Online Booking Portal Staff Welfare Organization Holiday Home Murree
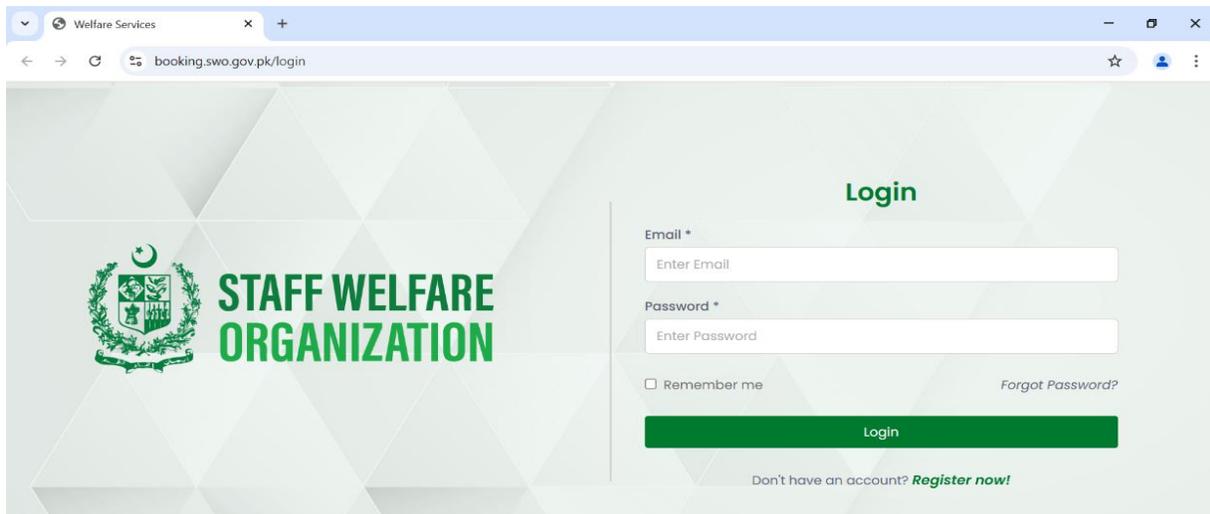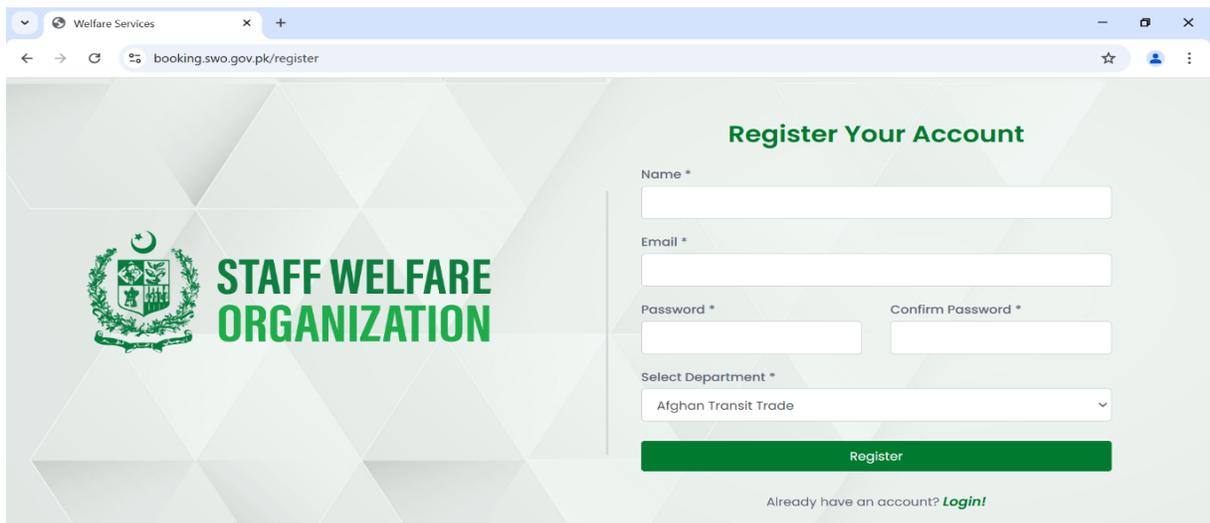
MANUAL

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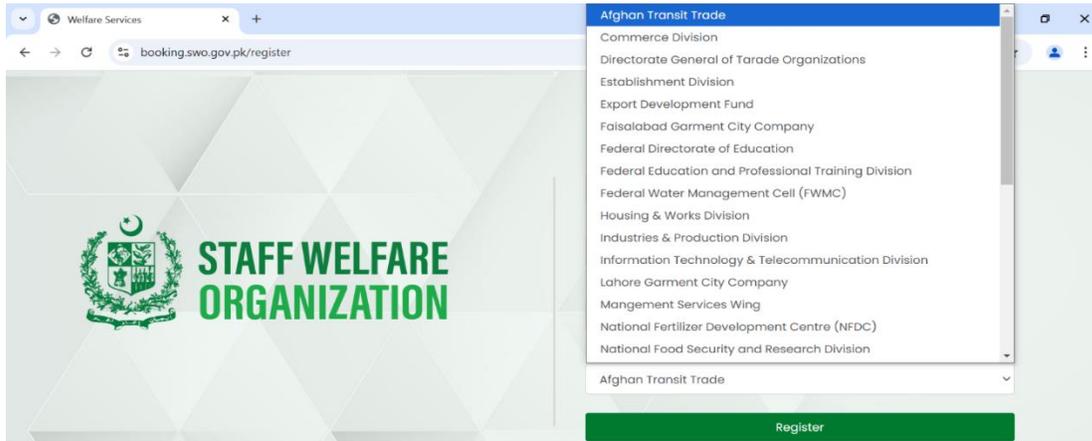 be accessed through Staff Welfare Organization website (https://swo.gov.pk) or directly via https://booking.swo.gov.pk/login

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

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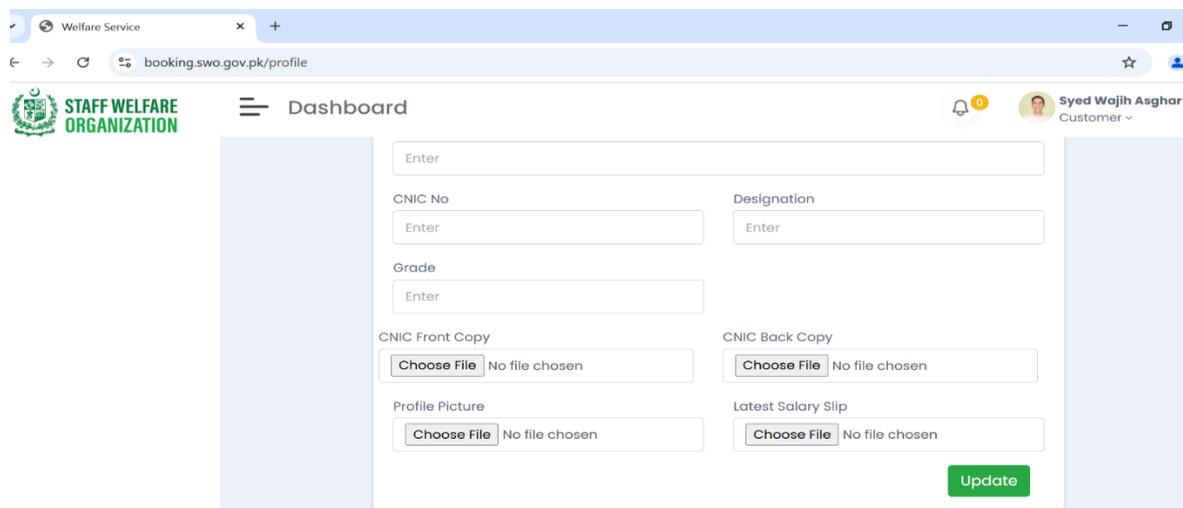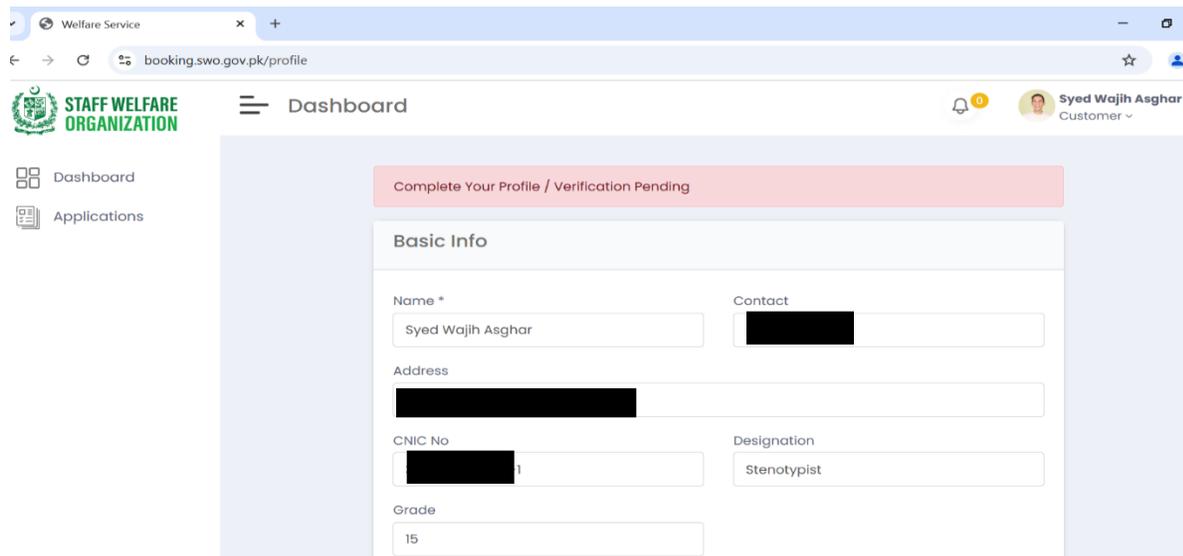
A user is required to upload the required documents (CNIC frontside, CNIC backside, Latest Pay slip / Pension slip, user profile picture) preferably in image format. It has to be made sure that image is clear and readable. Click on the update button. Your profile details will be forwarded to your concerned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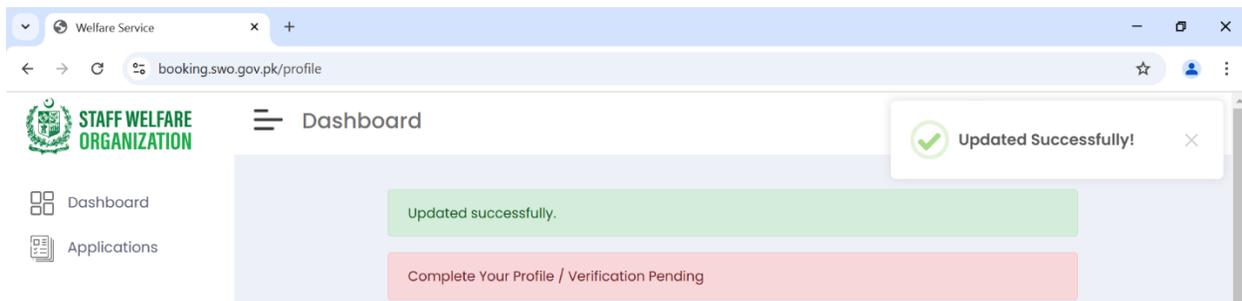
2 APPLICATION FOR THE RESERVATION OF HOLIDAY HOMES

Once the user data is verified by the focal person, a user can apply for bookings. In the application tab, click on add booking
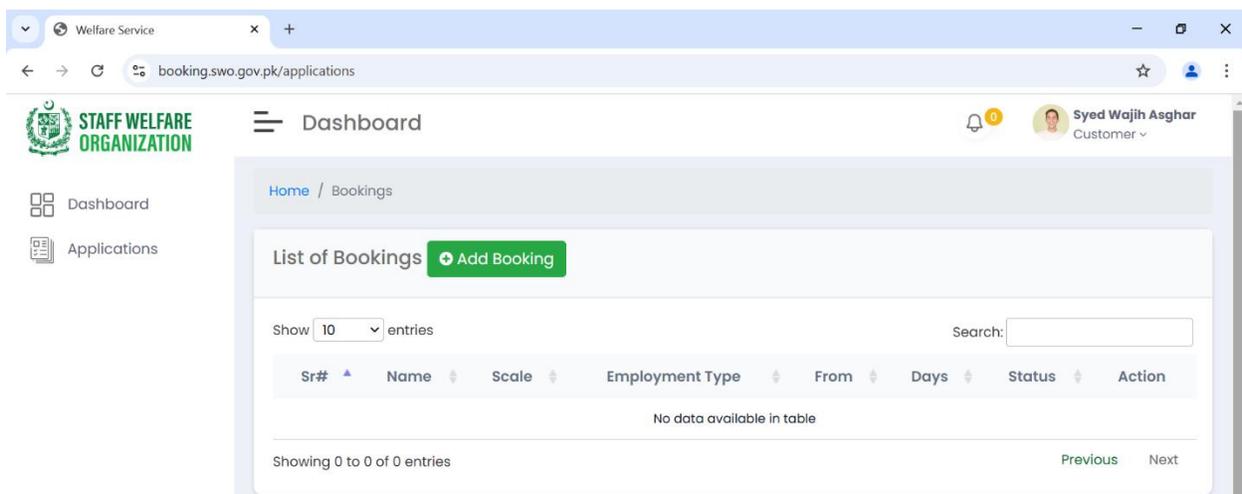
The basic information of applicant has already been entered and now only user have to select the booking data, no of days, whether room is required for Self / Family (self: user also going to Muree, family: user not going to Muree, someone from family is going to Muree). In Case of family upload the 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.

STAFF WELFARE ORGANIZATION

Dashboard

0   Syed Wajih Asghar
Customer ⌄

Booking Details:

From *

dd/01/2025

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

No Of Days
◉ 1 ○ 2 ○ 3

Room for
◉ Self ○ Family

○ Four

m will be subject to submission of a copy of CNIC.
9:00 PM. Check-out time is 11:00 AM.
ons, 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.

STAFF WELFARE ORGANIZATION

Dashboard

0   Syed Wajih Asghar
Customer ⌄

From *

13/01/2025

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**

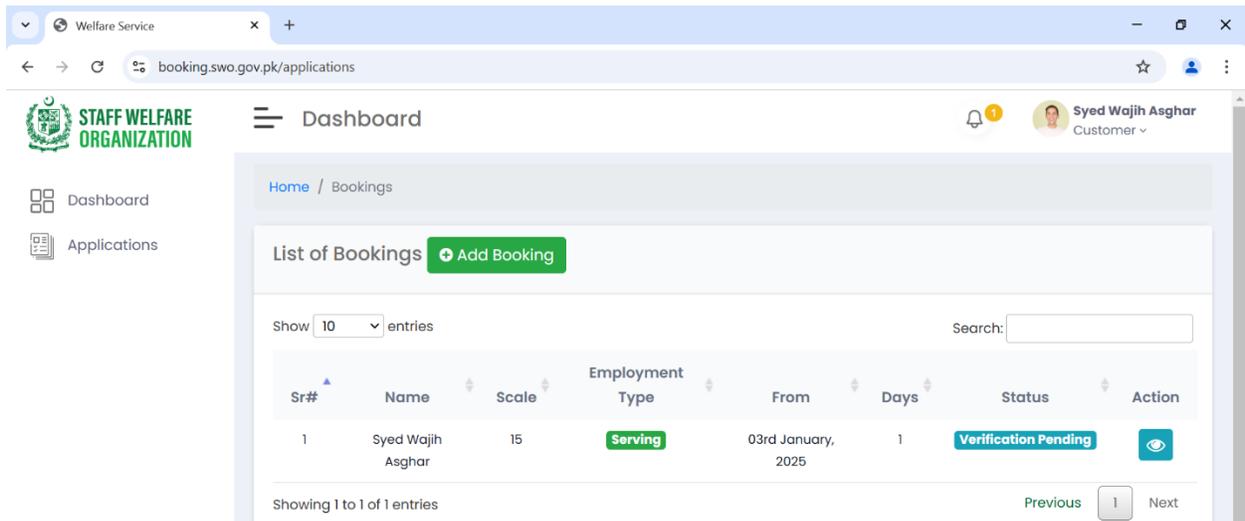**Room: 15-C**

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

Room: 16-C

Available from: **2025-01-13** to **2025-01-15**
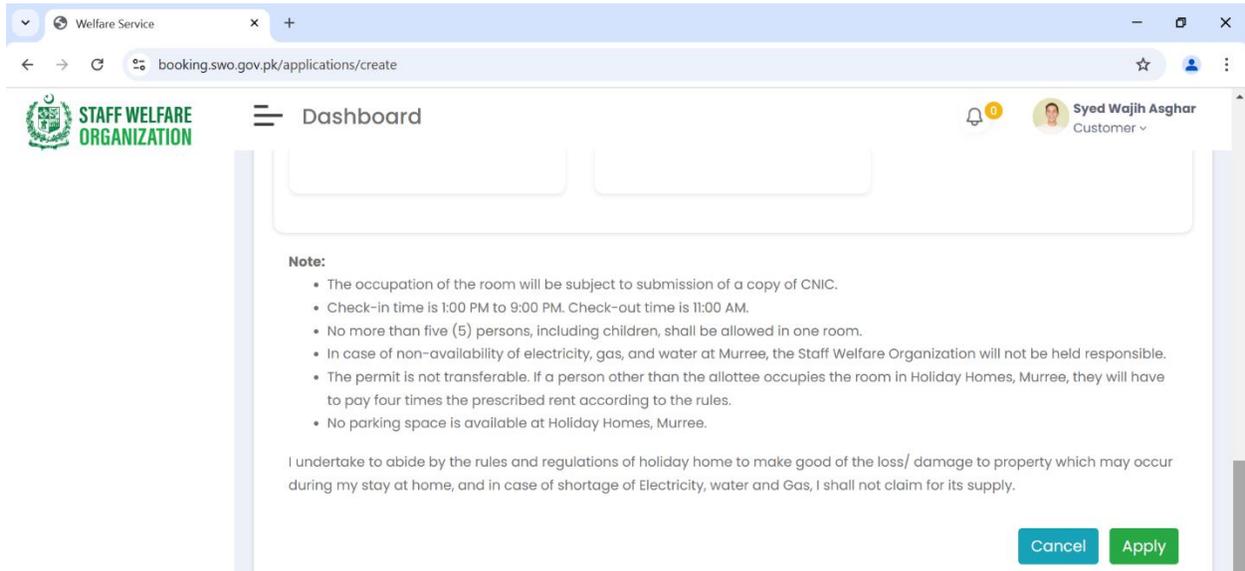
Once user has applied the booking request will be forwarded to Staff Welfare Organization for approval. A verification pending status will be visible to user (blue color) till the approval. After the grant of approval from Staff Welfare Organization administrator the status will be changed to **INVOICE PENDING.**

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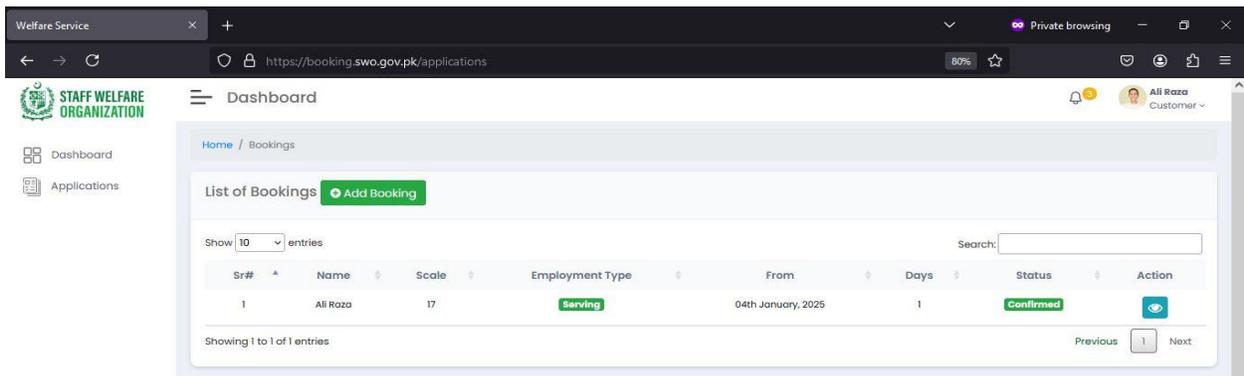
SWO administrator will ensure that uploaded challan is not expired and uploaded within time and then will grant approval. After approval, the status will be changed to confirmed.

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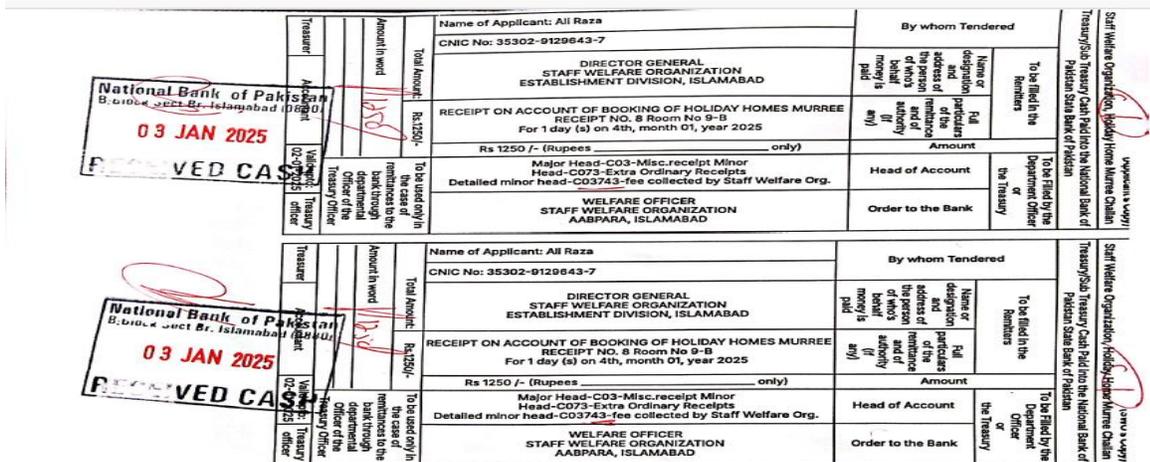
FOCAL PERSON LOGIN

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 requeste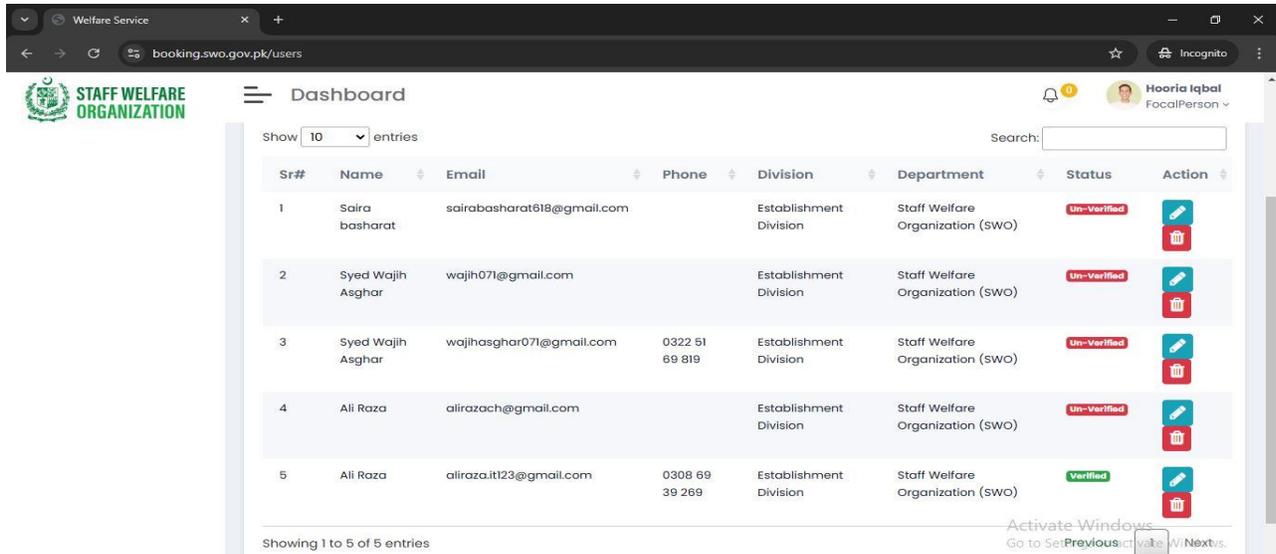d to nominate focal persons for this portal. Employees of only those departments can avail this facility who have provided focal persons nominations. A department can nominate it's focal person in written by providing Name, designation (BPS), email (official), email(private), landline number, mobile number, Status (ministry, division, attached department, autonomous body, authority etc) and department address to Staff Welfare Organization.
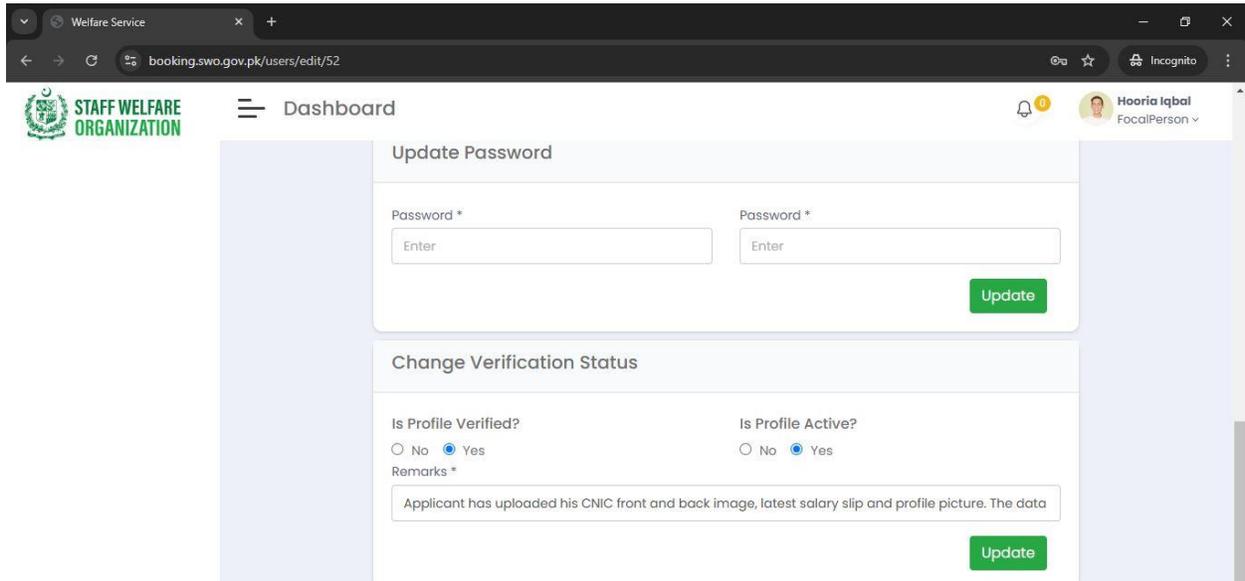
The main responsibility of focal person is to validate the data provided by user / employee of their respective department. If a user forgets his password, the focal person can update the password as well of their department's users. Focal person username and password will be provided by Staff Welfare 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.**

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

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
STAFF WELFARE ORGANIZATION
*****

5.1/2021

No.SWD-15(175)/(Admn)/2021/9125-27   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, Isiamabad 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@swo.gov.pk.

　　　i.   Name & Designation_____
　　　ii.   Email(private)_____
　　　iii.   Email(official)_____
　　　iv.   Ministry/Div_____
　　　　　　 /Deptt._____
　　　v.   Contact No._____
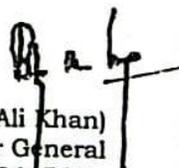
(Shahid Ali Khan)
Director General
Ph No.9244563

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