

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
STAFF WELFARE ORGANIZATION

Reminder-I

\*\*\*\*\*

No. SWD-15(175)/(Admn)/2021/0243

Islamabad, the 9<sup>th</sup> January, 2025

CIRCULAR

**SUBJECT: INVITING NOMINATIONS FOR FOCAL PERSONS OF MINISTRIES/DIVISIONS AND ATTACHED DEPARTMENT FOR THE PURPOSE OF AUTHENTICATION OF ON-LINE BOOKING APPLIED BY RESPECTIVE FEDERAL GOVERNMENT EMPLOYEES**

In continuation of this Organization's earlier Circular dated 22-05-2024 (Copy enclosed) on the subject noted above, it is apprised that Staff Welfare Organization following its vision of digitalization of welfare services in collaboration with National Information & Technology Board (NITB), has successfully implemented an online booking service for Holiday Homes Murree. This online booking platform allows Federal Government Employees to create their individual profiles and avail booking of Holiday Homes Murree through online portal accessible from [www.swo.gov.pk](http://www.swo.gov.pk) and [www.booking.swo.gov.pk/login](http://www.booking.swo.gov.pk/login) in a hassle free manner.

2. In order to ensure transparency and efficient delivery of services, this organization once again requests all the Ministries/Divisions/Departments/ and autonomous bodies to kindly nominate an officer to whom unique username and password can be provided for authentication/verification of profiles created by their respective employees for availing online booking. The following information of designated focal person maybe provided and user name/password created on the basis of said information will be communicated to the official email of the designated focal person vide [webmaster@swo.gov.pk](mailto:webmaster@swo.gov.pk).

I.	Name & Designation	
II.	Primary (Official) Email	
III.	Secondary (Private) Email	
IV.	Ministries/Divisions/Departments	
V.	Contact No. (Landline)	
VI.	Contact No. (Mobile)	
VII.	Office Address	

3. Furthermore, it is worth mentioning that the facility of manual booking will be discontinued w.e.f 13.1.2025 and employees of the Ministries/Divisions/Departments/ and autonomous bodies will be unable to avail booking of Holiday Homes Murree without nominated focal persons from their respective offices. It is therefore again requested that such Ministries/Divisions/Departments/ and autonomous bodies who are yet to designate focal persons for the subject request may kindly provide the requisite information on an early date enabling their employees to avail the online booking of SWO Holiday Homes.

4. An early action in the matter shall highly be appreciated, please.

  
(Shahid Ali Khan)  
Director General  
Ph No. 051-924456

All Joint Secretaries (Admin) Ministries/Division Concerned, Director Generals of Respected Attached Departments and MDs of Autonomous Bodies/Corporations

Copy to:

1. All SWO Regional Heads with the direction to coordinate with the Federal Government Offices in their respective regions for providing the requisite information on an early date.
2. SWO Web-Master with the direction to upload on the SWO Website.

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
STAFF WELFARE ORGANIZATION

\*\*\*\*\*

No.SWD-15(175)/(Admn)/2021/2125-27

Islamabad, the 22<sup>nd</sup> May, 2024

CIRCULAR

Subject:- INVITING NOMINATIONS FOR FOCAL PERSONS OF MINISTRIES/DIVISIONS AND ATTACHED DEPARTMENT FOR THE PURPOSE OF AUTHENTICATION OF ON-LINE BOOKING APPLIED BY RESPECTIVE FEDERAL GOVERNMENT EMPLOYEES

Staff Welfare Organization (SWO) being an attached department of the Establishment Division is pleased to announce that this organization has achieved its first milestone in the automation process of welfare services by launching booking for Holiday Homes Murree through web-based component with the Technical Assistance of N.I.T.B. The technical team of SWO is carrying out the testing of above web-based component on real data provided by walk-in applicants and errors/shortcomings are being reported to National Information Technology Board (NITB) on regular basis to make the application stable in all respect before its formal launching on the SWO official website. Meanwhile in order to facilitate the beneficiaries in this transitional period, all the federal government employees are being encouraged to visit SWO (Headquarters) Aabpara, Islamabad for the creation of their profile under web-based booking system through a help-desk for availing the facility as the existing manual system of booking has immediately been stopped for testing/ successful launching of web-based application.

2. Briefly, it is apprised that instant web-based application comprises of four major processes which inter alia include i. Dashboard for Applicant, ii. Dashboard for Focal Person, iii. Dashboard for SWO Management and iv. Dashboard for Reception Desk. The applicant Dashboard will be used for creating/updating user profile and to generate booking request by Federal Government employee him/herself. Whereas, Officer nominated as focal person shall be required to authenticate the particulars/documents of employee who created his/her profile on the booking portal of SWO and this is one-time verification required upon creation of new user by the Federal Government Employee. The rest of processes i.e. SWO management and reception desk will be taken-care by the organization to complete the reservation process as per laid down policy/rules.

3. In order to make this software successful, all the Ministries/Divisions departments and autonomous bodies are requested to kindly nominate an officer to whom user name and password will be provided for the authentication/verification of profile created by the respective employee for availing online booking. The following information of designated focal person may be provided and user/password created on the basis of said information will be shared on official mail through the official mail of focal person i.e. [webmaster@sw.gov.pk](mailto:webmaster@sw.gov.pk).

- i. Name & Designation \_\_\_\_\_
- ii. Email(private) \_\_\_\_\_
- iii. Email(official) \_\_\_\_\_
- iv. Ministry/Div \_\_\_\_\_  
/Deptt. \_\_\_\_\_
- v. Contact No. \_\_\_\_\_

(Shahid Ali Khan)  
Director General  
Ph No.9244563

All Joint Secretaries (A) Ministry/Division concerned, DGs of respective Attached Departments and MDs of Autonomous bodies/Corporations

Dy.No. 66/J.S(A)/MOIT  
Dated: 05-06-24

Dy.No. 623 (D.S./Admn)  
Dated: 05-06-24

5/6  
S/O (C/O) S/O  
S/O