

Coaster

(53)

CABINET SECRETARIAT

(Establishment Division)

(STAFF WELFARE ORGANISATION)

Islamabad, the 18th May, 1998

RULES FOR THE USE OF STAFF WELFARE COASTERS IN PAKISTAN

S. R. O. 498 (I)/98.—In pursuance of the provisions of General Fundamental Rules 25, the following rules are made for the use of Coasters run by Staff Welfare Organisation, Establishment Division in Pakistan:—

I. Short title application and commencement.—(1) These rules may be called "Use of Staff Welfare Coasters in Pakistan Rules, 1997."

(2) These shall come into force at once.

II. 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.
- (ii) 'Employees' means the employees of Federal Government paid out of Civil Estimates.
- (iii) 'Dependent' means the dependent as defined in S. R. 2 (8).
- (iv) 'Officer-in-Charge' means an officer nominated by the Director General to be responsible for the proper maintenance, running and use of vehicle/coaster.
- (v) 'User' means the employees and their dependents who use the coaster.
- (vi) 'Headquarter' means the places/stations where the coasters are placed.
- (vii) 'Out station' means the places/stations out side the jurisdiction of the Headquarters.

- (viii) 'Regional Offices' means the Regional Offices of Staff Welfare Organisation e.g. Staff Welfare Region, Islamabad, Peshawar, Lahore, Quetta, Karachi, Gilgit and those to be created in future.
- (ix) 'Regional Head' means the head of the Regional Offices of Staff Welfare Organisation.
- (x) 'Staff Welfare Coaster' means the mini bus run by Staff Welfare Organisation where available.
- (xi) 'Rule for the use of Staff Cars 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 the 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) 'Services' means services provided by the coasters as defined in sub-rule 6 of these rules subject to the availability.

III. Eligibility.—Employees of Federal Government and their dependents, as defined in sub-rule-II (ii, iii) above.

IV. Management and Control.—The Staff Welfare coasters will be under the control of Staff Welfare Organisation, Establishment Division. All enquires 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.

V. Order of Priority.—Subject to availability, the coaster will be provided in the following order :—

- (1) On first come first serve basis. A register will be maintained by the Officer-in-Charge for the purpose.
- (2) In case more than one requisitions are received at a time, preference shall be given to the low paid.

VI. Purpose of Coaster.—(1) Excursions arranged for the Federal Government Employees by the departments and welfare associations.

(2) Marriage functions of Federal Government Employees and their real dependents only.

(3) Staff Welfare functions/programmes sponsored by the departments.

N.B.—In case of out station, it will be allowed within the radius of 500 KMs of the headquarters.

VII. Charges—(1) Hiring charges per function within the Municipal limits (Dawn to Dusk) Rs. 1000

(2) Out stations within the radius of 500 KMs of the Headquarters Rs. 10 per K.M.

The Officer-in-Charge of the coaster shall always ensure receipt of payment in advance with a security amount of Rs. 1000 (refundable on completion of journey subject to the adjustment of charges, if any) irrespective of the category of user. Printed proper receipt will be issued under the signature of the Accountant/Chief Welfare Officer or the Staff Welfare Officer, concerned. The amount will be deposited in the Bank immediately.

VIII. Discipline.—(1) Complaints/suggestions register shall be kept with the driver. Any complaint against the driver/staff of the coaster or suggestion shall be recorded therein or shall directly be reported in writing to the Regional heads.

(2) Any contravention of these rules shall debar the employee/dependant for the use of coaster in future.

(3) Disciplinary action under Governmental Servants (Efficiency and Discipline) Rules, 1973 shall also be taken against the employee.

(4) The use of coaster is subject to the acceptance of these rules and amendment from time to time.

IX. Maintenance and Upkeep.—(1) Rules for the use of Staff Cars, 1980 issued by Cabinet Division and amended from time to time shall be applicable in following cases:—

(i) Maintenance/upkeep of vehicle/coasters.

(ii) Maintenance of books e.g. movement register and coaster's log book etc. (reference sub-rule-15 of the Staff Cars Rules).

(iii) Checking of movement register (reference sub-rule 16 of Staff Car Rules).

(iv) Audit (reference sub-rule 18 of Staff Car Rules).

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- (v) Instructions for Staff Car Drivers (reference sub-rule 20 (1) Staff Car Rules).
- (vi) Periodical maintenance (reference sub-rule 21 of Staff Car Rules).
- (vii) Fault discovered to be reported (reference sub-rule 22 Staff Car Rules).
- (viii) Weekly inspection by Officer-in-Charge (reference sub-rule 23 of Staff Car Rules) and fortnightly inspection by the Chief Welfare Officer/ Staff Welfare Officer.
- (ix) Registration number etc. to be communicated (reference sub-rule 27 of Staff Car Rules).

(2) In addition to the above in sub-rule 9 (1) following instructions shall strictly be followed:—

- (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 coaster unattended or keep/park it in dangerous position.
- (iv) Checking of all attachments and fittings, controls, gauges, limits and breaks, steering etc.
- (v) Cleaning by dusting/wiping both the interior and exterior of the coaster/vehicle.
- (vi) He shall lodge the complaint with the police authorities and simultaneously inform the officer-in-Charge 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 coaster/vehicle to any person/officer who is not authorised by the competent authority.

(ix) Not takes his coaster on road without duty slip issued by the officer-in-Charge.

(x) On the close of the day, he shall keep the coaster ready for next day.

(3) Any contravention of the provisions of these rules/instructions shall be considered as an offence and disciplinary action shall be taken against the driver and user in accordance with the Government Servants (Efficiency and Discipline) Rules, 1973 or as decided by the competent authority.

X. Relaxation of Rules.—Competent Authority may in special circumstances as per reason to be recorded in writing relax the provision of these rules.

XI. Interpretation of Rules.—(1) The Chief Welfare Officer/Regional Head is competent to interpret the spirit of the aforesaid rules if any confusion arises. An appeal against the interpretation lies with Director General, Staff Welfare Organisation which will be final.

(2) Staff Welfare Organisation reserve the right to alter or amend any rule with the approval of competent authority.

XII. Use of Receipts.—The charges accrued out of use of coaster, shall be deposited in the Bank and utilized by the Staff Welfare Organisation on its repair and maintenance and purchase of another vehicle.

XIII. Donations from Public/Private.—Donations (cash/kind) from public/private at home and abroad shall be gratefully accepted for maintenance and enhancement of the services.

XIV. Director General's Authority.—Subject to the provision of these rules, the Director General is authorised to take such actions/steps as deem fit for the efficient running of coasters/vehicles. He may form a Committee to advise him for the purpose.

2. This issues with the approval of Establishment Division *vide* U.O. No. 3/33/97-R.M, dated 15-4-1998, and Finance Division F.A's Organisation) Dy. No. 1081-DFA (Cab)/98, dated 5-5-1998.
[No. 1081-DFA (CAB)/98.]

M. NASEEM ULLAH,
Director General.

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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 ⁰ 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).

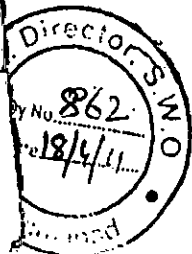


(Mrs. Kishwar Sultana)
Section Officer (Admn-III)

Director General, Staff Welfare Organization, Islamabad.

Establishment Division's U.O.No.3/26/2008-Admn-III dated: 16-04-2011

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Dy. No.
 Date.....
 GIPA Office

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well done.
Keep it up
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Dr (P)

GOVERNMENT OF PAKISTAN
FINANCE DIVISION
(FA's Organization)

Subject:- PROVISION OF RATES OF COASTER CHARGES

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Reference Staff Welfare Organization's U.O.No.SWD-8/18/96-PLG/280, dated 24th April, 2013 on the above subject.

2. Finance Division (FA's Organization) concurs to the proposal of SWO for revision of rates of Coaster Charges as under:-

S. No.	Existing Rates	Proposed Rates
1.	Rs.1,000/- (per function within the Municipal Limits)	Rs.2,000/-
2.	Rs.10/- Per K.M. (out station)	Rs.20 per K.M.

3. This issues with the approval of Additional Finance Secretary (Expenditure).

(Iftikhar Ahmad)
Financial Adviser (Estt)

Mr. Ghulam Sabir Khan, Assistant Director (M&E), Staff Welfare Organization, Ibd.
Fin. Div. U.O. No.1(7)DFA(Estt)/2012-13-93 dated 6th May, 2013

