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PART II

Statutory Notifications containing Rules and Orders issued by all Ministries and Divisions of the Government of Pakistan and their Attached and Subordinate Offices and the Supreme Court of Pakistan

GOVERNMENT OF PAKISTAN

CABINET SECRETARIAT

(Establishment Division)

[STAFF WELFARE ORGANIZATION]

NOTIFICATION

Islamabad, the 16th May, 2013

S.R.O. 42(KE)/2013 :

In exercise of the powers conferred by Fundamental Rules 45 and 45 A, the Establishment Division, is pleased to make the following revised rules, namely :—

1. **Short title and commencement :- (1)** These rules may be called the Staff Welfare Organization's (Hostel Accommodation) Rules, 2012.
(2) They shall come into force at once.
2. **Definitions.**—In these rules, unless there is anything repugnant in the subject or context:
 - a) **“allotment committee”** means the allotment committee constituted under these rules for special assignments and convenient transaction of the allotment business:

(251)

Price : Rs. 10.50

- b) **“advisory committee”** means the advisory committee constituted under these rules for two months comprising of at least three members from amongst the allottees who will act in an advisory capacity for the purpose of more convenient solutions of their own problems emerging on daily basis;
- c) **“allotment”** means allotment of accommodation in the hostel bed-rooms on temporary basis for a fixed period;
- d) **“accommodation”** means the bed-rooms in the hostel specified for residence purpose;
- e) **“allottee”** means Federal Government Female Employees provided accommodation in a bed-room in the hostel.
- f) **“authority”** means the Director General of the Organization, empowered to allot rooms under these rules;
- g) **“chief welfare officers”** means the chief welfare officer of the organization dealing with the hostel affairs;
- h) **“cancellation”** includes the cancellation of allotment on the expiry of fixed period, breach of rules and regulations and voluntary vacation from hostel;
- i) **“charges”** means cash payment for the services of hostel *i.e.* rent, guest charges, utility bills and any other charges levied by the Organization;
- j) **“double occupancy”** means accommodation of two allottees in a single room;
- k) **“dues”** means all kind of charges which remain un-paid;
- l) **“discipline”** means ethics prescribed by the management for the hostel;
- m) **“female employee”** means Federal Government female employees posted at Islamabad or Rawalpindi from other cities;
- n) **“guest”** means the female guest having blood relation with the allottee *i.e.* mother, sister and daughter.
- o) **“hostel”** means a hostel run by the Organization, to provide temporary residence to the Federal Government Female employees;
- p) **“management committee”** means the management committee constituted under these rules for special tasks or assignments and convenient transaction of the day-to-day affairs of hostel;

- q) **“male visitors”** means brother, father, son and husband of the allottee, desirous of visiting the allottee;
- r) **“Organization”** means the Staff Welfare Organization, an Attached Department of the Establishment Division;
- s) **“permission”** means any facility allowed by the Organization and communicated in black and white;
- t) **“recommendation”** means the suggestions and proposals given by allotment committee in order to facilitate the Director General (SWO) regarding the issues in relation to allotment and day to day affairs of Hostel.
- u) **“shared”** means a single room occupied by two allottees;
- v) **“single occupancy”** means accommodation of one allottee in a single room.
- w) **“Welfare Officer-in-charge”** means the Welfare Officer duly deputed by Chief Welfare Officer to run affairs of the hostel;
- x) **“waiting list”** means the list of applicants seeking for allotment in case of any vacation.
3. **Eligibility :- (1)** All female Federal Government Employees posted at Islamabad to Rawalpindi who are neither in possession of any Government accommodation nor owning any house in Islamabad or Rawalpindi, shall be entitled for allotment of accommodation in the hostel for a period of not exceeding six months with no extension subject to availability of accommodation and on payment of rent and charges as prescribed in these rules;
- (2) Priority for allotment shall be given to those who are posted from other stations.
4. **Management and control :- (1)** The hostel shall be under direct control of the Organization and all inquiries regarding the allotment shall be made to its Welfare Officer in-charge. The authority shall approve the allotment cases on the recommendations of the allotment committee.
- (2) A female Federal Government Employee (Civil Servants), desirous (for allotment of accommodation) in the hostel shall make an application, (duly recommended by her head of department) on the form set out in Annexure-A;
5. **Use of accommodations :- (1)** (Before occupying the accommodation in the hostel) every allottee shall enter into an agreement with the Organization on the format as set out in Annexure-B;

- (2) Each room in the hostel shall be shared by maximum of two allottees however, in cases of allottees in BS-18 and above the authority may allow accommodation on single occupancy basis.
- (3) Where the accommodation allotted to an allottee (female civil servants employee) is not occupied by her within seven days or as mentioned in the allotment letter, the allotment shall stand cancelled and the accommodation shall be allotted to the next on the waiting list.
- (4) The allottee shall enter her name, full address, date and time of arrival and departure etc., in the register kept for the purpose in the hostel.
- (5) Children shall not be allowed to reside with the allottee.
- (6) The corridors and passages in the hostel shall not be used for storing luggage etc, or keeping birds or animals etc.
- (7) No party shall be arranged in the hostel without prior permission of Welfare Officer-in-Charge. The mix parties shall be totally banned.
- (8) An allottee shall not indulge in any such activities which may cause inconvenience to other allottees.

6. **Rent charges:-** Rent for shared accommodation shall be charged at the following rates namely :-

S. No.	Category of allottee	Rent per day per allottee
(1)	(2)	(3)
(a)	BS-01-16 and equivalent	Rs. 100/-
(b)	BS-17-19 and equivalent	Rs. 150/-
(c)	BS-20 and above and equivalent	Rs. 300/-

Provided that in case of single occupancy rent shall be charged at the rate of double of the said prevailing rent;

7. **Cash security :-** Every allottee shall before occupation of the allotted accommodation, deposit a cash security as indicated below, which

shall be refundable to the allottee on final vacation of the accommodation namely:-

S. No.	Category of allottee	Amount (Rs.)
(1)	(2)	(3)
(a)	BS-01-16 and equivalent	Rs. 3000/-
(b)	BS-17-19 and equivalent	Rs. 4000/-
(c)	BS-20-22 and above and equivalent	Rs. 5000/-

8. **Clearance of dues:-** (1) The rent and charges specified in rules 6, 10 and 11 shall be paid in advance by the allottees regularly on or before the tenth day of each month.

(2) All dues including losses and damages shall be cleared within a week, failing which the adjustment will be made, against the security or from the salary of the allottee at source through the department which disburses salary to her and the allotment shall stand automatically cancelled and the defaulter shall not be eligible for the allotment in future.

9. **Electrical and gas appliances charges excluding other charges :**

(1) There shall be charged fifty rupees per day and per room on account of electrical appliances other than television, radio and computer, irrespective of category of the allottees;

(2) There shall be charged gas charges per day per allottee, irrespective of her category or occupancy, at the rate of twenty rupees on and from the first day of March to the thirty first day of October and fifty rupees during the residential period in a calendar year.

10. **Air conditioner charges :-** Notwithstanding any thing contained in rule 10, where any allottee is desirous of installing and using personal air conditioner, there shall be charged six thousand rupees per room, per air conditioner and per month on and from the 1st day of May to the thirtieth day of September in a calendar year;

11. **Furniture and fixture :-** (1) A proper ledger or inventory showing cost shall be maintained for the furniture and fixture etc., and all the other properties belonging to the hostel.

(2) The allottee shall not be allowed to bring any type of her own furniture in the hostel other than those officially allowed.

- (3) The allottee shall be responsible for the furniture in her room and it shall not be removed from there.
 - (4) The allottee shall keep the premises, furniture and beds in a clean and tidy condition.
 - (5) Care and safe custody of her baggages and belongings shall be sole responsibility of the allottee and not the management and organization.
12. **Loss, damages, etc :-** Losses and damages to the hostel's property made by the allottee shall be recovered from the cash security of the allottee or from her salary at source through her employer.
13. **Services:-** (1) The Director General of the organization shall constitute allotment committee, management committee and advisory committee for running affairs of the hostel.
- (2) The staff on duty in hostel shall be responsible to look after the allottees but shall not be used by them for their personal services.
 - (3) In case of complaint against any staff member or inmates the allottee may either enter it in the complaint register or directly report in writing to the Welfare Officer-in-charge or Chief Welfare Officer and her allotment shall stand cancelled if the complainant allottee moves to other forum without prior approval of the competent authority.
 - (4) The register for suggestions or complaints kept in the hostel shall be for the purpose to facilitate the Organization to improve the services of the hostel and redress genuine grievances of the allottees.
14. **Discipline :-** (1) An allottee, who intends to stay out for a night or more, shall give in writing the address and telephone number if any on which she can be contacted during her absence. The late comers shall record relevant particulars in the register maintained in the hostel for the purpose.
- (2) Male visitors shall not be allowed to meet the allottees in their rooms. However, they may meet the allottees in drawing room of the hostel during day time only.
 - (3) Female visitor shall not be allowed to visit the room except with consent of the room mate.
 - (4) The allottee shall not be allowed to change her room without prior permission of Welfare Officer-in-charge.

- (5) Any misbehavior with the management or with inmate of the hostel or involvement in activities which are detrimental to the interest of the Organization or its reputation shall be treated as indiscipline and violation of rules which shall lead to cancellation of accommodation in the hostel and, if necessary disciplinary actions shall be recommended to be taken by the respective department.
- (6) Influence and pressure for achieving hostel facility shall be treated as violation of these rules.

15. **Repeal** :— The Staff Welfare Organization's Accommodation Allocation Rules for Hostel for Federal Government Female Employees, Rawalpindi or Islamabad, 2007 are hereby repealed.

[No. F.3/12/2011-Admn-III].

SYED SAFEER HUSSAIN SHAH,
Deputy Secretary (Admn).

ANNEXURE-A**APPLICATION FOR THE ALLOTMENT OF ACCOMMODATION IN THE
HOSTEL FOR WORKING WOMEN, ISLAMABAD**

1. Name of applicant (in block letters).....
2. Father's Name :
3. Martial Status :
4. Husband's Name :
5. Domicile :
6. Nationality :
7. Designation with BPS :
8. Office of the Employment :
9. Permanent Address :
10. Telephone No. :
11. Date of Birth :
12. Date of First Appointment :
13. Date of Appointment to Present Post :
14. Period of stay at the Hostel :
15. Any other information :

I solemnly declare that the particulars given above are correct. I undertake to abide by all the Rules & Regulations governing the allotment of the Hostel in force and amended from time to time.

(Signature of Applicant)

Certified that Miss/Mrs _____ is working in this office since _____ and the particulars given above are correct. Her request for allotment of accommodation is recommended. In case of her default in payment of hostel charges, the same will be recovered through her salary and remitted to the administration of the hostel within the stipulated time.

(Signature with Seal)

**AGREEMENT FOR PROVISION OF ACCOMMODATION IN THE HOSTEL
FOR WORKING WOMEN, G-7, ISLAMABAD.**

This agreement made on _____ between Miss/Mrs/Mst. _____ presently working in _____ as _____ National Identity Card No. _____ here-in-after called the "Resident" and the Staff Welfare Organization, Islamabad of the other part here-in-after called "Management" whereas the Management has agreed in principle to provide residential accommodation on purely temporary basis as a shelter accommodation to the above resident, in the Hostel for Working women G-7 Islamabad, it is now hereby agreed between these parties that :

1. The resident after making herself fully aware of the existing Rules by reading and understanding the same, agreed to abide by the Rules for the allotment of accommodation, in the Hostel for Working Women, Islamabad, which were notified *vide* SRO No. _____ dated _____ and subsequent amendment made in these rules from time to time.
2. The resident agreed to follow (in letter and spirit) the instructions issued by the management from time to time for the smooth running of the Hostel.
3. The resident will occupy the said accommodation specified in the authority letter within the stipulated time mentioned and fixed for this purpose.
4. The resident shall pay the dues in advance by 10th of each month failing which fine of Rs. 2/- per day shall be charged.
5. The resident agreed not to insist for extension of her stay for the period which is not permissible under the rules.
6. The resident agreed to intimate the management in writing at least 15 days before she leaves the Hostel Accommodation (only in case of allotment exceeding 30 days).
7. In case of temporary absence the resident shall pay the rent and she will intimate to the management in writing at least 07 days before the departure and immediately report on arrival back.
8. In case of absence of the resident for more than 7 days without notice the allotment of accommodation shall stand cancelled and security deposit forfeited.
9. Custody of belongings of the resident shall be her own responsibility.

10. The resident agreed to have no object in sharing the accommodation with other resident if the management authorized so or to shift the room due to administrative necessity.
11. The resident further agreed to pay Rs. 300/- per for women guest for the lodging, when necessity arises, for a period not exceeding 10 days and subject to the consent of the other roommate and proper permission from management.
12. It is agreed upon by the Resident that the outstanding dues can be recovered by the Management from her pay through her employer or Accountant-General, Pakistan Revenues or from the office dealing with such disbursement.
13. It is also agreed that outstanding dues can be recovered from the G.P. Fund Account of the Resident or from other such available funds/sources, if recovery is not possible by other means.
14. It is agreed that the management may get vacated the Hostel at any time from the Resident due to any Administrative reason or if the stay of the resident is found detrimental to the interest of the Management/ Hostel.
15. Allotment of accommodation shall be two in one room basis. However, in case Management authorizes the allotment of any room on single occupancy basis, the resident shall pay rent and other charges as specified in the Rules and amended from time to time.

(Signature of Resident)

[No. F _____].

(Signature of Management)