td>
<td><em>Member, Ex-officio</em></td>
</tr>
<tr>
<td><strong>5.</strong> Director, Staff Welfare Organization</td>
<td><em>Member, Ex-officio</em></td>
</tr>
<tr>
<td><strong>6.</strong> Chief Welfare Officer (Head of Region), Staff Welfare Organisation</td>
<td><em>Member / Secretary</em></td>
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(ii) **Functions of the Committee:**

(a) To lay down the procedure for admission to the Day Care Centre, its running and maintenance, purchase/procurement of material/equipment services, facilities and the purposes of the Centre.

(b) Settle Fee, T.A. and D.A. etc. of subject specialists/consultants and retired Government servants co-opted as Member of the Committee or contracted by Staff Welfare Organisation for any service to the Centre in accordance with the prevailing rules/orders of the Federal Government.

(c) Assess the requirement of the staff of the Centre and define the duties of each Member of the Staff of the Centre.

(d) Accept donations, grants, aids (cash and kind) from Government and non-Government organizations. In case of foreign grant etc. the approval of the Establishment Division and the relevant Division will be obtained.

(e) Administer income accrued outside Government budget e.g. donations and grants etc. on the improvement/extension of Day Care Centre and carrying out the purpose of the Centre.

(f) Perform any other function assigned by the Government.

(iii) The Chairman may co-opt any person as a Member for a particular meeting to assist the Committee in the discharge of its functions.
(iv) The Committee shall regulate the procedure for its meetings consistent with the instructions hereinafter laid down.

(v) The Secretary shall call a meeting of the Committee in consultation with the Chairman, on such date and at such time and place as may be specified by him.

(vi) A Member can send a requisition to the Secretary of the Committee for the meeting at any time to consider an urgent matter. The Secretary of the Committee shall take a decision to hold the meeting or otherwise in consultation with the Chairman.

(vii) One third of Members, including the Chairman will form quorum for meeting of the Committee.

(viii) Each Member shall have one vote. All questions will be decided by a majority of the Members present and voting. In case of a tie, the Chairman will have a casting vote. Co-opted Members shall have no right to vote.

(ix) The Committee may from time to time appoint one or more Sub-Advisory Committees consisting of such of its members as it may deem fit to assist the Committee in the performance of its function and to discharge such other functions as the Committee may assign to them.

(x) The Secretary of the Committee shall be responsible for execution of functions and implementation of the decisions of the Committee under the general superintendence, direction and control of the Chairman.

(xi) The Secretary of the Committee shall prepare the statement of income and expenditure (outside Government budget) and shall lay before the Committee within 3 months of the close of financial year.

11. **General.** – (i) All receipts forming part of Government revenue will not be diverted to any use but deposited as receipts in the Government treasury.

(ii) In case there will be some receipts and expenditure outside Government budget, a bank account will be maintained for the purpose with a recognized bank which will be auditable alongwith other accounts of the Staff Welfare Organisation by AGPR periodically.

This issues with the approval of Finance Division Government of Pakistan Islamabad, U.O. No. 3(7)/r-14/89 – 975, dated 15th October, 1990 and
Establishment Division’s O.M. No. 3/17/87-D.5, dated 24th November, 1990, and Published in Gaz. of Pakistan Extra Part II dated 10th December, 1990.

(14) **Staff Welfare Libraries**

(i) For the intellectual uplift of the employees and their dependents, the facility of libraries is provided at all the community centres/clubs at Islamabad, Peshawar, Lahore, Karachi and Quetta. Children corners have been added to the libraries at Islamabad and Karachi. Prescribed application form for the membership is as per Annexure-'J'.

(ii) Mini project “Box Library” is also proposed to be experienced at Islamabad and Karachi having number of Federal Government colonies.

**RULES GOVERNING THE USE OF STAFF WELFARE LIBRARIES IN PAKISTAN**

**SWD-15 (15)/85.** In exercise of the powers conferred by the Fundamental Rules (Rule-45), the Establishment Division in the Government of Pakistan is pleased to make the rules for the use of Staff Welfare Libraries in Pakistan.

1. **Short title and commencement**
   i. The Rules may be called “Use of Staff Welfare Libraries in Pakistan, Rules, 1985”.
   ii. They shall come into force at once.

2. **Definitions**

   In these Rules, unless there is any thing repugnant in the subject or context:-
   i. “Library” shall mean the Staff Welfare Library, including reference room, children library wherever established / to be established by the Staff Welfare Organization in Pakistan
   ii. “Books” shall mean any and every book, journal, pamphlet, periodical, document, map, chart, autograph, microfilm, tape recorded, newspapers, any other article of a like nature forming part of the library.
   iii. “Authority” shall mean Director General, Staff Welfare Organization, Establishment Division, Government of Pakistan, Islamabad and/or any other officer authorised by him to take appropriate action on all matters relating to the Library.
iv. “The Librarian” shall mean the person appointed as such or any other person employed by the Staff Welfare Organization for the purpose of its functions.

v. “Members” shall mean registered member of the Library as laid down in Rule 4-6 of Part-I.

vi. “Library Committee” shall mean

a) An Advisory Committee on all matters pertaining to Library’s affairs.

b) The Library Committee shall comprise of the following members:

i. “Chairman” to be appointed by the Authority.

ii. “Members” to be appointed by the Authority in consultation with the Chairman, Library Committee if the Authority deems it necessary. The Chairman and the member shall cease to be as such due to inaction on their part and such cease shall be decided by the Authority. The appeal against decision of the Authority shall lie with the Secretary, Establishment Division Government of Pakistan.

iii. “Secretary” means Chief Welfare Officer-II, Staff Welfare Organization and shall be the ex-officio Member/Secretary to the Library Committee.

iv. “Tenure” Tenure of the Library Committee shall be fixed by the Authority who can also curtail the tenure without assigning any reason thereof.

c) Library Committee shall lay down the procedure/rules for the use of Library, purchase procedures for books, equipment and furniture for the Library, and take necessary steps to procure books from various national and International agencies. The Committee shall amend alter or add any rule to these Rules/Procedures/Rules. Amendments and alterations shall be subject to approval by the Authority.

vii “Service” means the procurement and provision of reading materials and providing of reference facilities, and shall also include a voluntary help, aid or guidance given personally by the Library staff on duty in the actual locating of the desired material or information in the Library.

viii “Property” shall include all moveable and immovable properties of the Library.

ix “Volume” shall mean each copy of book.

x “Date Due” shall mean the day by which a Member is required to return any volume issued to him/her on loan from the Library.
“Dues” shall mean any property of the Library outstanding against the Member or the price (double + 25% departmental charges) thereof, fine or surcharge levied on willful retention of a volume even after he/she has been officially served with notices twice thereto.

“Inter Library Loan” shall mean giving or taking of books and other material on loan under mutually agreed terms with other Libraries and agencies.

PART – I
RULES

LIBRARY HOURS

1) The Library shall remain open for services according to the working hours to be fixed by the Library Committee from time to time.

2) The Library working hours and days may be changed from time to time by the Library Committee if circumstances call for such an action.

3) The timing shall be displayed prominently in the Library.

ADMINISTRATION AND LOAN PRIVILEGES

4) Following categories of persons shall be allowed use of the Library resources.

(a) Federal Government Employees.
(b) Provincial Government Employees.
(c) Employees of Autonomous/Semi-Autonomous Bodies.
(d) Dependants of employees and includes those entirely and solely dependants on employees in (a), (b) and (c) above. An affidavit to this effect will be furnished by the employee in (a), (b) and (c) above, and he would stand security for the purpose of these Rules. The Library Committee is competent to specify the dependant.

5) Persons desirous of using the Library must get themselves registered by applying for Library membership to the Librarian on a prescribed application form obtainable from the Library. Such application forms shall come through heads of respective offices/bodies, duly attested by them.
6) Membership shall be given on the approval of Chief Welfare Officer-II and two Library cards will be issued in the name of each member.

7) If a member loses his Library card, he shall immediately make a written report to the Library, otherwise, he will be held responsible for the book issued against such a card, duplicate card shall be issued on payment of Rs.5/- . Lost card will not be replaced more than once.

(8) Each member shall be entitled to have on loan not more than two books at a time for a period of 15 days each. However, books temporarily in special demand may be lent for a shorter period as may be considered by the Chief Welfare Officer (concerned), (Secretary Library Committee).

(9) Books borrowed once may be re-issued provided those are not required by any other member or no other member has applied for the book. The renewal shall not be effected for more than two consecutive periods. Books shall have to be physically presented for re-issue.

(10) Books to be issued from Library shall be non-transferable and shall be expected to be used by the member in whose name the book is issued.

(11) Signature on the card shall be legible. Initial is not adequate because the often duplicates.

(12) No book on loan shall be given on behalf of the member's Library Card to non-members.

(13) Before leaving the Check-in counter, the members shall check books at the time of issue. They must direct the attention of the staff at the check-in desk to defects, damages, if any failing which he/she will be responsible to replace the book or buy a sound copy of it, if it is returned in an unsound condition.

(14) If a member fails to return the books at the expiry of 15 days, the Librarian shall issue two notices on fortnightly basis. In case of non-compliance, the attesting Authority of the form shall be asked to arrange the book loaned by the member. If he fails to recover the book, action under rule 17 below and rules 4 & 5 of part-II shall be taken against the employee/employees who stood surety for the dependant.
(15) For any unauthorized duration, the book remains with the member, a fine of paisa 25/- per day per book shall be charged. The Secretary of the Library Committee may at his discretion review or remit the fine.

(16) The Staff Welfare Organization shall have the right to recover the cost of the book/fine from the salary etc. of the employee through AGPR/authority who disburses the salary to the employee.

(17) Books and other materials of the following description shall not be issued, but can be consulted in the Library only:

(a) All books marked “Reference”, such as Encyclopedia, Dictionaries, Diaries, Directories, Atlases, etc.

(b) All books permanently or temporarily marked for “RESERVED USE” such as Text Books, Research, and Reports etc.

(c) Books banned by Central or Provincial Governments provided that in case any books declared for RESERVE use have more than one copy, the extra copies may be issued for OVER NIGHT use.

(d) Rare books, manuscripts, and protected documents.

(e) Current periodicals.

(f) All un-processed books.

(g) All non-printed materials such as files, slides, Audio recordings tape recorders, file strips etc.

(18) Provided further that all books except (c) listed under 17 above may be issued on recommendation of the Chairman, Library Committee for a short time i.e 2/3 hours, etc.

(19) The member shall make their own arrangement for carrying books from and to the Library.

(20) Loans may at any time be terminated by the order of the Authority.

GENERAL

(21) Members shall not mutilate, spoil or damage any book nor shall they trace or perform mechanical reproduction of any material belonging to the Library without formal permission of the Librarian. Violation of this Rule shall require
replacement of the damaged volume or payment of its price as provided under Rule 4 of PART-II.

(22) If one volume of a set/series is damaged, and it is not available separately, the whole set shall have to be replaced or paid for by the member as specified under rule.

(23) The Library Reading Rooms shall remain open during the stock-taking, but the borrowing privileges will remain suspended for the same period. All books on loan with the members must, irrespective of the date due, be returned to the Library before the date of stock-taking which shall be announced at least two weeks in advance and daily displayed on notice board.

(24) Members shall intimate, without fail, any change of the address.

(25) Librarian is authorised to withdraw Library facilities from any member if found misusing the Library materials or facilities.

(26) Silence must be observed in the Library.

(27) Smoking, spitting or sleeping is strictly prohibited in the Library.

(28) Members shall not behave in a disorderly manner in the Library.

(29) No member shall remain in the Library after the time fixed for its closing.

(30) A person shall not willfully obstruct any Library staff in the execution of his/her duty or willfully disturb, obstruct, interrupt or annoy any other person in the proper use of the Library.

(31) Refreshments eatables are not allowed in the Reading Hall, Stacks and the Entrance Lobby.

(32) Every person who, within the views of the Librarian contravenes any of the foregoing rules may be asked to leave or removed from the Library and his/her membership suspended/cancelled.

(33) Librarian may refuse under special circumstances, admission to the Library to any person or the use of any book, without assigning any reason thereof.
(34) In case the borrower ceases to be a Government servant, he/she shall return all the books borrowed by his/her along with the unused Reader Tickets and secure a clearance certificate.

(35) A Suggestion Book is placed in the Library for the use of Members. Suggestions made by the members will be brought to the notice of the Library Committee for necessary action.

(36) All personal belongings, such as hand bags, briefcases, books, sticks, umbrellas, shall be deposited at the counter. The Counter staff shall not be responsible for the loss of personal property money or other costly items kept in hand bags or briefcases etc. in the Library premises. For security purposes, the Counter staff may check the personal belonging of the Member.

(37) Member shall show all the books to the attendant when leaving the Library.

(38) Non Member shall not be allowed in the Library.

(39) Member shall not pull the chair and sit to talk to the Librarian in the Library. No chair is provided with the check-in Counter or table of the Librarian.

(40) Dogs and other animals shall not be admitted.

(41) a) A photo duplication service if available will be provided to the Members on payment basis as notified by the Librarian from time to time.

   b) Requests for photocopying will be made on prescribed form and will be carried out within the regulation of the Copyright laws.

   c) Personal and all outside material shall not be photocopied.

   d) The Library reserves the right to accept or decline any request for photocopying.

(42) New arrivals of books, periodicals, journals, research reports and other materials of interest shall be notified by the Librarian on the notice board.

PART – II

1) MEMBERSHIP FEE

The annual membership fee will be Rs.10/- from BPS-16 and above Rs.5/- from Grade 1 to 15.
2) **MONTHLY SUBSCRIPTIONS**

The monthly subscription fee will be Rs.2/- from BPS-16 and above free for BPS 1 to 15.

3) **SPECIAL OFFER**

Those persons who have been members of the Library for at least two years, the Staff Welfare Organization offer a chance of a years free membership on the introduction/registration of two new members of the Library.

4) **LOSS OF BOOKS**

Book(s) lost, damaged or mutilated in any way by a member shall have to be replaced or paid for. The cost of the book(s) realized shall be double the actual cost plus additional 25% as departmental charges depending upon the final discretion of Library Committee.

5) If book borrowed from the Library are not returned after serving two fortnightly notices to the members, such cases shall be dealt with as governed under rule 4 of PART II and rules 14-16 of PART-I.

6) Books lost or found to be lost on stock taking shall be reported to the Authority alongwith the recommendations of Library Committee. The Competent Authority in the Staff Welfare Organization/Establishment Division will follow the procedure for Wright off in accordance with the relevant rules Procedure laid down by the Finance Division/Department of Libraries Ministry of Education Government of Pakistan. The recommendations of the Library Committee may however, be given due consideration.

7) a) The Director General, Staff Welfare Organization, being the head of department is hereby delegated financial power for the write of loss of books. In terms of item No.9 of annexure-II of the Ministry of Finance O.M. No.F.1(5)/R.12/80, dated 11.3.1981 regarding write off of irrecoverable value of stores or public money due to losses on account of fraud, theft etc. as under:-

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<th>Nature of Power</th>
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<td>Fixing of annual percentage of book losses in the Libraries of the Department and to write off such losses</td>
<td>(i) Upto 2% of the total collection or Rs.5, 000 per annum, which over is less, for the libraries with open shelf system and home lending facilities</td>
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(ii) Upto 1% of the total collections Rs.3,000 per annum, whichever is less, for the Libraries with closed shelves.

8) WEEDING

On receipt of a written request from the Librarian, the Library Committee shall detail one or two members other than the Library staff for weeding of outdated, worn-out and/or seriously damaged or mutilated books and other materials. He/she/they shall submit their recommendations in form of writing for approval to the Library Committee. Procedure detailed in rule 6 Part II shall be adopted for write off.

9) INTER LIBRARY LOANS

With a view to extending and/or utilizing the books, and non-book resources of other institutions of higher educations in the country, the Librarian shall enter into and maintain any mutually agreed upon inter-library loan system with Academic, Research, Special, Public and Government Departmental Libraries, with the approval of the Library Committee. It will be on reciprocal basis.

10) The Secretary (Chief Welfare Officer-II) of the Library Committee is competent to interpret the spirit of those rules in case of any confusion or clarification. An appeal against the interpretation lies with the Library Committee.

11) These rules supersede any rule made and enforced for the use of Library.

12) This issues with the approval of the Establishment Division and Finance Division (Financial Advisor Organization) vide their Dy. No.2521-DFA(Cabinet)/86 dated 29.7.1986 through whom a copy is being endorsed.

(15) Ambulance/Mortuary Van Services

For the transportation of seriously sick employees from residence to hospitals and back at cheap rates ambulance service is provided to Federal Government Employees at Islamabad, Peshawar, Lahore and Quetta. One Mortuary Van has also been provided at Islamabad for the transportation of dead bodies to the native places. These services are provided round the clock.
Rules for the use of ambulance/mortuary van are given hereunder (Appendix).

**Appendix-I**

(Copy of Notification No. S.W.D.15 (7)/85/7605, dated 28-08-1990 published in Gazette of Pakistan Extraordinary, September 08, 1992)

WHEREAS the Government of Pakistan has decided to establish Federal Welfare Board (the role of which will be advisory in nature), under the Establishment Division, with the following aims and objectives.

(a) To advise the Staff Welfare Organization on:

   (i) Welfare programmes

   (ii) Class of welfare amenity to be provided to the Federal Government employees and their dependents

   (iii) Class of Federal Government Employees and their dependents to avail the welfare amenity

(b) To serve as a forum for mobilizing the efforts and resources of all the departments for the solution of various community/individual problems of Federal Government Employees and their dependents.

(c) To formulate policy, aimed at the welfare of Federal Government employees and their dependents.

(d) The Provincial Welfare Committees will work under the overall supervision of the Federal Welfare Board.

2. Now THEREFORE Federal Government is pleased to issue the following notification.

1. **Preliminary.** – This Notification may be called Federal Welfare Board Notification, 1990.

2. **Definition.** – In the Notification, unless there is anything repugnant in the subject or context:
(a) “Government” means the Government of Pakistan.

(b) “Staff Welfare Organization” means Staff Welfare Organization, an attached department of the Establishment Division, Government of Pakistan, charged with the responsibilities of looking after the Welfare of Federal Government employees and their dependents.

(c) “Regions” means the Provinces/Regions as defined by the Government of Pakistan vide Notification No. SWD-2(48)822065-69 dated the 27th March, 1989.

(d) “Regional Office” means the offices of Staff Welfare Organization, set up in the Regions.

(e) “Board” means Federal Welfare Board under the Establishment Division constituted under this Notification.

(f) “Chairman” means the Chairman of the Board.

(g) “Vice Chairman” means the Vice Chairman of the Board; Additional Secretary (A.R.T.) Establishment Division shall be the Vice Chairman of the Board.

(h) “Members” mean members of the Board out of Federal Government employees appointed by the Chairman (not below the rank of Joint Secretary) for fixed periods.

(i) “Co-opted Member” means Member or any other non-official person nominated by the Chairman/Board, under article 3(c) of this Notification.

(j) “Secretary” means the Secretary of the Board and shall mean the Director General, Staff Welfare Organization.

(k) “Federal Government Employees” means the Government servants (working, retired and deceased) of Federal Government except, Telephone, Telegraph and Postal Department, Autonomous or Semi-autonomous bodies and those paid out of Defence Budget.

(l) “Dependents ” means:

(a) In case of a male employee, the wife or wives and in the case of a female employee the husband of the employee.
(b) The legitimate children, parents, minor brothers, unmarried, divorced or widowed sisters of the employee residing with and wholly dependent upon him.

(c) As identified by the Board in addition to (a) and (b), above.

(m) “Staff Welfare Projects” means any project being proposed to run by Staff Welfare Organization for the welfare of Federal Government employees and their dependents. Projects shall be identified and recommended by the Board.

3. **Constitution of the Board.** –

(a) *Name.* – There shall be Federal Welfare Board (FWB) for the welfare of Federal Government employees and their dependents.

(b) *Composition.* – (i) The Secretary, Establishment Division, Additional Secretary, Establishment Division and Director General Staff Welfare Organization will be the Chairman, Vice Chairman and Secretary of the Board respectively. Other members, of the level of Joint Secretary of the Federal Government, will be nominated by the Chairman of the Federal Welfare Board.

(ii) The members shall cease to be as such due to inaction on their part and such cases shall be decided by the Chairman.

(iii) The Chairman Board may for the convenient transaction of the business, co-opt any other member or members but such co-opt members shall have no right to vote in any meeting of the Board.

(iv) A person who is Chairman, Vice Chairman or Member of the Board/Committee, by virtue of his holding the specified office, shall cease to be such Chairman, Vice Chairman or Member, as the case may be, when he cease to hold the office.

(v) Regional Staff Welfare Fund Committees, already functioning in the regions, will continue to work under the supervision of the Board.

4. **Functions of the Board.** – To formulate and recommend the policy to the Staff Welfare Organization for carrying out the aims and objectives of the Board detailed in clause 1(a), 1(b) and 1(c) of this Notification.
5. **Terms of office of members of the Board.** – Members of the Board shall be for a period of two years from the date of nomination.

6. **Officers of the Board.** – The following shall be officers of the Board:

   (a) Chairman
   (b) Vice-Chairman
   (c) Secretary
   (d) Joint Secretary

7. **Delegation of Powers.** – (a) The Board may, from time to time, delegate to the Committee(s), set up under Clause 3 of this Notification, such of its functions and powers as it may consider necessary.

   (b) The Chairman/Vice-Chairman in an emergency which in his opinion, requires immediate action, may taken such action as he considers necessary and the report this to be Board, for information only in the next meeting.

   (c) The Chairman/Vice-Chairman may from time to time, for the purpose of ensuring efficient functioning of the Board and facilitating its day-to-day functions, delegate to the members and officers of the Board, such of his functions, powers or duties, as may be considered necessary by him.

   (d) The Secretary of the Board shall discharge the executive function and deal with routine matters (matters not concerned with general policies) in an appropriate manner, under general direction of the Chairman/Vice-Chairman.

   (e) The Board shall regulate the procedure for its meeting of its own but not inconsistent with the provisions of this Notification.

   (f) The Secretary of the Board shall call a meeting of the Board, in consultation with Chairman/Vice-Chairman, on such dates and at such time and place as may be specified by him:

   *Provided that the Board shall meet at least once in 2 months.*

8. **Rules.** – The Board shall frame rules and regulations and lay down broad principles/procedure (financial and administrative), not inconsistent with the provision of this Notification, to carry out the aims and objectives of this Notification.
9. Direction from Federal Government. – The Government may, as and when it considers necessary, issue directives to the Board on matters of policy, and such directives shall be binding on the Board. If a question arises whether any matter is a matter of policy or not, the Government shall be the sole judge and the decision of the Government shall be final.

10. Removal of difficulties. – If any difficulty arises in getting effect to any provision of this Notification, the Chairman may make such order not inconsistent with the express provision of this Notification as may appear to be necessary or expedient for the purposes of removing the difficulty.

11. (a) One-third of the members shall form the quorum of a meeting of the Board.

(b) The decisions of the Board will be arrived at unanimously, but, in case of difference of opinion between the members, majority decision shall be adopted. Each member shall have the right to exercise one vote. In case of a tie, the Chairman shall have the casting vote.

12. This is in supersession of all the previous orders, issued on the constitution of Staff Welfare Fund Committee.

This is also in supersession of all the rules, regulations made to streamline the administration of Staff Welfare Fund created by the Government of Pakistan for the benefits of its employees and their dependents.
RULES FOR THE USE OF STAFF WELFARE
AMBULANCES AND MORTUARY VAN, 1991


S.R.O. 218(I)/91 – In pursuance of the provision of para 25 of G.F. Rules (Vol. 1), the following rules are made for the use of Staff Welfare Ambulances and Mortuary Van, 1991.

1. **Short title, application and commencement.** – (1) These rules may be called “The Rules for the use of Staff Welfare Ambulances and Mortuary Van, 1991”.

   (2) They shall apply to the ambulances and mortuary vans maintained by Staff Welfare Organisation, Establishment Division in Pakistan wherever available.

   (3) They shall come into force at once.

2. **Definitions.** – In these Rules, unless there is anything repugnant in the subject or context:-

   (i) ‘Director General’ means Director General Staff Welfare Organisation, Establishment Division, Islamabad.


   (iii) ‘Dependents’ means wife, children, step children, parents, sisters and minor brothers of an employee if residing with and wholly dependent upon him. The term children include major sons and married daughters so long as they are residing with the wholly dependent on the employee.

   (iv) ‘Officer-in-Charge/Transport Officer’ means an officer nominated by the Director General to be responsible for the proper maintenance, running and use of vehicles.
(v) ‘User’ means the employee or his dependent who is allowed to use the ambulance or mortuary van as the case may be.

(vi) ‘Headquarter’ means the places/stations where the vehicles are placed.

(vii) ‘Out station’ means the places/stations outside the Headquarter.

(viii) ‘Regional offices’ means the Regional offices of Staff Welfare Organisation e.g. Staff Welfare Regions, Islamabad, Peshawar, Lahore, Quetta, Karachi and Northern Areas and those to be created in future.

(ix) ‘Regional Heads’ means the heads of Regional offices.

(x) ‘Vehicle’ means the Ambulances and Mortuary Vans run by Staff Welfare Organisation.

(xi) ‘Staff Car Rules, 1980” means the rules made by the Federal Government in the Cabinet Division for the use of Staff Cars and includes amendment from time to time.

(xii) ‘Competent Authority’ means Secretary Establishment Division or any officer in Staff Welfare Organisation authorised by him for the purpose of these rules.

(xiii) ‘Chief Welfare Officer’ means Chief Welfare Officer of Staff Welfare Organisation.

(xiv) ‘Service’ means services rendered to any employee by use of Ambulance or Mortuary Van for the purpose mentioned in rule-6.

3. **Eligibility.** – Employees and their dependents, as defined in sub-rule (ii) and (iii) of rule 2.

4. **Management and Control.** (1) The Ambulance/Mortuary Van will be under the control of Staff Welfare Organisation, Establishment Division. All enquiries regarding booking etc. shall be made to the Regional Heads of Staff Welfare Organisation. Booking will be authorised by the Chief Welfare Officer/Regional Heads in case of mortuary van.

(2) In case of death of serving Federal Government employee without dependents at the Headquarters, Chief Welfare Officer/Regional Head shall himself book the Mortuary Van and payment of the charges thereof shall be adjusted out of funeral expenses payable by Staff Welfare Organisation out of Federal Staff Relief Fund.
5. **Order of priority.** – Subject to availability, the vehicle will be provided in the following order:-

In case more than one requisitions are received from the employees/dependents at a time, preference shall be given to the low paid.

6. **Purpose of Ambulance/Mortuary Van.** – (I) Ambulance carrying the ailing employees and dependents to and from hospital within the municipal and cantonment limits of the Headquarters after proper verification by the Officer-in-Charge or driver on duty.

2. **Mortuary Van.** – The van shall be used for taking/bringing the dead bodies of the employees and dependents from office/hospital to the residence or out station within the radius of 350 Kilometers of the Headquarters.

(3) The Mortuary Van and where it is not available, the ambulance shall also be used for the transport of dead bodies of employees or their dependents within the municipal and cantonment limits of Headquarters.

(4) Officer-in-Charge may allow extension of the services of Mortuary Van/Ambulance to Government Colonies which are at present not within the municipal and cantonment limits but situated up to 5 miles from the periphery.

(5) In case of emergency, fire or accident, the Ambulance shall be used free of charge provided it is requisitioned by the Chief of Fire Station of Headquarters or by District Magistrate but the Ambulance shall be used in the Headquarters only.

(6) Subject to availability, the vehicles will be available round the clock at the Headquarters.

7. **Charges.** – (1) For Ambulance

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Category of Users</th>
<th>Hiring Charges / visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Employees in BPS 1 – 10 and dependents.</td>
<td>Rs. 10</td>
</tr>
<tr>
<td>2.</td>
<td>Employees in BPS 11 – *16 and dependents.</td>
<td>Rs. 30</td>
</tr>
<tr>
<td>3.</td>
<td>Employees in BPS *17 &amp; above and dependents.</td>
<td>Rs. 50</td>
</tr>
</tbody>
</table>

In addition, waiting/detention at the rate of Rs.20 per hour after the Ambulance reaches the hospital shall also be charged.

(2) For Mortuary Van

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Category</th>
<th>Rate / km</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Federal Government Employees (BPS 1 – 16) and their dependents</td>
<td>Rs.3 Per K.M</td>
</tr>
<tr>
<td>2.</td>
<td>Federal Government Employees (BPS 17 – 22) and their dependents</td>
<td>Rs.4 Per K.M</td>
</tr>
<tr>
<td>3.</td>
<td>Other than Federal Government employees and their dependents</td>
<td>Rs. 6 Per K.M</td>
</tr>
<tr>
<td>4.</td>
<td>Retired / deceased employees and their dependents</td>
<td>30% concession</td>
</tr>
</tbody>
</table>

Note:—

1. The user shall always make payment on the spot to the driver against proper receipt. The officer Incharge shall check the application and counter foil of the receipt and ensure the remittance into the bank account the same or next day.

2. Only one way shall be charged.

8. Discipline. – (1) Complaint/suggestion register shall be kept with the driver. Any complaint against a driver/staff member or suggestion shall be recorded therein or shall directly be reported in writing to the Regional Heads.

(2) The Ambulance/Mortuary Van booked by an employee/dependent shall run according to his first demand.

(3) Any contravention of these rules shall debar the employee/dependent for use in future.

A disciplinary action under Government Servants (Efficiency and Discipline) Rules, 1973 shall also be taken / recommended against the serving employee.

(4) The use of Ambulance/Mortuary Van is subject to the acceptance of these rules and amendments from time to time.

9. Maintenance and Upkeep. – (1) Staff Car Rules 1980 issued by Cabinet Division and amended from time to time shall be applicable in following cases:-

(i) Maintenance/Upkeep of vehicles.

(ii) Maintenance of Record e.g. movement register and vehicle log book etc. (reference Rule-15 of the Staff Car Rules).

(iii) Checking of movement register (reference Rule 16 of Staff Car Rules 1980).
(iv) Audit (reference Rule 18 of Staff Car Rules).
(v) Instructions for Staff Car drivers (reference rule 21 of Staff Car Rules).
(vi) Periodical maintenance of Staff Car (reference Rule 20 of Staff Car Rules).
(vii) Fault discovered to be reported (reference Rule 22 of Staff Car Rules).
(viii) Weekly inspection by Officer-in-Charge (reference Rule 23 of Staff Car Rules).
(ix) Registration number etc. to be communicated (reference Rule 27 of Staff Car Rules).

2. In addition to the above, Rule 9(1), the following instructions shall strictly be followed by the driver. He shall:-

(i) ensure that Vehicle is in good working condition when he takes over the charge;
(ii) strictly observe driving and traffic regulations and speed limits laid down for different areas;
(iii) not leave the Vehicle unattended or keep/part it in dangerous position;
(iv) check all attachments and fittings, controls, gauges, lights and brakes, steering etc.
(v) clean by dusting/wiping both the interior and exterior of the vehicle;
(vi) lodge the complaint with the police authorities and simultaneously inform the Officer-in-Charge/Transport Officer in the event of any accident;
(vii) always keep a valid driving license and National Identity Card in his custody while on duty;
(viii) not handover his vehicle to any person/officer who is not authorised by Officer-in-Charge/Transport Officer;
(ix) not take his Vehicle on road without duty slip issued by Transport Officer-in-Charge; and
on the close of the day, he shall keep the vehicle ready for next duty.

(3) Any contravention of the provisions of these rules shall be considered as misconduct and disciplinary action shall be taken/recommended against the driver and user in accordance with the Government Servant (Efficiency and Discipline) Rules, 1973/under the provision of these rules.

10. **Relaxation of Rules.** – Establishment Secretary may in special circumstances and for the reasons to be recorded in writing relax the provision of these rules.

11. **Interpretation of Rules.** – (i) The Chief Welfare Officer/Regional Head is competent to interpret these spirit of these rules if any confusion arises. An appeal against the interpretation of the rules lies with the Competent Authority which shall be final.

(ii) Staff Welfare Organisation reserves the right to alter or amend any rule with the approval of Establishment Division/Finance Division.

12. (i) The income accrued out of use of vehicles, shall be deposited in the bank and utilized by the Staff Welfare Organisation on welfare projects.

(ii) Donations (cash/kind) from Public/Private at home and abroad shall be gratefully accepted for maintenance and enhancement of the service.

(iii) Income/donations expenditure shall be administered by a Committee comprising the following and audited by the Audit Officer:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Director General, Staff Welfare Organisation,</td>
<td>Chairman, Ex-officio</td>
</tr>
<tr>
<td></td>
<td>Establishment Division</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Deputy Financial Adviser, Cabinet Secretariat.</td>
<td>Member, Ex-officio</td>
</tr>
<tr>
<td>3.</td>
<td>Director, Staff Welfare Organisation.</td>
<td>Member</td>
</tr>
<tr>
<td>4.</td>
<td>Chief Welfare Officer (Head of the Region)</td>
<td>Member/Secretary</td>
</tr>
<tr>
<td></td>
<td>Staff Welfare Organisation.</td>
<td></td>
</tr>
</tbody>
</table>

13. Subject to the provisions of these rules, the Director General is authorised to take such actions/steps as deemed fit for the efficient running of vehicles. He may form a Committee to advise him for the purpose.

14. These rules supersede any rule made and enforced or instruction/order issued for the use of Ambulance run by the Staff Welfare Organisation.

(16) Canteens

In order to provide tea and eatables at cheap rates under hygienic conditions, canteens/cafeteria are supervised through a Canteen Committee duly represented by the associations and Government functionaries. The rates charged in these canteens are fixed by the Committee.

(17) Grievances Cell

In order to redress the grievances of Federal Government Employees with regard to housing, health, education, transport, communications and utilities, the complaints are forwarded to the concerned departments and followed up. For the effectiveness and consolidation of the efforts in this regard committees duly represented by the relevant Ministries/Divisions/Departments and representatives of Federal Government Employees Associations have been formed.

(18) Play Grounds and Children Parks

For the health leisure time activities of the Federal Government Employees and their dependents, Staff Welfare Organisation develops/maintains play grounds and children parks in their residential colonies. In Islamabad, this facility is provided in collaboration with Capital Development Authority and at Karachi, Quetta, Lahore and Peshawar the help of Pak. PWD.

(19) Quranic Classes

For teaching the Holy Quran free of any charges, the Centres have been established at Islamabad, Peshawar, Lahore, Quetta and Karachi.
5. ANNEXURE A TO J

Annexure-A

**STAFF WELFARE ORGANISATION**

**VARIOUS WELFARE PROJECTS RUN BY STAFF WELFARE ORGANISATION**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Projects</th>
<th>Islamabad</th>
<th>Peshawar</th>
<th>Lahore</th>
<th>Quetta</th>
<th>Karachi</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Multi-Purpose Community Centres</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>Community Centres</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>3.</td>
<td>Community Clubs</td>
<td>7</td>
<td>3</td>
<td>2</td>
<td>5</td>
<td>5</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>(Welfare/Sports Clubs aided by Staff Welfare Organisation)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4.</td>
<td>Ladies Industrial Homes</td>
<td>4</td>
<td>5</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>18</td>
</tr>
<tr>
<td>5.</td>
<td>Work Order Centres</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>6.</td>
<td>Vocational / Trade Training Centres</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>1</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>7.</td>
<td>Secretarial Training Centres</td>
<td>-</td>
<td>-</td>
<td>*</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>8.</td>
<td>Day Care Centres</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>9.</td>
<td>Hostel for Working Women</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>10.</td>
<td>Libraries</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>11.</td>
<td>Holiday Homes</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>12.</td>
<td>Grievances Cell</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>13.</td>
<td>Canteen</td>
<td>10</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>8</td>
<td>19</td>
</tr>
</tbody>
</table>
PARTICULARS OF THE HUFAZ-E-QURAN

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Hafiz</th>
<th>Age of the Hafiz</th>
<th>Father’s name and designation with complete official address Tele. No. (if any)</th>
<th>Name of the Maktab / Madrassa</th>
<th>Attach copy of certificate/ Sanad</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Eligibility:
Cash award to the children of the Federal Government employees who have completed Hifaz-e-Quran during ___________ upto the age of 18 years on ____________. Only those Huffaz will be considered for the grant of cash award who will submit their applications through the District Khatreeb or submit a certificate of Hifaz-e-Quran from Khatreeb appointed by the Religious Affairs Division or Auqaf Department in the District.
## STIPEND RATES FOR VARIOUS COURSES OF STUDIES

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Course of Study</th>
<th>Rates for Day Scholar (Rs. per month)</th>
<th>Rates for Board Scholar (Rs. per month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>MATRIC</td>
<td>5th to 8th</td>
<td>9th and 10th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>2.</td>
<td>INTERMEDIATE</td>
<td>(a) Arts</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Science</td>
<td>50</td>
</tr>
<tr>
<td>3.</td>
<td>GRADUATION LEVEL</td>
<td>(a) Arts</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Science</td>
<td>60</td>
</tr>
<tr>
<td>4.</td>
<td>POST GRADUATE LEVEL</td>
<td>(a) Arts</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Science</td>
<td>70</td>
</tr>
<tr>
<td>5.</td>
<td>TEACHER’S TRAINING</td>
<td>(a) Degree</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Diploma</td>
<td>30</td>
</tr>
<tr>
<td>6.</td>
<td>ENGINEERING, MEDICAL AGRICULTURE</td>
<td>(a) Degree</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Diploma</td>
<td>100</td>
</tr>
<tr>
<td>7.</td>
<td>MISCELLANEOUS</td>
<td>Tibb</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>P.I.I.A.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Commercial Arts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Welding</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.B.B.S.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>L.L.M.</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>L.L.B.</td>
<td>125</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A.C.M.A.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Computer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ticketing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Draughtsman</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electronic</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quality Surveyor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Library</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>CASH AWARD TO THOSE WHO SECURE 1ST TO 30TH POSITION</td>
<td>1st</td>
<td>2nd</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(a) Matriculation</td>
<td>2000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Intermediate</td>
<td>3000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) Bachelor</td>
<td>4000</td>
</tr>
<tr>
<td>9.</td>
<td>HUFFAZ-E-QURAN – CASH AWARDS</td>
<td>Rs.3000/- each</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>SCIENCE STUDENTS OF INTERMEDIATE</td>
<td>Rs.4000/- each</td>
<td></td>
</tr>
</tbody>
</table>

(for the Children of BPS 1 – 4 Employees)
11. **RATE FOR THE PURCHASE OF TEXT BOOKS AND NOTE BOOKS**  
   (for the Children of BPS 1 – 4 Employees)

   (a) 5th – 8th class   Rs.250/- per year
   (b) 9th – 10th class  Rs.200/-    "  "
   (c) Inter level       Rs.300/-    "  "
   (d) Degree/ University level  Rs.400/-   "  "


Annexure-D  

Government of Pakistan  
CABINET SECRETARIAT  
Establishment Division  
(STAFF WELFARE ORGANIZATION)  

Instructions  (i) Use Capital Letters  (ii) Mark the given answer as  

<table>
<thead>
<tr>
<th>PART I. – (PARTICULARS OF GOVERNMENT SERVANTS)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of the Govt. Servant__________________</td>
<td></td>
</tr>
<tr>
<td>2. Pay scale__________ 3. Designation__________</td>
<td></td>
</tr>
<tr>
<td>4. Office where employed______________________</td>
<td></td>
</tr>
</tbody>
</table>
  (Complete postal address)______________________ |  |
| 5. Service status  In-service  Retired  Deceased |  |
| 6. Residential Address in case of Retired/Deceased Govt. Servant |  |

<table>
<thead>
<tr>
<th>PART II. – (PARTICULARS OF STUDENT)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Name of the Student</td>
<td></td>
</tr>
<tr>
<td>8. Sex__________  Male  Female</td>
<td></td>
</tr>
<tr>
<td>9. Relationship with the Govt. Servant.  Father  Mother  Self</td>
<td></td>
</tr>
<tr>
<td>10. Day-scholar boarder  Day-Scholar  Boarder</td>
<td></td>
</tr>
<tr>
<td>11. Class course in which studying</td>
<td></td>
</tr>
<tr>
<td>12. (i) In case of F.A./F.Sc./B.A./B.Sc./M.A./MSc.  Subject Group____</td>
<td></td>
</tr>
<tr>
<td>(ii) In case of professional courses of more than one year duration.</td>
<td></td>
</tr>
<tr>
<td>13. Result details of last examination  Year_____  Year of study_______</td>
<td></td>
</tr>
</tbody>
</table>
  (Attach marks sheet)  Marks obtained |  |
| 14. If receiving any financial assistance from other source |  |
|  Contact Telephone No. (if any)_______________ |  |

Signature of the Student  
Signature of the Government Servant  

Contact Telephone No. (if any)_________________  

62
PART III. – (FOR DRAWING AND DISBURSING OFFICER OF THE OFFICE)

No…………………… Date…………………………

15. It is certified that:-

(1) Mr./Mrs. __________________ S/o W/o __________________ is working in this office as __________________________ in pay scale __________________ and drawing basic pay (including special pay) Rs. _________________________ P.M.

(2) His/her pay is drawn from the Civil estimates.

Signature and Seal of the D.D.O. _______________________
Designation _______________________________________
Telephone No. _______________________________________

Note. – In case of Retired and Deceased Government servant, an attested copy of pension or pay order is to be attached instead of getting the application forwarded through the D.D.O.

__________________________

PART IV (FOR HEAD OF EDUCATIONAL INSTITUTION)

16. It is certified that:-

(1) Mr./Miss. __________________ S/o, D/o __________________ is a bonafide student of this Institution, studying in Class ____________ with subject __________________________

(2) His /Her conduct is satisfactory and he/she did not receive stipend for the same class last year.

(3) He/She is in receipt of the following educational assistance from this Institution or from ___________________________
Scholarship, Fee and Other Concessions Rs. _________________________ P.M.

(4) The present Institution is recognized.

Full postal address of the Institution __________________________

__________________________
Signature & Seal of the Head of the Institution
__________________________
PART V. – (FOR BOARDER STUDENTS ONLY)

17. Certified that Mr./Miss. __________________________
S/o, D/o __________________________ has been residing in the hostel of this
College. Room No. __________________________ since ______________ and has been
paying Rs. ________ P.M. as boarding charges.

Signature and
Seal of the
Superintendent/
Warden.

PART VI. – (FOR OFFICE USE ONLY)

Class __________________________ Amount Rs. __________________________

Checked by __________________________ Approved by __________________________

Signature, Name & Designation Signature, Name & Designation

………………………………………………………………………………………………………………

Received an application Form bearing No. __________________________

Date __________________

Signature with name and designation
of the receiving employee of the
Staff Welfare Organization
Annexure-E

APPLICATION FORM FOR GRANTS OUT OF CENTRAL STAFF RELIEF FUND

a. Name
b. Post Held
c. Pay & Allowances
d. Name of the Office
e. Total Service
f. Amount Required
g. Purpose for which grant has been applied for
h. Name of dependents
   (Age of dependent in case grant has been applied for dependent)
i. Leave taken due to above mentioned illness
j. (i) One full pay
   (ii) On half pay
k. Nature of sickness and duration of sickness
l. Whether subscribing to GPF or to any other Provident Fund
m. Total accumulations standing at the credit in the Provident Fund
n. Whether on any previous occasion any application was submitted for the grant of assistance from the Central Staff Relief Fund. If so, please state
o. The amount previously received
   (Please state the number and date of the letter under which the grant was refused)
p. Designation of the Officer who will draw the payment from State Bank
   (D.D.O. or ____________________)

Signature of the applicant
Certified that the statement made by the applicant has been verified and found correct. Recommendations of the Head of Office and reasons for recommendations.

I, Dr. ______________ of ______________ (Name of Doctor) (Place of duty) holding registration No. ______________ of P.M.D.C. Islamabad, hereby certify that Mr./Mrs./Miss./Mst. __________________________________________________________

S/o, D/o, W/o ___________________________________________________ is suffering from ___________________________________________ since ____________________________

(Date of Diagnosis) and will require treatment for ________________________________

(Approximate duration of treatment) ___________________________________________ is recommended ___________________________________________

Special diet/medical treatment/ surgery.

Name of Dr. _________________________

Designation _________________________

(STAMP)
Annexure-F

APPLICATION FORM FOR GRANT OF REHABILITATION AID TO DISABLED FEDERAL GOVERNMENT EMPLOYEES AND THEIR DEPENDENTS

1. Name of Employee
2. Father’s Name
3. Designation
4. Pay Scale & Basic Pay
5. Name of Department where employed
6. In-service/retired
7. N.I.C. No.
8. Patient’s name for whom the rehabilitation aid is required
9. Relationship with the Government servant (attach dependency certificate in case of father, mother sister and minor brother)
10. Type of disability (attach prescription of Government Medical Officer / Surgeon / Government Institution for Rehabilitation of disabled persons)
11. Approximate cost of aid
12. Aid if obtained from any other source (cash or kind)

Dated: ________________
Signature________________________________________

Name of Applicant________________________

Recommendation of the Department.

No.___________________________ Dated:_________________________
<table>
<thead>
<tr>
<th>رقم</th>
<th>مطلب</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>شاما شدہ ایک شاکری شاماں</td>
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<td>2</td>
<td>کل مہ کافی</td>
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<tr>
<td>3</td>
<td>si un میں قیمتی عطر بھی جم کے قبضے پر عطر پہچا گیا نہیں اور دریں اونی کو ضروری کو نہیں گیرا گیا</td>
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<td>کی جس سے میں شاہکاری کیا ہواا یہ کل کل کل کل کل</td>
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<td>5</td>
<td>کافی قریب</td>
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<tr>
<td>6</td>
<td>برائے غیر عام</td>
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<tr>
<th>رقم</th>
<th>کارکردگی سرکاری لمبائی کے لئے</th>
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<tbody>
<tr>
<td>4</td>
<td>کارکردگی قائم</td>
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<tr>
<td>5</td>
<td>جمع</td>
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<td>6</td>
<td>مقام</td>
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<td>7</td>
<td>عبراء</td>
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</table>

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<tr>
<th>رقم</th>
<th>ورشوست ویانا کارکردگی لمبائی کے لئے</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>کارکردگی لمبائی کے لئے</td>
</tr>
</tbody>
</table>

(خالق نام)

از ہماری سرکاری لمبائی کے حصول میں جنگ میں اہم کردار کی تصدیق کی ہے اور دریں اہم ورشوست لئے کا کارکردگی لمبائی کے لئے

رحمت علی شریف

ورشوست ویانا کارکردگی لمبائی کے لئے
تربیت:
2. بپسند کر کہ ان افراد کو میں کوئی تیار نہیں ہوا تاکہ تربیت مالی کریں گوئے۔

سالانہ کی تاحفہت
3. اوتار کا کھیلنے کے لئے جسے اشاعت اور دوگانہ سالانہ کی تاحفہت کی دوسری تاحفہت کار کر پی چوگی۔

تفریحی
4. تفریح کر کے ایک شوق کی رہائی کی صورت میں اتحاد کا لحاظ ادا کے لئے خارج کر دیتا گا۔
Annexure-H

Government of Pakistan
ESTABLISHMENT DIVISION
Staff Welfare Organisation
(VOCATIONAL TRAINING CENTRE/
TRADE TRAINING CENTRE
SECRETARIAL TRAINING CENTRE)

PARTICULARS OF THE STUDENT FOR ADMISSION

1. Name________________________________________________________
2. Father/Guardian’s Name_________________________________________
3. Relationship with Guardian _______________________________________
4. Telephone No. Office_______________ Residence ___________________
5. Date of Birth___________________________________________________
6. Highest Examination passed______________________________________
7. Address______________________________________________________
8. The student may indicate his/her choice for the course
   English typing/English Shorthand/computer
   1. ___________________________________________________________
   2. ___________________________________________________________
   3. ___________________________________________________________
9. Secretarial practices will be compulsory subject

__________________________________________  _________________________
(Signature of Father/Guardian)   (Signature of Student)

Instructions

1. The students must attach photocopy of at least Matriculation Certificate with admission form.
2. The admission will be given to the Federal Government Employees and their dependents.
3. The admission form must be attested by the Section Officer (Admn).
4. Photocopy of form will not be accepted.

TO WHOM IT MAY CONCERN

No.____________________    Dated______________

Certified that Mr./Mrs./Ms./Miss ___________________________ is working in this Department as ____________ and is drawing basic pay Rs. ______________________

__________________________
Section Officer (Admn)

70
APPLICATION FORM FOR THE RESERVATION OF HOLIDAY HOME MURREE

1. Name of the applicant____________________________________________
2. Designation and Basic Pay Scale____________________________________
3. Office of employment with complete address________________________
4. Residential Address________________________________________________
5. Telephone No. Office_______________Residence____________________
6. Dates for which room is required from_____________to_____________
7. Room required for single or family__________________________________

I hereby undertake to abide by the rules and regulations of Holiday Home Murree and to make good of the loss/damage of property which may be during my stay in Home and in case of shortage of water and gas shall not claim for its supply.

__________________
Signature of applicant
Annexure-J

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
Staff Welfare Organization

Membership No._______________

I ___________________________ hereby apply for enrolment as a Member of the Staff Welfare Library. I promise to abide by the rules and general instructions in force for the time being and furnish below the required particulars about myself. The annual subscription of Rs. 10/-, 5/- and monthly fee Rs. 2/- is also sent herewith.

Full Name (in block letters) ______________________________________
Designation _________________________________________________
Basic Pay Scale _______________________________________________
Office address _________________________________________________
Telephone (if any) _______________________________________________
Full relationship if membership _________________________________
Is required in the name of any dependent.
Residential address _______________________________________________
Signature of the applicant _________________________________________

ENDORSEMENT BY THE OFFICE

Office/Department

No.________________     Dated ______________

The applicant is an employee of _________________________________.
It is recommended that he may be allowed to join as a member of the Staff Welfare Library. In the event of any loss or damage to the book(s), borrowed by him this department well recover the full costs of the book(s). in case he/she resigns or is discharges he/she will be asked to obtain clearance certificate from the Staff Welfare Library before he/she is relieved.

Signature of the Head of the Department/Seal of the office and telephone No. ————
LIBRARIAN’S REMARKS

Rs.__________________ (In words) ______________________________deposited
on ___________ v/de pay slip No._________________ dated ____________
as usual subscription.

Signature of the Librarian
6. **BRIEF OF FACILITIES:**

<table>
<thead>
<tr>
<th>Staff Welfare Organization ltd.</th>
<th>Services Being Rendered By Staff Welfare Organization:</th>
<th>Staff Welfare Organization's services or assistance schemes are divided into four major categories.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>1. Direct Financial Assistance:</strong> The Federal Government employees and their deserving dependents are provided financial assistance in the following cases.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Educational Stipends</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Cash prizes for the Hufaz-e-Quran Children</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Students standing on 1-30 position in University or Board</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Financial assistance in case of disease / death</td>
<td></td>
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<tr>
<td></td>
<td>e) Provision of supporting aid for rehabilitation of disabled</td>
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<td></td>
<td>f) Financial assistance to sports clubs of employees.</td>
<td></td>
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<tr>
<td></td>
<td><strong>2. Indirect financial (economic) facility:</strong> To increase the overall income of the Federal Government servants and their dependents, the Organization has a network of institutions where they are imparted skill enabling them contribute really into their family resources. This indirect service has immense impact on home-take income of the families. In addition to that such institutions contribute in activities like reading, recreation, and sharing of experiences leading towards organized socialization. Presently such institutions are Ladies Industrial Homes, Secretarial Training, Vocational and Trade Training Centres etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>3. Recreational facilities:</strong> The Organization, besides economic rehabilitation, tries to provide recreational facilities to the Federal Government employees and their dependents. This leads to enhance performance of the employees. These include community centers, holiday homes, trip to recreational and scenic places plus grants to sports clubs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>4. Allied facilities:</strong> Besides above stated (direct, indirect and recreational facilities) the Federal Government employees are provided with different types of miscellaneous facilities which help them in one or the other way which are as under: -</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Day Care Centre for the children of working women.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Working Women Hostel.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Ambulance service for the patients.</td>
<td></td>
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<tr>
<td></td>
<td>d) Mortuary van service.</td>
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</tr>
<tr>
<td></td>
<td>e) Arrangement for Quranic Education.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>f) Establishment of Libraries.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>g) Games, recreational, social and cultural activities.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>h) affordable canteens.</td>
<td></td>
</tr>
</tbody>
</table>
5. **Direct Financial Assistance Programmes**: The Staff Welfare Organization under the Government of Pakistan is running programmes of economic uplift for the civil servants. These include direct financial assistance, indirect economic activity, recreational facilities, and allied services. Educational stipends have a special place in direct financial assistance to the employees. The detail of educational stipends and eligibility of the recipients is as under.

6. **Educational stipends**: It is the most beneficial scheme presented by the Government for the economic development of the employees. They get some contribution amount to enhance their children's education and professional capability. As the low-income group falls in the lower strata of society, it is next to impossible for them to support their children, as education is now high-cost and commercial activity. Actually, the Ministry of Education started this programme in the year 1955-56 for the employees of scale 1 and 2 whose children were studying in class VI and above in the year 1961-62. Establishment Division shifted this programme to the Staff Welfare Organization. Gradually, this programme was extended to other categories of employees. Presently, this educational stipend programme is available for the children of Working, Retired and deceased Federal Government Employees as under:

   a. Children of BPS 1-4 employees studying in class V and above.
   b. Children of BPS 5-16 employees studying in class VI and above.
   c. Children of BPS 17 and above employees studying in class XI and above.

7. **Educational stipends for position holders**: Government encourages the talented students so that they may excel in studies and zeal for higher positions. In this regard, since 1981-82, the students who get 1st to 30th position in Matric, FA/FSc and BA/BSc/B.Com from any Board of Education or University are granted cash awards.

8. **Stipend for textbooks**: These stipends are restricted only for the children of BPS 1-4 employees so that they may purchase textbooks or other items of educational assistance. The scheme is going on successfully since 1988-89.

9. **Encouraging Quranic Education**: The children of civil servants up to 18 years of age are encouraged for Hafiz-e-Quran. They get Rs. 4500/- as an award, which encourages more persons towards Quranic education, particularly Hifz-e-Quran. The District Khateeb or Khateebs designated by the Ministry of Religious Affairs or Provincial Auqaf Department are entitled for nomination / certification in this regard.

10. **Administration of Stipend Fund**: Stipend Board headed by the Director General, Staff Welfare Organization is responsible for administration of stipends. Other members of the Board are Service...
Associations of employees representatives of Education and Finance and Establishment Division. Fixing the rates of stipend awards is also in the purview of the Board. The stipend award scheme is publicized through circulars and advertisements in newspapers every year. Applications are invited on prescribed forms for the stipends and cash awards. The prescribed forms are provided through regional offices of the Staff Welfare Organization at Islamabad, Lahore, Karachi, Peshawar, Quetta and Education Department, NAs Gilgit.

11. Financial Assistance in case of Disease or Death
Government endeavors to provide free medical facility to its employees through hospitals. No doubt, servants in scale 1 to 16 also get medical allowance but it is not sufficient. Due to sky-high prices of medicine and fees of medical experts one cannot imagine getting treatment from private clinics. Staff Welfare Organization provides financial assistance in case of disease or death under title “Federal Staff Welfare Fund”. The Federal Staff Relief Fund Committee, Islamabad, controls the whole scheme. It can determine the rate of assistance. The Director General heads committee, Staff Welfare Organization is assisted by representatives of Ministry of Finance, Health and Labour.

12. Methodology of assistance: The procedure for getting assistance is very simple. The intending person applies on prescribed form to the Organization. The office where the applicant is employed self should duly endorse the form. Regional or Central Staff Relief Fund committee decides after careful scrutiny of the application. In case of death, the representative of this Organization makes payment on the spot but after satisfaction that the recipient is legal heir of the deceased. However, the formalities are completed later on to make and keep the record correct. However, if application is received duly forwarded by the office, it is entertained as per procedure.

13. Rehabilitation of Disabled Employees: In order to rehabilitate the disabled Federal Government employees and their dependents Staff Welfare Organization provides artificial limbs, Wheel Chairs, Tri-cycle, etc. These needy persons apply for supply of limb etc. on prescribed form duly forwarded by the employer. Regional Medical Board of the Staff Welfare Organization scrutinizes the application and on its recommendation different institutions such as Fauji Foundation, Islamabad, Khyber Hospital, Peshawar, Jinnah Post Graduate Medical Centre, Karachi and Mayo Hospital, Lahore provide the required artificial limb, Hearing Aid etc. The Organization directly pays to the suppliers.

Presently following aids are supplied by this Organization.

<table>
<thead>
<tr>
<th>(1) Leg Braces</th>
<th>(2) Artificial leg prosthesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3) Arms Prosthesis</td>
<td>(4) Neck Collar</td>
</tr>
<tr>
<td>(5) Medical Jacket</td>
<td>(6) Night Splint</td>
</tr>
<tr>
<td>(7) Steel Rod</td>
<td>(8) Hearing Aid</td>
</tr>
<tr>
<td>(9) Wheel Chair</td>
<td>(10) Spectacles</td>
</tr>
</tbody>
</table>
(11) Wooden Commode          (12) Plate
(13) Walking Aid             (14) Crutches
(15) Special Heel Shoes      (16) Removable Splint for Feet
(17) Tri-cycle etc. In case the required item is not included in the list, staff Welfare Medical Board is authorized to include the item in the above list and it is provided to the applicant subject to the availability of funds.

14. Indirect Financial or Economic Facilities As mentioned earlier, Staff Welfare Organization is working on the line to help its clientele financially. Some schemes are meant for indirect financial assistance. These are as under.

15. Ladies Industrial Homes: In these Homes, Federal Government servants, dependent girls and ladies are taught the skills to enable them earn for themselves and their families. Here different courses of various duration are convened which suit varied groups of females. On successful completion of the course(s) participants are awarded certificates or diplomas.

16. Certificate Course: The certificate course is of one year duration. The major course contents are Cutting, Sewing, Hand/Machine Embroidery, Basic Home Economics, Islamic Studies and Pakistan Studies. To keep abreast with the modern times, Computer Course has also been started in these Ladies Industrial Homes.

17. Diploma Course: It is advance course of two years duration. The trainees are taught certificate course and one of Drawing, Designing and Painting as additional subject.

18. Additional Diploma Course: The course is of one year. Trainees get Additional Diploma in Hand/Machine embroiders and Hand/ Machine knitting. Board of Technical Education, Provincial Education Department conducts examination for the above courses.

19. Short Courses: During long summer vacation, mostly students remain idle especially girls who are denied access to different out-door activities. The Organization arranges short courses of 2 to 3 months duration and some of even 15 days for the school/ college students so that they may avail their free time in a positive way. The L.I. Hs offer them courses in squash, jam, jelly, soap, detergent, vim making. Or, they get training in leather work, wood work, thread, beats, glass painting, glasswork, painting, printing, calligraphy, doll-making, flower making or flower arranging and many more. Sometimes females are trained in cooking, kitchen gardening, gardening, bee-keeping and allied subjects. Though these are short course and trainees are imparted training only on basic aspects, it has immense impact as they get training and chances of social gathering.
20. Work Order Centres: Training in Ladies Industrial Homes helps the females do job for themselves and their families. Pakistani culture does not allow poor ladies free access to marketing hence they after training get little work to do. The Staff Welfare Organization has arranged work on order in these Homes. The females work in these Homes on sharing basis as Government provides building, machinery and utilities whereas the female worker bears the cost of thread etc. and labour. The money thus earned is on 25/75% formula respectively. Purda-observing ladies avail this opportunity of income generation in a sheltered atmosphere. The cordial atmosphere is more conducive for the poor women as they cannot get job competing market forces. Such work Order Centres are functioning under all regional offices of the Organization.

21. Vocational Training Centres: The children of federal Government employees who have passed their Matriculation or Intermediate examination are offered professional training in typing, short and computer courses both in English and Urdu languages.

This is indirect effort to enable these persons earn and to curb the menace of un-employment in the country. As these courses are offered at nominal fee which is near to free one, the employees especially low-paid ones benefit much as they can not afford high fees in the market. Such Centres are working in all cities under the purview of this Organization. In addition to these, ladies are offered vocational or Secretarial training in separate Centre if they avoid co-education. Mainly they are trained in typing, shorthand and correspondence which is useful in office work and it is observed that females are keener worker as far as office work is concerned.

22. Trade Training Centres: Trade Training Centre or popularly known as TTC offer courses in typing, shorthand, electric typewriting, computer training and English language course as allied one as mostly matriculate students are not at home in foreign language. All this is done under able and professionally qualified personnel. It is noteworthy that all above facilities are offered in the areas where adequate number of Federal Government employees resides i.e government colonies. Though such courses are convened in purpose-built buildings however as the nation is short of resources sometimes a government flats (quarters) are used as training centres to facilitate the low paid servants near their homes. The Organization is authorized to shift or disband any centre if it is not economical in terms of number of students.

23. Recreational Facilities: Government has set up Multi-purpose Community Centers for the servants. These furnish the service in controlled environment so that clients may enjoy the facility fully. Mutual consultation and cooperation among members is the target of these Centers. Members have access to many services under one roof and have chance to boost up their abilities as they meet the people of cliber. Social gathering offers them opportunity to share experience, learn and disseminate their know-how.
Common issues are not only discussed here but their solution is sorted out through consensus among members. These Centers are like educational institutions for the members as they learn, play, enjoy and above all socialize themselves in an approved manner. Taboos are discussed and refined for the generations to follow. There are religious, social and cultural ceremonies such as milad, mushaira, meena bazar, dramas, speech contest, music show and many more. The government servant has no time and money to enjoy all these at market rate hence he has free access to such services without charges and above all in cordial circumstances. The functions, seminars, symposia, workshops, press conferences and meetings fetch chances for the servants to use abilities in a positive way.

24. **Community Centers:** The Organization has a facility of Community Centres or more appropriately known as Multi-Purpose Community Centers where government servants are offered function-hall, library (adult and children), canteen, sports (in and out door), conference hall, TV facility etc. The wedding hall for marriages and allied functions is provided on reasonable rates.

25. **Community Clubs:** Large gatherings are not always useful and as such, Federal Government Employees are offered an access to small level community centres or clubs for their functions and enjoyment. These clubs are meant for social and cultural functions or celebrations. This facility has immense impact as government servants are offered these on nominal fee. These are not specified for male members rather females are equal partners in such activities.

26. **Holiday Homes:** Recreation is mandatory for the people especially poor servants who cannot afford it at their own expense. The Organization offers accommodation for rest and recreation at affordable rates. These homes are environment friendly and located at scenic places with modern amenities.

27. **Allied Facilities:** The Staff Welfare Organization in addition to some prime objectives is entrusted the job of facilitating the servants in a way that they benefit indirectly and these are not less important. The major services are:

(a) **Day Care Centre:** Modern era of machine and technology has brought some problems too. This has bad effect on women as it pushed them to work in offices, factories and markets to meet both ends meet. Working couples living in nuclear family have no one to take care of their kids at home when they are at workplace. Reality cannot be denied and the Organization has set up Day Care Centres where working ladies drop their kids during working hours so that they may serve the nation with
peace of mind as their kids remain in safe hands during this time. The parents are to pay nominal fee and in return their babes get cozy environment, motherly hands to care them, peer group to play with, interesting books to read, colour television to watch and above all clean place to enjoy meals. Such a facility is also available in other offices as auxiliary services such as Ladies Industrial Home or educational institutions.

(b) **Working Women Hostel:** Industrialization has its negatives effects too as it has forced every member of the family to contribute income to live amicably with modern day amenities. Women in old day were to work in boundary wall but now they are to come out to meet the needs of their families. Women working on out station particularly unmarried ones face accommodation problem, as they are to work as well as face cultural hardships. To help this segment of society, Staff Welfare Organization has set up Working Women Hostel so those ladies may have an access to well furnished accommodation at affordable rate in urban areas where housing problem is more acute as compared to rural ones. Intending working woman is to apply on prescribed form through her office and pay dues as per Hostel rules.

(c) **Ambulance Service:** For the transportation of seriously sick patients from their home to hospital & back, ambulance service is provided just on telephone call. The service works within the municipal limits and is available round the clock.

(d) **Mortuary Van Service:** For the transportation of dead bodies from Islamabad to home-town within the radius of 350 KMs, moreover van is provided on nominal charges. Ch. Rehmat Ali Community Centre, G-7 deals with the availability of the service and allied information.

(e) **Quranic Education Centre:** Religious education is pre-requisite for the success in both the worlds. To cater Quranic education to the children of government servants, the Organization has set up Centre in the vicinity of all the regional offices. In these centres servants themselves and their dependents can avail the service without any payment.

(f) **Library:** Role of library has been acknowledged since centuries. Persons with limited income face difficulty to quench their thirst for knowledge as prices of reading material are increasing day by day. Further, small flats are not so conducive in this connection. The Organization has set up libraries for the adults as well as children in all regions to attract the readers so that they may study in congenial environment. The collection in these libraries owes to experts knowledge and experience. The newspapers, periodicals and reference books add value to these
libraries. The female members are entertained specially. In addition to that special members (handicapped) and senior citizens are welcomed guests as they are provided with specially arranged corner in the library hall enabling them study peacefully.

(g) **Sports and Socio-cultural Activities:** Man’s body has a right over him. On the same principle, the Organization has arranged for positive activities for body and mind of the members. These activities add in social development of a person. Only sound body can possess a sound mind. One can imagine the life without such facilities. Hence, the Organization invites the members through attractive programmes. The youth in particular participate in these programmes and pose a positive impact on the society. Moreover, Organization awards grant-in-aid to the sports and cultural clubs so that these may conduct suitable programmes on their own. Annual sports and cultural events are special feature of this scheme. Training in these clubs has lifted many young members to honourable positions. The players get incentives in the shape of advance increments, cash prizes, stipends, trophies, medals, promotion, foreign tours, admission in higher classes and performing of hajj.

(h) **Canteen:** Canteens are to provide eatables to the employees in their offices. These food items are to be aptly priced and hygienically safe. The Organization tries to run canteens on no-profit no-loss, Presently all the regions offer this service to its clients. With a view to provide tea and eatables at concessional rates to Federal government Employees while they are at work, canteens are established in the Federal Secretariat. Staff Welfare canteen committee headed by Deputy Secretary (Admn) Establishment Division supervises the affairs of the canteens.
**LIST OF PUBLICATIONS PUBLISHED BY THE PAKISTAN PUBLIC ADMINISTRATION RESEARCH CENTRE**

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<td>01.</td>
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<td>A compendium of Service Laws and Rules (Ed-2003).</td>
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<td>03.</td>
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<td>15.</td>
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<td>F.G. Civil Servants Census Report 1989.</td>
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<td>27.</td>
<td>Second Census of Employees of Autonomous Bodies/Corporations.</td>
<td>100/-</td>
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