

The Gazette of Pakistan

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

ISLAMABAD, MONDAY, DECEMBER 10, 1990

PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN

ESTABLISHMENT DIVISION

(Staff Welfare Organisation)

NOTIFICATION:

Islamabad, the 12th December, 1990

RULES FOR RUNNING OF STAFF WELFARE DAY CARE CENTRES  
IN PAKISTAN

S. R. O. 1265 (I)90.—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 commencement.—(1) These rules may be called "The Rules for running Staff Welfare Day Care Centres 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 Organisation, 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.

(2205)

Price : Ps. .60

- (iii) "Authority"—means Director General, Staff Welfare Organisation Establishment Division Government of Pakistan Islamabad and or any other officer authorised 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 Department as per O.M. No. 1 (S)B-12/80, dated 11th March, 1981.
- (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"—mean 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:—

- (i) Care and protection;
- (ii) Montessori system of education to the children above 2½ years subject to availability of funds and staff;
- (iii) Religious and moral instructions;
- (iv) 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;
- (v) Recreation and entertainment;
- (vi) Transport if possible, for the children to the centre and back to their homes;
- (vii) Food/snacks/milk and other eatables will be brought by the children;
- (viii) 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 child from the Centre during prescribed hours as per rule-7. 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. Fees.—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 powder etc. with the children;

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

10. Constitution and Function of the Advisory Committee.—(I) The Advisory Committee will comprise :—

- |  |    |                                 |
|--|----|---------------------------------|
| (1) Director General,<br>Staff Welfare Organisation,<br>Establishment Division.    | .. | <i>Chairman,<br/>Ex-Officio</i> |
| (2) Deputy Financial Advisor,<br>Cabinet Secretariat.                              | .. | <i>Member.<br/>Ex-officio.</i>  |
| (3) Deputy Secretary,<br>Establishment Division.                                   | .. | <i>Member.<br/>Ex-Officio.</i>  |
| (4) Subject Specialist from<br>public or private sector.                           | .. | <i>Member.</i>                  |
| (5) Director,<br>Staff Welfare Organization  | .. | <i>Member.</i>                  |
| (6) Chief Welfare Officer,<br>(Head of the Region),<br>Staff Welfare Organisation. | .. | <i>Member/Secretary.</i>        |

(II) Functions of the Committee :—

- (1) 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.
- (2) 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 Organization for any service to the Centre in accordance with the prevailing rules/orders of the Federal Government.
- (3) assess the requirement of the staff of the Centre and define the duties of each Member of the Staff of the Centre.
- (4) accept donations, grants, aids (cash and kind) from Government and non-Government organisations. In case of foreign grant etc. the approval of the Establishment Division and the relevant Division will be obtained.
- (5) administer income accrued out of side Government budget e.g. donations and grants etc. on the improvement/extension of Day Care Centre and carrying out the purpose of the Centre.
- (6) 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 functions 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 recognised 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.

Mrs. AKHTAR HABIB,  
Director.



Day Care Centre  
9204825

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
STAFF WELFARE ORGANIZATION  
(DAY CARE CENTRE)

Islamabad, the 18<sup>th</sup> January, 2005.

No.SWF-3(77)/99

**CIRCULAR**

SUBJECT: DAY CARE CENTRE.

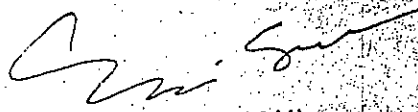
The Staff Welfare Organization has established a Day Care Centre at Islamabad for the children (aged 1-4) of the Employees who have none to look after them during their office timings. The children at Day Care Centre are provided Montessori type education and engaged in different games and entertainments.

The following rates are charged.

• Admission Fee	Rs. 50/- (once only)
<u>Category</u>	<u>Monthly Fee</u>
• BPS.1-4	Rs. 50/-
• BPS.5-16	Rs. 150/- ✓
• BPS.17-19	Rs. 250/-
• BPS.20 & above	Rs. 350/-
• Others	Rs. 400/-

2. Applications are invited from those who wish to avail the facility of our Day Care Centre located near Aabpara Bus Stop, G-6/4, Islamabad. Adequate security arrangement exists and children are kept with motherly care and affection by our devoted employees and officials. The centre will open half an hour before the normal offices timings and close after 1700 hours in evening, which provides sufficient time to the parents to pick up and drop their children.

3. All administrative heads are requested to kindly bring the contents of this circular to the notice of their employees for availing the facility. Please favour the Staff Welfare Organization by exhibiting the copies of the circular also on Notice Boards.

  
(SABIR SHAH)  
CHIEF WELFARE OFFICER  
TELE: 9207346