

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
STAFF WELFARE ORGANIZATION
(COMMUNITY CENTRE AABPARA, ISLAMABAD)
AAA

No.SWD-3(86)/2020-21/Admn/1239

Islamabad the 26th October, 2023

CIRCULAR

Staff Welfare Organization an attached department of Establishment Division is executing various welfare projects for the economic wellbeing, social safety and skill development of Federal Government employees and their dependents. Taking this mission ahead, the Staff Welfare Organization, Aabpara office is implementing multiple welfare projects at Islamabad and Murree. Detail of these projects is as under:

Sr. No.	Project Name	Detail of Welfare Project														
01	Holiday Homes Murree (HHM)	<p>Federal Govt. employees can avail guest house facility of Staff Welfare Organization to spend quality time with family at recreational and scenic location situated in the heart of Murree. Following charges apply for reservation of room at HHM: -</p> <table><tr><th>Category</th><th>Rates per Day</th><th>Category</th><th>Rates per Day</th></tr><tr><td>BS-01 to 15</td><td>Rs.750/-</td><td rowspan="3">Others</td><td>Cat-C (Rs.1500/-)</td></tr><tr><td>BS-16 to 19</td><td>Rs.1250/-</td><td>Cat-B (Rs.2500/-)</td></tr><tr><td>BS-20 to 22</td><td>Rs.2000/-</td><td>Cat-A (Rs.4000/-)</td></tr></table>	Category	Rates per Day	Category	Rates per Day	BS-01 to 15	Rs.750/-	Others	Cat-C (Rs.1500/-)	BS-16 to 19	Rs.1250/-	Cat-B (Rs.2500/-)	BS-20 to 22	Rs.2000/-	Cat-A (Rs.4000/-)
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02	Ladies Industrial Homes	<p>Female family members of Federal Govt. employees can take admission in advance courses of Sewing, Cutting, Embroidery, Beautician, Painting, Cooking, etc. at any of the four Ladies Industrial Homes situated at F-6/4, G-9/2, G-7/2 and G-6, Islamabad. Minor fee is charged from the students as per detail given below: -</p> <table><tr><th>Category</th><th>Monthly Fee</th><th>Category</th><th>Monthly Fee</th></tr><tr><td>FG Employees & Dependents</td><td>Rs.100/-</td><td>Others & General Public</td><td>Rs.200/-</td></tr></table>	Category	Monthly Fee	Category	Monthly Fee	FG Employees & Dependents	Rs.100/-	Others & General Public	Rs.200/-						
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03	Day Care Centre	<p>Facility of Day Care Centre, G-6, Islamabad is aimed to ease the working mothers who themselves or their husbands are employed in Federal Government. Healthy, educational and caring environment is ensured for better growth and training of children aging from 01 to 04 years. FG employees have to pay very meager amount to avail this facility. Detail is as under: -</p> <table><tr><th>Category</th><th>Rates per Month</th><th>Category</th><th>Rates per Month</th></tr><tr><td>BS-01 to 04</td><td>Rs.200/-</td><td>BS-05 to 16</td><td>Rs.300/-</td></tr><tr><td>BS-17 to 19</td><td>Rs.500/-</td><td rowspan="2">BS-20& above</td><td rowspan="2">Rs.1000/-</td></tr><tr><td>Others</td><td>Rs.1000/-</td></tr></table>	Category	Rates per Month	Category	Rates per Month	BS-01 to 04	Rs.200/-	BS-05 to 16	Rs.300/-	BS-17 to 19	Rs.500/-	BS-20& above	Rs.1000/-	Others	Rs.1000/-
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04	Staff Welfare Library	<p>For book lovers, readers and aspirant of bright future, a library has been set up at Community Centre, G-6, Aabpara which can be visited from 01PM to 09 PM. A collection of more than 20000/- books is available for all citizens and books issuing facility can also availed by registered members.</p>														
05	Coaster	<p>Hiring private transport during marriage function of children economically burdens the already burdened employees. To cater this problem, coaster service is provided within municipal limits of Islamabad and Rawalpindi at the rate of Rs. 4000/- each function.</p>														

06	Hostel for Working Women	Federal Govt. employees can enjoy highly affordable accommodation for a maximum period of six months at G-7, Islamabad. Female Federal Govt. employees who are newly posted in Islamabad/Rawalpindi can avail this facility by paying following charges: <table><tr><th>Category</th><th>Charges</th><th>Category</th><th>Charges</th></tr><tr><td>BS-01 to 16</td><td>Rs.100/- Per Day Rs.9000/- Security</td><td>BS-17 to 19</td><td>Rs.150/- Per Day Rs.13500/- Security</td></tr><tr><td>BS-20 to 22</td><td>Rs.300/- Per Day Rs.27000/- Security</td><td colspan="2">Gas & electricity will apply as per rules.</td></tr></table>	Category	Charges	Category	Charges	BS-01 to 16	Rs.100/- Per Day Rs.9000/- Security	BS-17 to 19	Rs.150/- Per Day Rs.13500/- Security	BS-20 to 22	Rs.300/- Per Day Rs.27000/- Security	Gas & electricity will apply as per rules.					
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07	Wedding Hall	Reservation of private Wedding Halls in Federal Capital is not less than a Hercules task especially for low paid Federal Govt. employees who cannot afford lavish and costly marriage halls. In order to facilitate the Federal Govt. employees, wedding halls have been established in Aabpara where they can arrange marriage functions of their beloved ones by paying following charges including Rs. 600/- labor charges per function: - <table><tr><th>Category</th><th>Charges</th><th>Category</th><th>Charges</th></tr><tr><td>BS-01 to 04</td><td>Rs.4500/- Day Rs.6000/- Night</td><td>BS-05 to 16</td><td>Rs.9000/- Day Rs.11000/- Night</td></tr><tr><td>BS-17 to 19</td><td>Rs.12000/- Day Rs.14000/- Night</td><td>BS-20 to 22</td><td>Rs.15000/- Day Rs.17000/- Night</td></tr><tr><td>Others</td><td>Rs.17000/- Day Rs.20000/- Night</td><td>Security Charges</td><td>Rs. 3000/- for FG Rs. 5000/- others</td></tr></table>	Category	Charges	Category	Charges	BS-01 to 04	Rs.4500/- Day Rs.6000/- Night	BS-05 to 16	Rs.9000/- Day Rs.11000/- Night	BS-17 to 19	Rs.12000/- Day Rs.14000/- Night	BS-20 to 22	Rs.15000/- Day Rs.17000/- Night	Others	Rs.17000/- Day Rs.20000/- Night	Security Charges	Rs. 3000/- for FG Rs. 5000/- others
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08	Federal Staff Relief Fund	Financial assistance is extended to Federal Govt. employees and their dependents by Regional Office, Aabapra in following cases as per rate mentioned against each: <ol style="list-style-type: none">1. Death of Federal Govt. employee (Rs. 15000/-)2. Death of dependent of FG employee (Rs. 10000/-)3. Treatment of prolong illness (Upto Rs. 10000/-)4. Purchase of optical (Upto Rs. 1500/-)																
09	Auditorium	A state of the art auditorium has also been developed in Community Centre Aabpara which can be hired by Govt. departments as well as FG employees to arrange their seminars, functions, workshops, trainings, exams, etc.																
10	Sports Club	A sports complex has been established in Aabapra Community Centre where members can play Basket Ball, Badminton, Snooker, Table Tennis and Squash.																

2. For further detail and to download welfare schemes' forms, please visit our official website i.e. www.swo.gov.pk or do visit our office at Staff Welfare Organization, Community Centre, Aabpara, Islamabad.

(SABBAH MUSOOD)

Chief Welfare Officer
Tel: 9244666

All Ministries/Divisions/Attached Departments/Sub-ordinate Offices with request to kindly upload the same on official website and widely circulate it among their sub-ordinate offices and employees so that maximum Federal Government employees and their families can benefit from welfare schemes.