

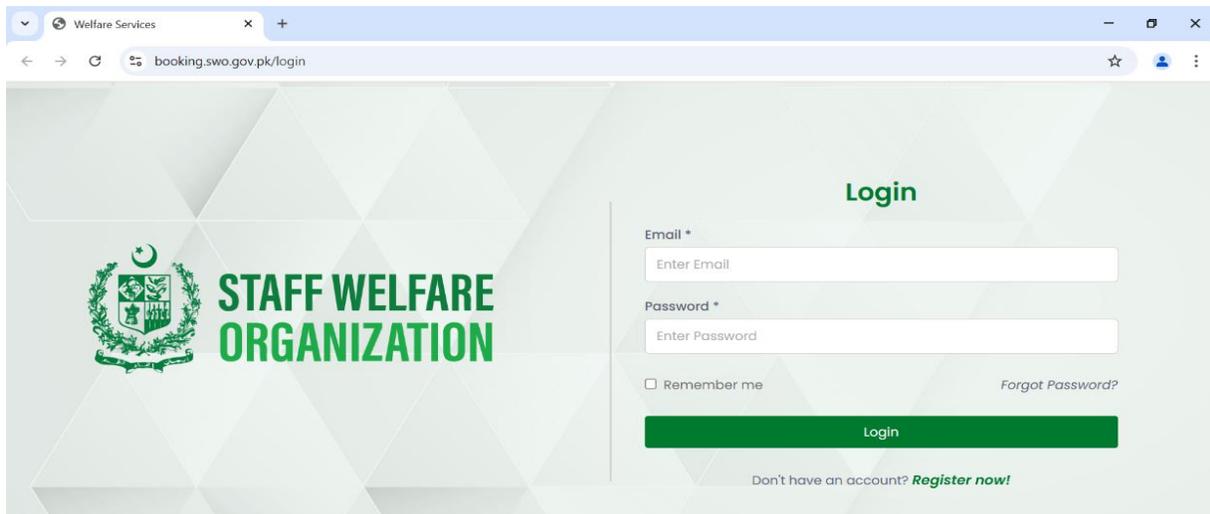
Online Booking Portal Staff Welfare Organization Holiday Home Murree

MANUAL

FOR EMPLOYEES / USERS

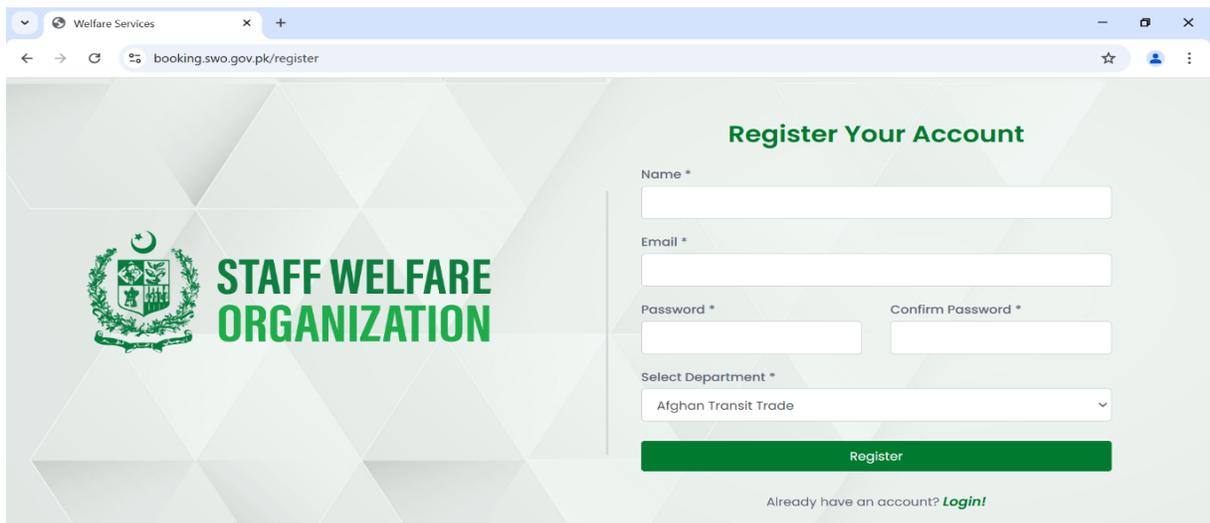
1 EMPLOYEE REGISTRATION ON SWO PORTAL

In order to avail the facility of room reservation, a user / employee have to register on Staff Welfare Organization's online booking portal for Holiday Home Murree. The portal can be accessed through Staff Welfare Organization website (<https://swo.gov.pk>) or directly via <https://booking.swo.gov.pk/login>

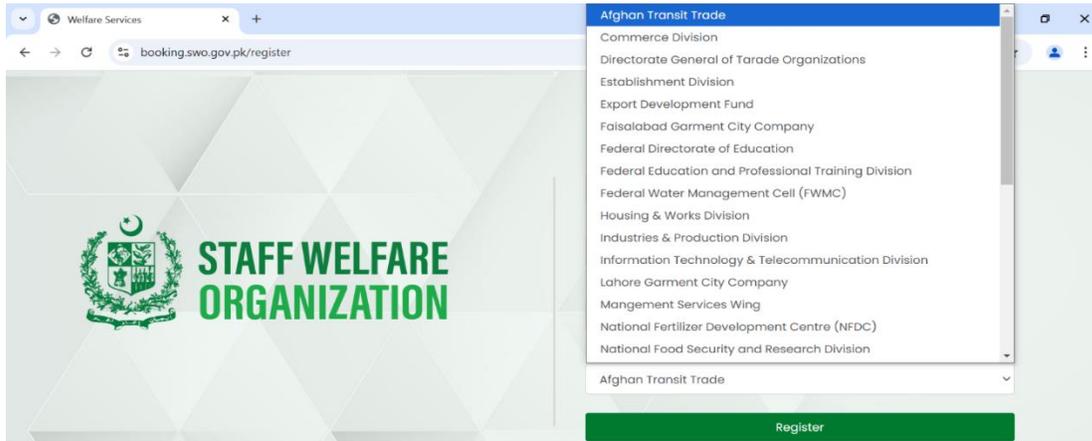


The screenshot shows the login page of the Staff Welfare Organization (SWO) portal. The page has a light green background with a geometric pattern. On the left, there is the SWO logo, which consists of a crest with a crescent moon and star, surrounded by a laurel wreath, and the text "STAFF WELFARE ORGANIZATION" in green. On the right, there is a "Login" form. The form has a title "Login" in green. It contains two input fields: "Email *" and "Password *". Below the password field, there is a checkbox for "Remember me" and a link for "Forgot Password?". A green "Login" button is positioned below the form. At the bottom of the form, there is a link: "Don't have an account? **Register now!**".

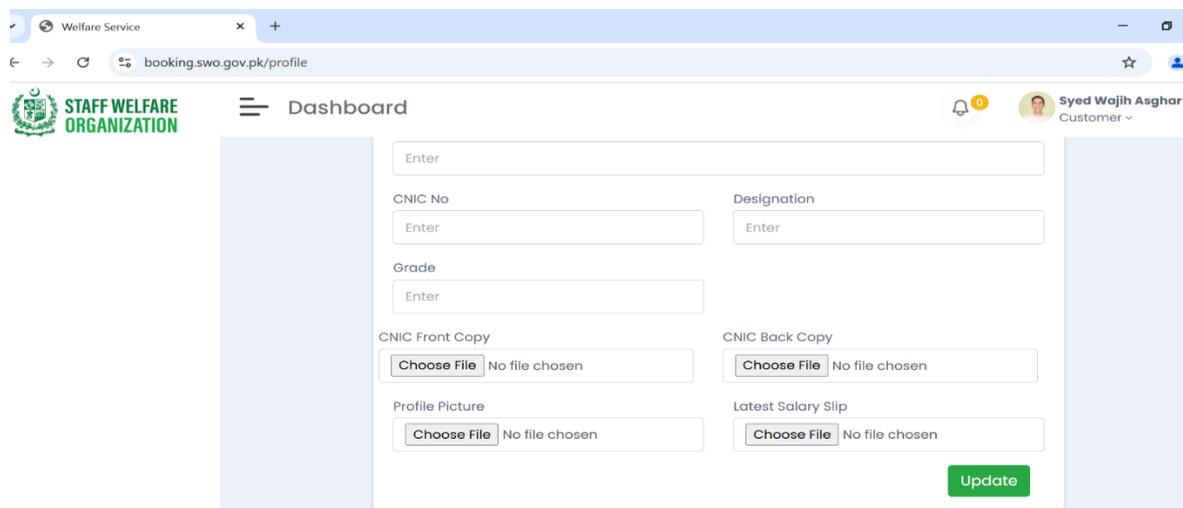
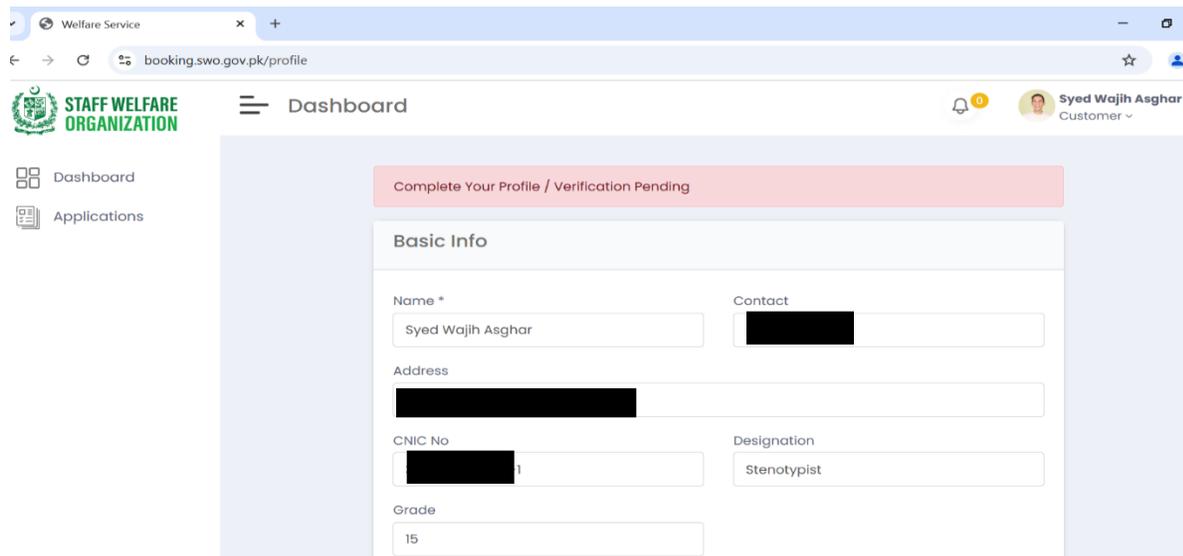
Click on "Register now" and provide the employee details as name, email, password and department.



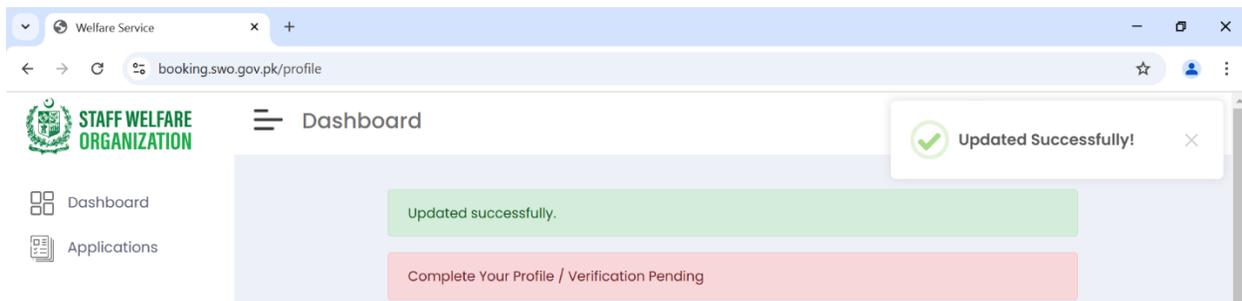
The screenshot shows the registration page of the Staff Welfare Organization (SWO) portal. The page has a light green background with a geometric pattern. On the left, there is the SWO logo, which consists of a crest with a crescent moon and star, surrounded by a laurel wreath, and the text "STAFF WELFARE ORGANIZATION" in green. On the right, there is a "Register Your Account" form. The form has a title "Register Your Account" in green. It contains several input fields: "Name *", "Email *", "Password *", and "Confirm Password *". Below the password fields, there is a dropdown menu for "Select Department *" with "Afghan Transit Trade" selected. A green "Register" button is positioned below the form. At the bottom of the form, there is a link: "Already have an account? **Login!**".



A verification link will be sent to your email id. Open your email and click on the link to verify your email address. Now login to booking portal by providing your email id and password. Click on the applications tab and screen requiring employee details will open. Please complete your profile by providing your name, contact number, address, CNIC, designation and BPS/Grade.

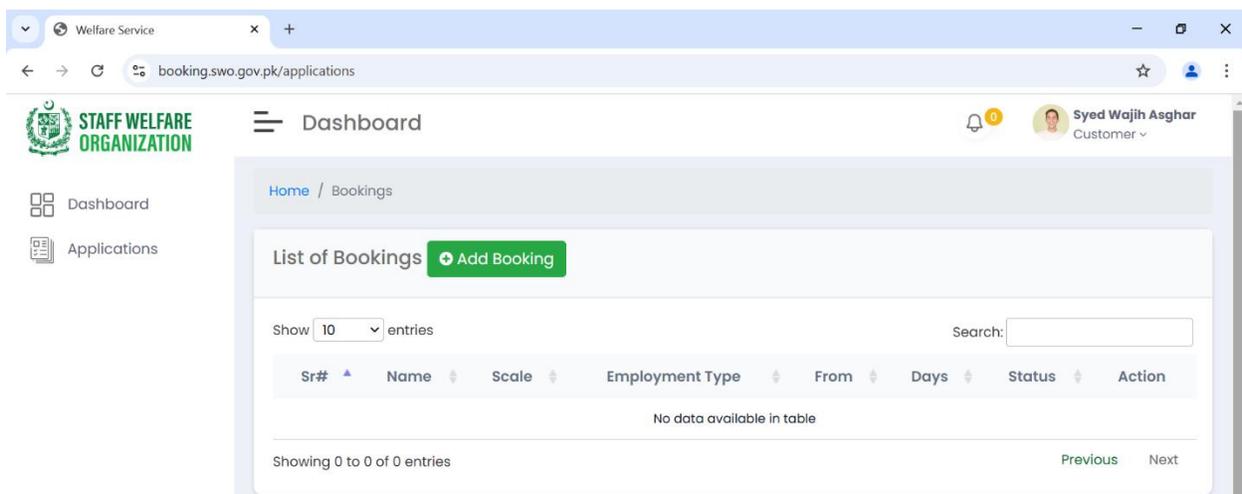


A user is required to upload the required documents (CNIC frontside, CNIC backside, Latest Pay slip / Pension slip, user profile picture) preferably in image format. It has to be made sure that image is clear and readable. Click on the update button. Your profile details will be forwarded to your concerned focal person for data verification / authentication.



2 APPLICATION FOR THE RESERVATION OF HOLIDAY HOMES

Once the user data is verified by the focal person, a user can apply for bookings. In the application tab, click on add booking



The basic information of applicant has already been entered and now only user have to select the booking data, no of days, whether room is required for Self / Family (self: user also going to Muree, family: user not going to Muree, someone from family is going to Muree). In Case of family upload the picture of the family member and provide his name and CNIC, select number of guests. The available rooms will be visible now. Select any one room from the available list and click on the apply button.

Welfare Service x +

booking.swo.gov.pk/applications/create

STAFF WELFARE ORGANIZATION

Dashboard

Syed Wajih Asghar
Customer

Booking Details:

From *

No Of Days 1 2 3

Room for Self Family

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Clear Today

Four

... will be subject to submission of a copy of CNIC.
 ... 9:00 PM. Check-out time is 11:00 AM.
 ... sons, including children, shall be allowed in one room.
 ... of electricity, gas, and water at Murree, the Staff Welfare Organization will not be held responsible.
 ... ble. If a person other than the allottee occupies the room in Holiday Homes, Murree, they will have
 ... to pay four times the prescribed rent according to the rules.

- No parking space is available at Holiday Homes, Murree.

I undertake to abide by the rules and regulations of holiday home to make good of the loss/ damage to property which may occur during my stay at home, and in case of shortage of Electricity, water and Gas, I shall not claim for its supply.

Welfare Service x +

booking.swo.gov.pk/applications/create

STAFF WELFARE ORGANIZATION

Dashboard

Syed Wajih Asghar
Customer

From *

No Of Days 1 2 3

Room for Self Family

No Of Guests
 One Two Three Four
 Five

Room: 12-C

Available from: 2025-01-13 to 2025-01-15

Room: 13-C

Available from: 2025-01-13 to 2025-01-15

Room: 14-C

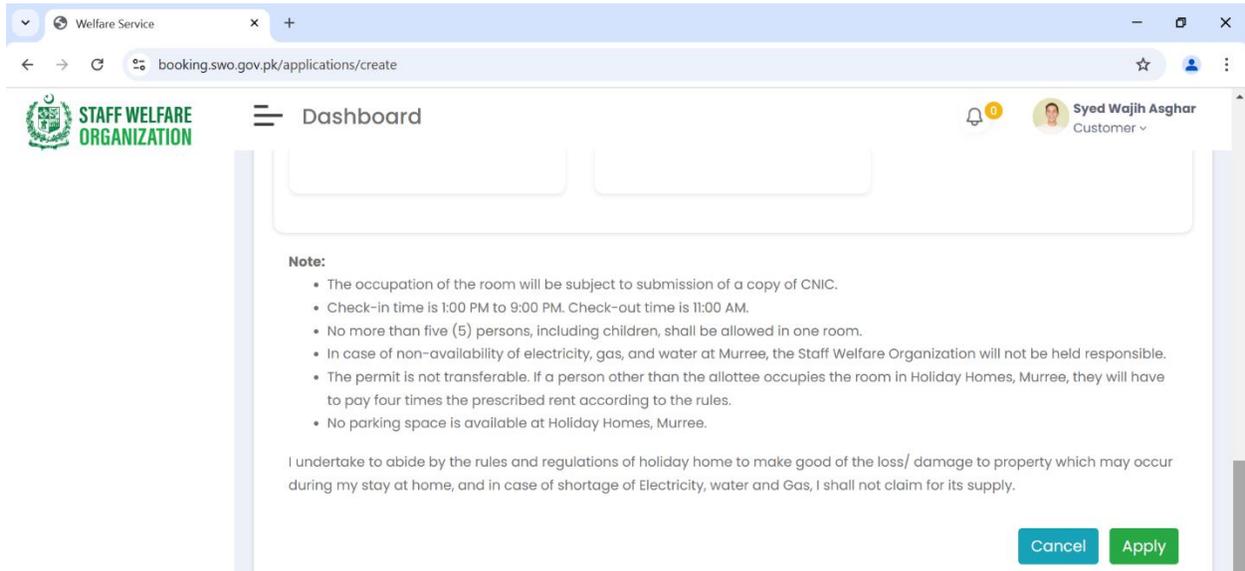
Available from: 2025-01-13 to 2025-01-15

Room: 15-C

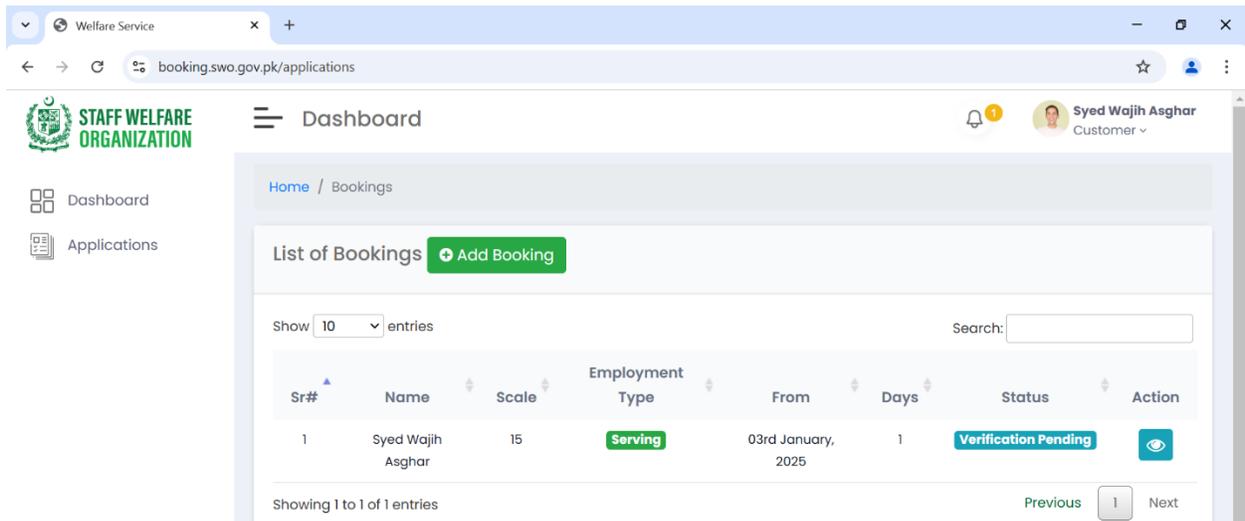
Available from: 2025-01-13 to 2025-01-15

Room: 16-C

Available from: 2025-01-13 to 2025-01-15



Once user has applied the booking request will be forwarded to Staff Welfare Organization for approval. A verification pending status will be visible to user (blue color) till the approval. After the grant of approval from Staff Welfare Organization administrator the status will be changed to **INVOICE PENDING**.



The screenshot shows a web browser window with the URL `booking.swo.gov.pk/applications`. The page header includes the Staff Welfare Organization logo and a user profile for Syed Wajih Asghar. The main content area is titled "List of Bookings" and features a table with the following data:

Sr#	Name	Scale	Employment Type	From	Days	Status	Action
1	Syed Wajih Asghar	15	Serving	03rd January, 2025	1	Invoice Pending	 

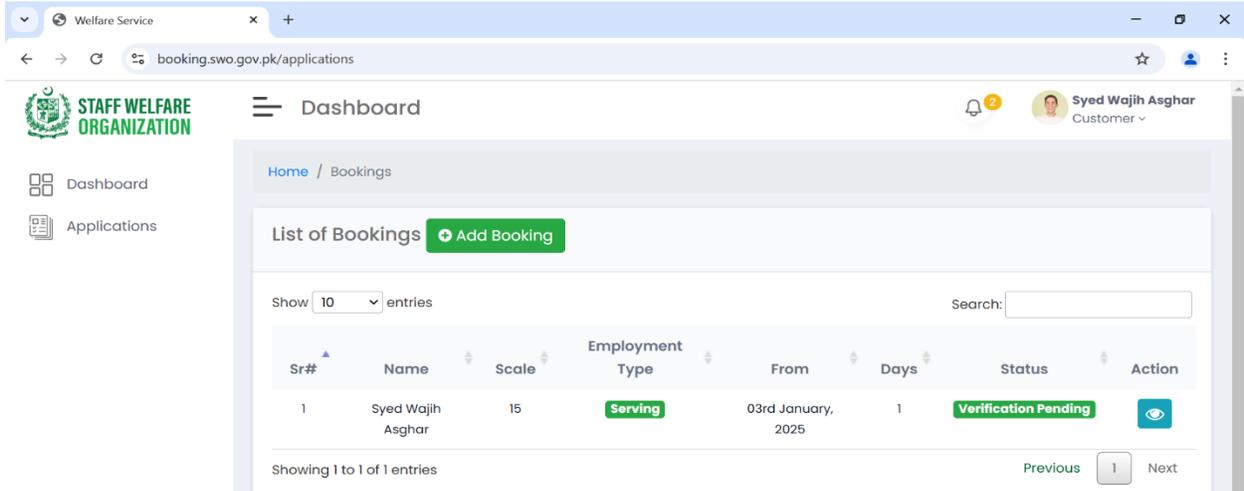
Below the table, it indicates "Showing 1 to 1 of 1 entries" and includes navigation buttons for "Previous" and "Next".

User have to click on the action button and a detail page will open, scroll down and download Challan Form. Print the challan form and pay the due amount within 24 hours in nearest National Bank of Pakistan. After payment of charges in bank, please upload the challan immediately. A booking will not be confirmed if the challan is not uploaded at least an hour before the closing of working hours of due date. User have to make sure that uploaded challan image is readable. After uploading of challan the status will be changed to Verification Pending (green Color).

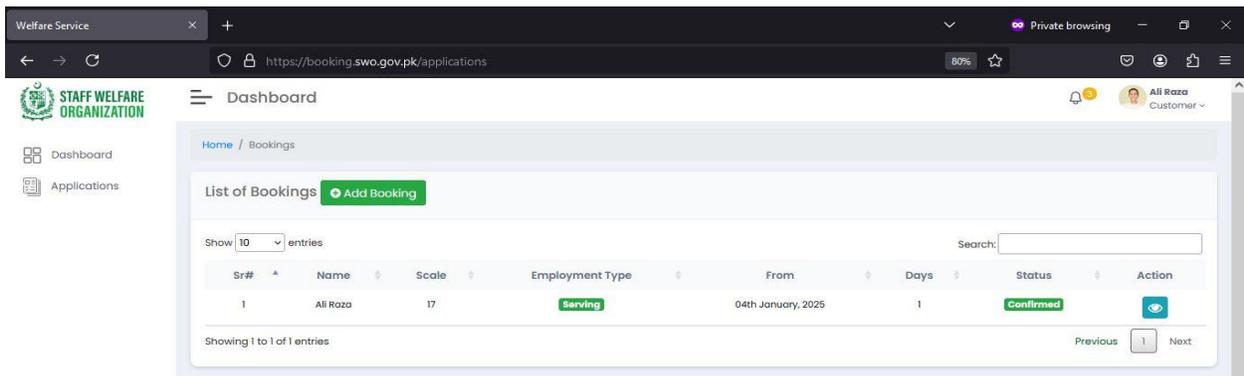
The screenshot shows a web browser window with the URL `booking.swo.gov.pk/applications/9`. The page header is the same as the previous screenshot. The main content area is titled "Attachments" and lists several documents for download:

- CNIC Front Copy: [View/Download](#)
- CNIC Back Copy: [View/Download](#)
- Profile Picture: [View/Download](#)
- Payslip Copy: [View/Download](#)

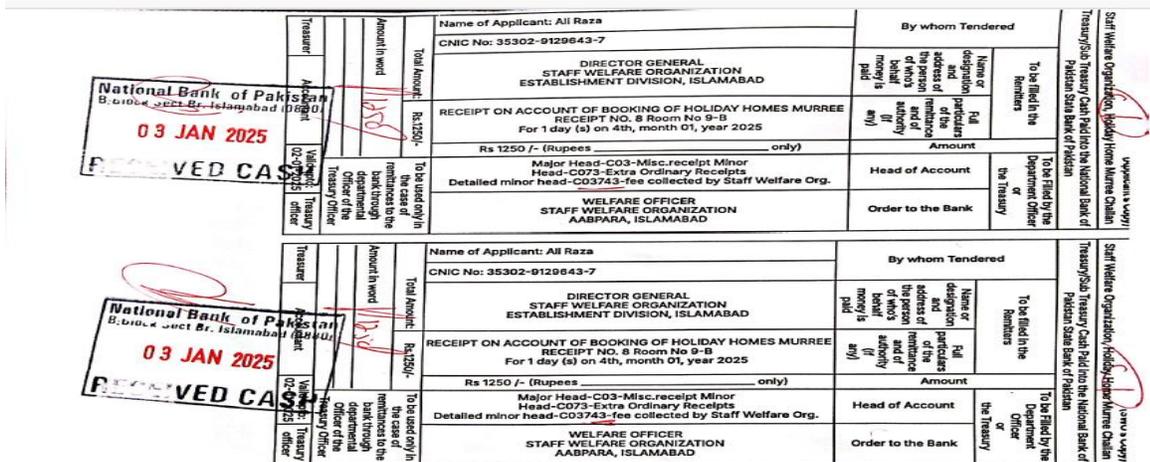
Below this, there is a section titled "Kindly Upload challan form" with a file upload field for "Challan Form Copy *". The field contains a "Choose File" button and the text "No file chosen". Below the field is a "Download Challan Form: [View/Download](#)" link and a green "Upload" button. At the bottom, it says "Bring Original Challan (SWO's copy) also."



SWO administrator will ensure that uploaded challan is not expired and uploaded within time and then will grant approval. After approval, the status will be changed to confirmed.



The room allottee has to present and handover original copy of challan at Holiday Home Murree. A room booking cannot be availed if allottee is unable to provide original challan at Holiday Home Murree.



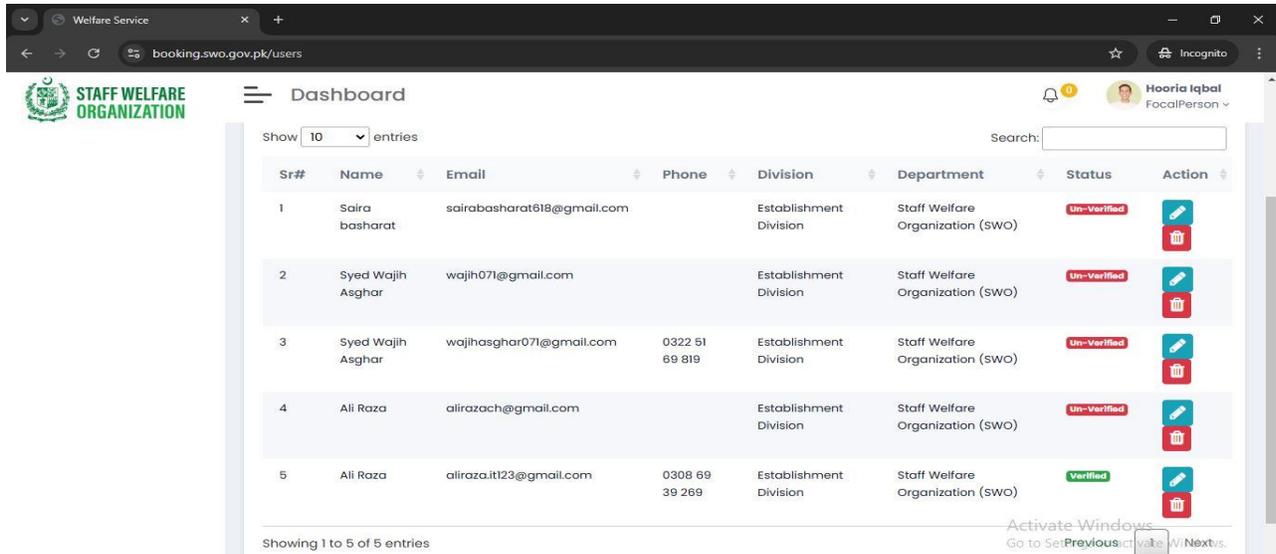
FOR FOCAL PERSONS OF DIVISIONS/DEPARTMENTS/ORGANIZATIONS

FOCAL PERSON LOGIN

The portal can be accessed through Staff Welfare Organization website (<https://swo.gov.pk>) or directly via <https://booking.swo.gov.pk/login>. A circular dated 22nd May, 2024 was issued (Annex-A) by Staff Welfare Organization in which every ministry, division and department was requested to nominate focal persons for this portal. Employees of only those departments can avail this facility who have provided focal persons nominations. A department can nominate it's focal person in written by providing Name, designation (BPS), email (official), email(private), landline number, mobile number, Status (ministry, division, attached department, autonomous body, authority etc) and department address to Staff Welfare Organization.

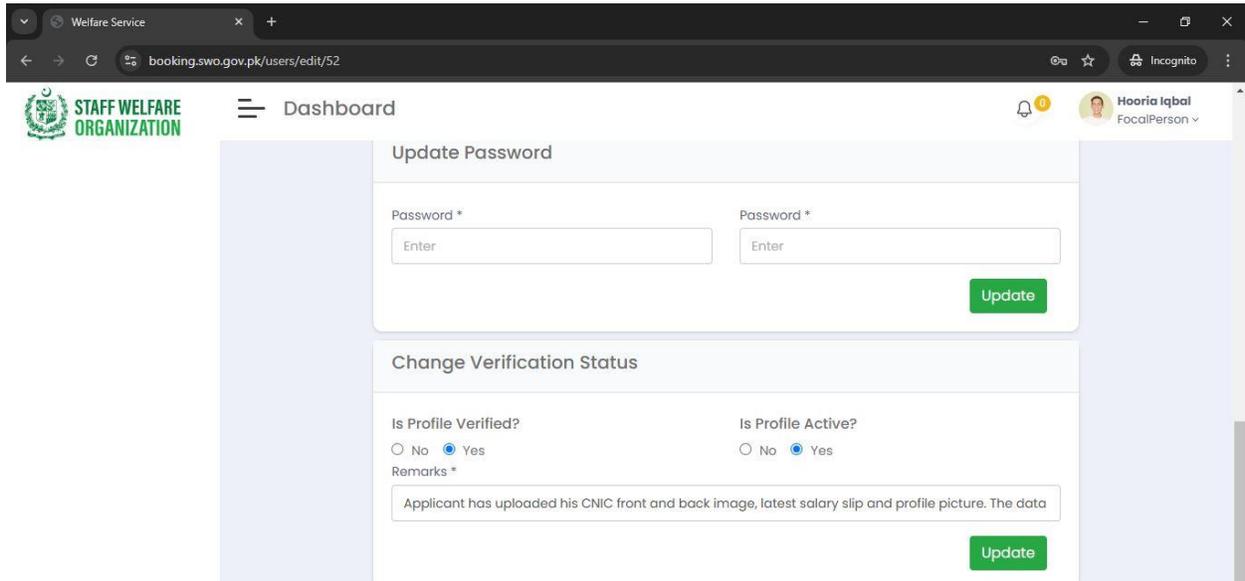
The main responsibility of focal person is to validate the data provided by user / employee of their respective department. If a user forgets his password, the focal person can update the password as well of their department's users. Focal person username and password will be provided by Staff Welfare Organization through letter or email.

Focal person will login to portal with given credentials. In the registration tab, all the Verification requests from concerned organization's employees will be visible. Click on action and verify the given information in order to make an account active. Also, focal person is requested to provide remarks about the verification of the employee and click on **Update**.



The screenshot displays the 'Dashboard' of the Staff Welfare Organization portal. The page header includes the organization's logo and name, a navigation menu, and the user's profile (Hooria Iqbal, Focal Person). The main content area features a table with 5 entries, each representing a focal person. The table columns are Sr#, Name, Email, Phone, Division, Department, Status, and Action. The 'Status' column shows 'Un-Verified' for the first four entries and 'Verified' for the fifth. The 'Action' column contains icons for editing and deleting each entry. A search bar is located above the table, and a 'Showing 1 to 5 of 5 entries' indicator is at the bottom.

Sr#	Name	Email	Phone	Division	Department	Status	Action
1	Saira basharat	sairabasharat618@gmail.com		Establishment Division	Staff Welfare Organization (SWO)	Un-Verified	 
2	Syed Wajih Asghar	wajih071@gmail.com		Establishment Division	Staff Welfare Organization (SWO)	Un-Verified	 
3	Syed Wajih Asghar	wajihasghar071@gmail.com	0322 51 69 819	Establishment Division	Staff Welfare Organization (SWO)	Un-Verified	 
4	Ali Raza	alirazach@gmail.com		Establishment Division	Staff Welfare Organization (SWO)	Un-Verified	 
5	Ali Raza	aliraza.it23@gmail.com	0308 69 39 269	Establishment Division	Staff Welfare Organization (SWO)	Verified	 



Only after the verification by focal person an employee can avail booking of Holiday Homes Murree .

5-11/2024/112

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
STAFF WELFARE ORGANIZATION

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

Islamabad, the 22nd May, 2024

CIRCULAR

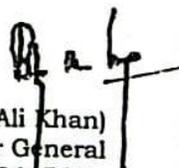
Subject:- INVITING NOMINATIONS FOR FOCAL PERSONS OF MINISTRIES/DIVISIONS AND ATTACHED DEPARTMENT FOR THE PURPOSE OF AUTHENTICATION OF ON-LINE BOOKING APPLIED BY RESPECTIVE FEDERAL GOVERNMENT EMPLOYEES

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.

- 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

X

SOCA