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PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN

ESTABLISHMENT DIVISION

(Staff Welfare Organisation)

NOTIFICATIONS

Islamabad, the 20th February, 1991

**RULES FOR THE USE OF STAFF WELFARE AMBULANCES AND MORTUARY VAN 1991**

S.R.O. 2180/91.—In pursuance of the provisions 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.

(65) Price ps 60

[2783 Ex. Gaz.]

(ii) 'Employees' means the employee (serving, retired and deceased) of Federal Government, Provincial Government, Autonomous and Semi-Autonomous bodies paid out of Civil Estimates.

(iii) 'Dependents' means wife, children, step children, parents, sisters and minor brothers of an employee if residing with and wholly dependant upon him. The term children includes major sons and married daughters so long as they are residing with and wholly dependant 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 dependant 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 Region, 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 Rule, 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-rules 2, ii and 2, iii.

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.

49

(2) In case of death of serving Federal Government employe without dependants 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 Central staff Relief Fund.

5. Order of priority.—Subject to availability, the vehicle will be provided in the following order:—

In case more than one requisition are received from the employecs/dependants at a time, preference shall be given to the low paid.

6. Purpose of Ambulance/Mortuary Van.—(1) Ambulance Carrying the ailing employes 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 employes 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 employes or their dependants 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 block at the Headquarters.

Charges: (1) For Ambulance

Category of Users	Hiring Charges
1. Employees in BPS 1—4 and dependents.	Rs. 5.00 per visit.
2. Employees in BPS 5—15 and dependents.	Rs. 20.00 per visit.
3. Employees in BPS 16 & above and dependents.	Rs. 30.00 per visit.

In addition waiting/detention @Rs. 20/- per hour after the Ambulance reaches the hospital shall also be charged.

(2) FOR MORTUARY VAN.

- (i) Federal Government employees and their dependents
  - BPS 1—16 Rs. 2.00 per K.M.
  - BPS 17—22 Rs. 3.00 per K.M.
- (ii) Other than Federal Government employees in autonomous semi-autonomous and provincial departments. Rs. 5.00 per K.M.
- (iii) Retired employees and the dependents of retired/deceased employee. 50% of the charges in (i) & (ii) above.

**Note :** 1. The User shall always make payment on 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 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 sub Rule-15 of the Staff Car Rules).

(iii) Checking of movement register (reference sub rule 16 of staff Car Rule).

(iv) Audit (Reference Sub-Rule-18 of staff Car Rule).

51

- (v) Instructions for Staff Car drivers (reference sub rule 21 of Staff Car Rule).
- (vi) Periodical maintenance of Staff Cars (reference sub-rule 21 of Staff Car Rule).
- (vii) Fault discovered to be reported (reference sub rule 22 of Staff Car Rules).
- (viii) Weekly inspection by Officer-in-Charge (reference sub-rule 23 of Staff Car Rules).
- (ix) Registration number etc. to be communicated (reference sub rule 27 of Staff Car Rule).

2. In addition to the above, in sub-rule 9 (1), 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/park it in dangerous position.
- (iv) check all attachments and fittings, controls, gaugs, 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 licence 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.
- (x) 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 the spirit of these rule 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 reserve 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 followings and audited by the Audit Officer :

- |  |                        |
|--|------------------------|
| 1. Director General<br>Staff Welfare Organisation Establishment Division     | Chairman<br>Ex-officio |
| 2. Deputy Financial Adviser<br>Cabinet Secretariat.                          | Member<br>Ex-officio   |
| 3. Director<br>Staff Welfare Organisation.                                   | Member                 |
| 4. Chief Welfare Officer (Head of the Region)<br>Staff Welfare Organisation. | Member/<br>Secretary   |

13. Subject to the provision 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.

15. This issues with the approval of Establishment Division, office memorandum No. 3/6/88-D.5 dated 22-1-1991 and Finance Division (F.A's Organisation) Dy. No. 441-DFA (Cab)/91 dated 12-2-91.

M. NASEEM ULLAH,  
Director.

91

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

Subject:- RIVISION OF RULES OF COASTER CHARGES

Reference Staff Welfare Organization U.O.No. SWD-8/18/96-PLG/424 dated 05th August, 2008 on the subject cited above.

2. Finance Division (FA's Organization) vide their U.O. dated 26-03-2011 has concurred the following revised rates of Ambulance & Mortuary Vans: -

1	For Ambulance	Existing Rates	Proposed Rates
i.	F.G Employees in BS 1-10 and their dependents	Rs.10/- per visit	Rs.20/-per visit
ii.	F.G Employees in BS 11-16 and their dependents	Rs.30/- per visit	Rs.50/-per visit
iii.	F.G Employees in BS 17-22 and their dependents	Rs.50/- per visit	Rs.70/-per visit
iv.	Waiting / detention charges <sup>0</sup> and their dependents.	Rs.20/- per hour	Rs.30/-per hour
2	For Mortuary Van	Existing Rates	Proposed Rates
i.	F.G Employees in BS 1-16 and their dependents	Rs.03/- per K.M.	Rs.06/-per K.M
ii.	F.G Employees in BS 17-22 and their dependents	Rs.04/- per K.M.	Rs.08/-per K.M
iii.	Other than F.G Employees in Autonomous, Semi Autonomous & Provincial Departments.	Rs.06/- per K.M.	Rs.15/-per K.M

(Retired employees and dependents of retired / deceased employees shall pay 30% of hiring rate of respective category)



(Mrs. Kishwar Sultana)  
Section Officer (Admn-III)

Director General, Staff Welfare Organization, Islamabad.  
Establishment Division's U.O.No.3/26/2008-Admn-III dated: 16-04-2011

*M. Sh*  
18-4-11  
AD(P)

Director, S.W.O.  
By No. 862  
Date 18/4/11

Dy. No. 120/11/11  
 Date 18/4/11  
 S/W.O. Office