

The charges will be paid in advance at the time of admission and shall be deposited in the government treasury in a week's time after admission. There shall be no provision for refund of charges once deposited in the government treasury.

#### **8. Complaints:**

Any complaint may either be brought into the personal notice of the Chief Welfare Officer/ Staff Welfare Officer of the concerned region in person with a copy to the Directorate or entered in the register kept in LIH for the purpose.

#### **9. Amendment in the rules and revision of charges:**

Staff Welfare Organization reserves the right to revise the charges and alter or amend the Rules from time to time.

10. These rules supersede all the previous rules notified/issued by Staff Welfare Organization for admission in the Ladies Industrial Home of Staff Welfare Organization.
11. This issues with the approval of Establishment Division vide their U.O. No. 3/30/2017-Admn-III dated 02.10.2020 and Concurrence of Finance Division Vide U.O. Fin. Div. (Exp-Wing)'s U.O.F.No.2(26)DS-Exp (Estab)/2017- 18/732/15 dated 14.01.2022.

#### **No. SWD-15(164)/2020/I, M&E/**

**S.R.O. 266.**In pursuance of the provisions of Fundamental rule 45, the following rules are made for allotment of accommodation in the Holiday Homes run by Staff Welfare Organization, Establishment Division in Pakistan:—

##### **1. Short title and commencement:—**

- (i) These rules may be called the “allotment of Accommodation in Holiday Homes Rules, 2020.
- (ii) These rules shall come into force at once.
- (iii) These rules are applicable on Holiday Homes located at Murree (Punjab), Keenjhar Lake Thatta (Sindh), Sandspit (Karachi), Ziarat

(Balochistan) or any other premises/ building to be designated as Holiday Homes or any new building to be constructed in any location in Pakistan by the Staff Welfare Organization.

**2. Control and Management of Holiday Homes:**

The Holiday Homes shall be under the overall control of the Staff Welfare Organization, Establishment Division and shall be managed by the officers so authorized by the organization.

**3. Eligibility:**

- (i) The holiday Homes are primarily meant for Federal Government Employees paid from the Civil Estimates provided they are NOT on official duty. Categories wise entitlement would be as under:—

Suit/ Room Category	Employee Category
'A' Category/ Family Suits	F.G Employees in BPS 20-22
'B' Category/ Family Suits	F.G Employees in BPS 16-19
'C' Category/ Family Suits	F.G Employees in BPS 01-15

- (ii) The retired Federal Government employees are also eligible subject to availability.

- (iii) The employees of autonomous and semi-autonomous bodies/ corporations/ Authority under administrative control of Federal Ministry/ Division/ Supreme Court/ High Courts/ provincial government may be accommodated subject to availability but at twice the rates chargeable from Federal Government employees.

**4. Period of Allotment:**

Accommodation in Holiday Homes shall be allotted to an eligible employee for a period not exceeding three days at a time and only once during the period from May to August of a year.

**5. Charges:**

- (i) Rent chargeable to the F.G Employees (including those retired from service) receiving salary from civil estimates will be as under:

S.No	Category	Rent
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1.	'A' Category	Rs. 2,000/-
2.	'B' Category	Rs. 1,250/-
3.	'C' Category	Rs. 750/-

- (ii) The rent in case of employees of autonomous and semi-autonomous bodies/ corporations/ Authority under administrative control of Federal Ministry/ Division/ Supreme Court/ High Courts/ provincial government will be as under:

S.No	Category	Rent
1.	'A' Category	Rs. 4,000/-
2.	'B' Category	Rs. 2,500/-
3.	'C' Category	Rs. 1,500/-

- (iii) For the purpose of rent, a day shall be calculated from 1200 hours and the rent shall become payable if accommodation is occupied for any portion of a day.

- (iv) The charges will be paid in advance at the time of obtaining allotment slip

**6. Allotment of Accommodation:**

- (i) A written request on prescribed proforma shall be made to the concerned officer of Staff Welfare Organization.
- (ii) If the allotted accommodation is not occupied within twenty four hours from the time of reservation, the allotment shall be deemed to have been utilized and no refund shall be allowed.
- (iii) No refund shall be allowed in case of cancellation of allotment, or curtailment of period of allotment.
- (iv) At the time of occupying the accommodation, the allottee, hereinafter, shall enter his name, full address date and time of arrival and departure in the register kept for the purpose in the Holiday homes. He/ she may also record his/ her suggestions or complaints.
- (v) The allotment slip shall be issued by the Officer concerned, without producing that the occupation of the room shall not be permitted.
- (vi) Not more than one suit/ room shall be reserved for one employee.

**7. Business Hours:**

- i) Business hours of the Holiday Homes shall be applicable to other Federal Government Offices. However, the authorized official will be available at the reception till 2100 hours each day irrespective of Holiday.
- ii) On Friday, there will be a break from 1230\_1500 hours.

**8. Room Service:**

The room-bearers, farash and sweepers employed in the Holiday Homes shall be responsible for looking after the allottees within the premises of the Holiday homes only.

**9. Loss, damage etc:**

Any loss, damage or breakage caused by the allottee to the building, furniture, fittings or crockery etc. belonging to Holiday Homes shall be made good by him/ her .The Incharge of the Holiday Homes shall enter in the proper register the particulars of such loss, damage or breakage and shall recover the cost of such damage from allottee. A signed receipt showing details of damages and cost thereof shall be given to the allottee.

**10. Decorum:**

- (i) The allottee keep the premises, furniture and bedding in clean and tidy condition.
- (ii) The corridors and passage in the Holiday Homes shall not be used for storing luggage.
- (iii) Pet animals or birds shall not be allowed in the Holiday Homes.
- (iv) No electric appliances other than radio and iron shall be used by the allottee without the permission of the Holiday Homes' Management
- (v) Not more than 5 persons including children shall be allowed in one room. If however, the number of occupants exceeds 5, (upto maximum of 10 persons) a sum of Rs. 100/- per head per day would

be charged. In any case there will be bedding provision for only 5 persons.

**11. Complaints:**

Any complaint may either be brought to the personal notice of the Chief Welfare Officer/ Staff Welfare Officer in person or entered in the register kept in Holiday Homes for the purpose.

**12. Violation of Rules:**

- (i) Any violation of these Rules shall render the allottee liable to cancellation of his allotment and ejection from the Holiday Homes and be debarred him for further allotment for a period of 12 months.
- (ii) Disciplinary action under the Government Servants (Efficiency and Discipline) Rules, 1973 shall also be taken in addition to 12 (i) above may be recommended.
- (iii) Allotment is not transferable and if any allottee does not personally stay in the accommodation reserved for him and allows any other person to stay therein, the allotment shall be deemed to have been transferred. The matter shall be reported to his/ her employer and the allottee shall be debarred for further allotment for a period of 24 months.

**13. Amendment in the rules:**

Staff Welfare Organization reserves the right to alter or amend the Rules from time to time with the approval of Secretary, Establishment Division.

**14. Receipts of Holiday Homes:**

The receipts of Holiday Homes shall be deposited in bank and utilized by the Staff Welfare Organization on welfare projects, subject to the concurrence of Finance Division.

15. These rules supersede all the previous rules notified by Staff Welfare Organization for the use of Holiday Home, Murree and Picnic Hut (Sandspit), Karachi.

- 16 This issues with the approval of Establishment Division vide their U.O. No. 3/30/2017-Admn-III dated 02.10.2020 and Concurrence of Finance Division Vide Fin. Div. (Exp-Wing)'s U.O. F.No .2(26) DS-Exp(Estab)/2017-18/732/15 dated 14.01.2022.

**No. SWD-15(164)/2020/1,M&E/**

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