

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

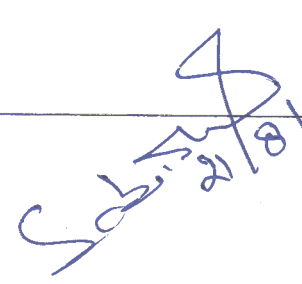
S. #	FREQUENTLY ASKED QUESTIONS	ANSWER
1	What is the function of Staff Welfare Organization	Staff Welfare Organization is established with a purpose to implement various schemes for the welfare of Federal Government Employees and their dependents.
2	What is Organizational set up of Staff Welfare Organization	Staff Welfare Organization is an attached department of Establishment Division headed by a Director General with Headquarter at Islamabad and 05 Regional Offices functioning at Islamabad, Lahore, Karachi, Quetta & Peshawar.
3	What are the target groups/clientele of Staff Welfare Organization	The Federal Government Employees and their dependents are the target groups of the Organization.
4	Either the employees of Provincial Govt or Autonomous Bodies can avail the facilities offered by Staff Welfare Organization?	Yes, they can avail the following services subject to availability:- <ol style="list-style-type: none"> 1. Ladies Industrial Homes. 2. Vocational Training Centers. 3. Holiday Homes 4. Wedding/Auditorium Hall. 5. Day Care Centre
5	What Welfare Services are offered by the Organization	The welfare services are being provided by Staff Welfare Organization in the following four categories: <ol style="list-style-type: none"> 1. <u>Direct Financial Assistance</u> <ul style="list-style-type: none"> - Stipend Scheme - Federal Staff Relief Fund - Rehabilitation Aid 2. <u>Indirect Financial Assistance</u> <ul style="list-style-type: none"> - Ladies Industrial Homes - Vocational/Trade Training Centre 3. <u>Recreational Facilities.</u> <ul style="list-style-type: none"> - Multipurpose Community Centers - Holiday Homes 4. <u>Auxiliary Services</u> <ul style="list-style-type: none"> - Wedding Hall - Day Care Centre - Hostel for Working Women. - Ambulance/Mortuary/Coaster Service - Libraries
6	What is Stipend Award?	It is a financial assistance given to the children of serving, retired and deceased Federal Government Employees studying in Class V onward in various Federal Government/Recognized Institutions.
7	What is the way to availing the Stipend Award?	The prescribed application form along with rules and details conditions of eligibility can be obtained from the following Regional Offices of Staff Welfare Organization during the month of September to November of each year. <ol style="list-style-type: none"> i. Chief Welfare Officer, Staff Welfare Organization, Ch. Rehmat Ali Community Centre,G-7, Islamabad 051-9253000 ii. Chief Welfare Officer, Staff Welfare Organization, Block 66/A, Pakistan Secretariat, Karachi 021-99203312

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		iii. Chief Welfare Officer, Staff Welfare Organization, F.G.Employees Colony, Hassan Ghari, Shami Road, Peshawar	091-9212097																																																																																								
		iv. Chief Welfare Officer, Staff Welfare Organization, A.G. Office Compound, Lahore	042-99211933																																																																																								
		v. Chief Welfare Officer, Staff Welfare Organization, CGS Colony, Satellite Town, Quetta.	081-9211166																																																																																								
8	What is the cost of application forms	The application form can be obtained at the following rates: BPS-1-4 Rs.05 Only/- BPS-5-16 Rs.10 Only/- BPS-17 & above Rs.10 Only/- Merit/Huffaz Rs.10 Only/-																																																																																									
9	What is minimum passing percentage required?	At least 40% marks in the required certificate/degree.																																																																																									
10	What is the closing date for submission of forms?	November of each year																																																																																									
11	In which month Stipend is awarded to the applicant ?	Stipend is awarded to the applicant during the month of March of each year.																																																																																									
12	How much financial aid is granted to the each category of study class?	<table border="1"> <thead> <tr> <th>S.#</th> <th>Class of Study</th> <th>Day Scholar per Annum</th> <th>Purchase of Note Books for BPS 01-04 Employees</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>5TH, 6TH, 7TH, 8TH</td> <td>800</td> <td>400</td> </tr> <tr> <td>2</td> <td>9TH, 10TH</td> <td>950</td> <td>500</td> </tr> <tr> <td>3</td> <td>11TH 1ST Year F.A. F.Sc.</td> <td>1450</td> <td>600</td> </tr> <tr> <td>4</td> <td>12TH 2ND Year F.A., F.Sc. Polytechnic CT, PTDC, Diploma Education</td> <td>1450</td> <td>600</td> </tr> <tr> <td>5</td> <td>13TH, 3RD Year, B.A. B.Sc.</td> <td>2100</td> <td>1000</td> </tr> <tr> <td>6</td> <td>14TH, 4TH Year, B.A., B.Sc., BBA, BIT, BS Hon.) BCS, B.S (Ed), B.ED, B.Sc. (Hons)</td> <td>2100</td> <td>1000</td> </tr> <tr> <td>7</td> <td>15TH, 5TH Year, M.A., M.Sc., MCS, M.ED, LLB, MBA, MIT, Degree (Fine Arts)</td> <td>2700</td> <td>1000</td> </tr> <tr> <td>8</td> <td>16TH, 6TH Year, M.A., M.Sc., MCS, M.ED, LLB, MBA, MIT, BXS, Degree (Fine Arts)</td> <td>2700</td> <td>1000</td> </tr> <tr> <td>9</td> <td>Degree (Engineering)</td> <td>6000</td> <td>-</td> </tr> <tr> <td>10</td> <td>Degree (Medical)</td> <td>6000</td> <td>-</td> </tr> <tr> <td>11</td> <td>Degree (Agriculture)</td> <td>6000</td> <td>-</td> </tr> <tr> <td>12</td> <td>M.Phil LLM</td> <td>5200</td> <td>-</td> </tr> <tr> <td>13</td> <td>Ph.D</td> <td>6000</td> <td>-</td> </tr> <tr> <td>14</td> <td>ICMA</td> <td>3700</td> <td>-</td> </tr> <tr> <td>15</td> <td>C.A</td> <td>3700</td> <td>-</td> </tr> <tr> <td>16</td> <td>Orthopedic</td> <td>3000</td> <td>-</td> </tr> <tr> <td>17</td> <td>Tib/Homeopathy</td> <td>1500</td> <td>-</td> </tr> <tr> <td>18</td> <td>Dispenser</td> <td>1500</td> <td>-</td> </tr> <tr> <td>19</td> <td>LIH</td> <td>1500</td> <td>-</td> </tr> <tr> <td>20</td> <td>Air Ticketing</td> <td>1500</td> <td>-</td> </tr> <tr> <td>21</td> <td>Commercial Arts</td> <td>1500</td> <td>-</td> </tr> </tbody> </table>		S.#	Class of Study	Day Scholar per Annum	Purchase of Note Books for BPS 01-04 Employees	1	5 TH , 6 TH , 7 TH , 8 TH	800	400	2	9 TH , 10 TH	950	500	3	11 TH 1 ST Year F.A. F.Sc.	1450	600	4	12 TH 2 ND Year F.A., F.Sc. Polytechnic CT, PTDC, Diploma Education	1450	600	5	13 TH , 3 RD Year, B.A. B.Sc.	2100	1000	6	14 TH , 4 TH Year, B.A., B.Sc., BBA, BIT, BS Hon.) BCS, B.S (Ed), B.ED, B.Sc. (Hons)	2100	1000	7	15 TH , 5 TH Year, M.A., M.Sc., MCS, M.ED, LLB, MBA, MIT, Degree (Fine Arts)	2700	1000	8	16 TH , 6 TH Year, M.A., M.Sc., MCS, M.ED, LLB, MBA, MIT, BXS, Degree (Fine Arts)	2700	1000	9	Degree (Engineering)	6000	-	10	Degree (Medical)	6000	-	11	Degree (Agriculture)	6000	-	12	M.Phil LLM	5200	-	13	Ph.D	6000	-	14	ICMA	3700	-	15	C.A	3700	-	16	Orthopedic	3000	-	17	Tib/Homeopathy	1500	-	18	Dispenser	1500	-	19	LIH	1500	-	20	Air Ticketing	1500	-	21	Commercial Arts	1500	-
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		22	Computer Course	1500	-
		23	Dip. Language	1500	-
		24	Draughtsman	1500	-
		25	Electrician	1500	-
		26	Library Sciences	1500	-
		27	Machinist	1500	-
		28	Surveyor	1500	-
		29	Technician	1500	-
		30	Welding	1500	-
		31	Hafiz-e-Quran	7500	-
13	What financial aid is granted to the position holders?	Merit Award 80% and Above marks			-
		32	Matriculation	5000	-
		33	Intermediate	7000	-
		34	Graduation	9000	-
14	What financial aid is granted for the purchase of textbooks for BPS-1-4 Employees?	The detail on this account is provided in question 12 from Serial No. 01 to 08.			
15	What are the objectives of Federal Staff Relief Funds?	To provide financial assistance to the Government servants and their dependents in the following cases of real distress namely:- a) Death of Government servants. b) Death of dependents of Government servants BPS 1-16 c) Prolonged illness of BPS 1-16 Government servants and their dependents d) Purchase of optical BPS 1-16 Government servants only			
16	What is the limit of financial assistance?	The maximum limit of financial assistance provided is as under:			
		S.#	Nature of distress	Financial Assistance	
		1	Death of Govt. Employee	10,000/-	
		2	Death of Dependent	5,000/-	
		3	Prolonged illness	Up to 5,000/-	
17	What is the procedure of payments sanctioned out of Federal Staff Relief Fund?	1) Cheques are issued in the name of DDO of concerned Ministries/Divisions/Departments for onward distribution amongst the applicant. 2) In the case of death of a Government servant, the payment is released to the families of the deceased Government servant immediately.			
18	How one can apply for the Federal Staff Relief Fund?	Prescribed application forms for grant of relief fund are available at Regional Offices of Staff Welfare Organization. The applicant can apply on these forms through their respective Ministries/Divisions/Departments.			
19	What type of Rehabilitation Aid is provided to Federal Govt. Employees and their dependants by the Staff Welfare Organization?	Staff Welfare Organization provides following items to Federal Government Employees and their dependents in the shape of Rehabilitation Aid:			
		1	Leg Braces	2	Artificial Leg Prosthesis
		3	Arms prosthesis	4	Neck Collar
		5	Hearing Aid	6	Walking Aid
		7	Tri-Cycle	8	Wheel Chair
		9	Surgical Shoes		
20	How to apply and to whom?	The application on prescribed form can be submitted to the respective Regional head through their respective Ministries/Divisions/Departments.			


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21	When applications are invited and who are eligible for this scheme?	Application forms are received throughout the year in the Regional Offices and Serving Federal Government Employees drawing their salaries through AGPR are eligible.																									
22	What type of documents is required with application?	Following documents are required: 1. Copy of National Identity Card 2. Medical Certificate issued by Medical Officer of Federal Govt. Hospital/Dispensaries. 3. Audio Gram (In case of Hearing Hardness) Copy of dependent NIC (in case aid is required for dependent).																									
23	What is purpose of establishing the Ladies Industrial Homes?	It is with a purpose to impart vocational training to the female employees of the Federal Government and other women folk enabling them to earn their livelihood respectfully and to supplement the family income which ultimately raise the financial position of the family.																									
24	Who can seek admission in these Ladies Industrial Homes?	Female Federal Government Employees and their dependents can seek admission. Moreover, employees of the Provincial Governments/Autonomous Bodies/Semi Autonomous Bodies are also considered for admission subject to availability of seats.																									
25	How much fee is charged for admission in Ladies Industrial Homes?	The fee being charged at present is as under: <table border="1"> <thead> <tr> <th>S #</th> <th>Category.</th> <th>BPS</th> <th>Admission</th> <th>Monthly</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Federal Govt. Employee</td> <td>1-4</td> <td>25/-</td> <td>10/-</td> </tr> <tr> <td>2</td> <td>--do--</td> <td>5-16</td> <td>25/-</td> <td>20/-</td> </tr> <tr> <td>3</td> <td>--do--</td> <td>17 & Above</td> <td>25/-</td> <td>30/-</td> </tr> <tr> <td>4</td> <td>Other</td> <td>Other</td> <td>35/-</td> <td>35/-</td> </tr> </tbody> </table>	S #	Category.	BPS	Admission	Monthly	1	Federal Govt. Employee	1-4	25/-	10/-	2	--do--	5-16	25/-	20/-	3	--do--	17 & Above	25/-	30/-	4	Other	Other	35/-	35/-
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4	Other	Other	35/-	35/-																							
26	What is the fee for the short courses?	a) The fee for two months computer course is Rs.400/- whereas for the two months courses of beautician and cooking fee is Rs.300/- per course. b) Rs. 10/- is charged for a special short course of 5 to 10 days duration.																									
27	What is training opportunities does Ladies Industrial Home offer to its beneficiaries?	a) Vocational Training for two years and one year duration is imparted in various disciplines as per syllabus of the respective Provincial Board of Technical Education for Diploma and Certificate Course. b) Short Course in Computer, beautician, thread work, Mirror Work, Flower making and cooking are also arranged for the benefit of the trainees.																									
28	What are addresses of the Ladies Industrial Homes presently located at Islamabad.	At present 4 Ladies Industrial Homes are working. The addresses of which are as below: 1) Ladies Industrial Home-1, F-6/4, located behind the State Life Building, Near China Chowk, Islamabad. 2) Ladies Industrial Home-2, located in the building of the Director General, Staff Welfare Organization's office, sector G-6, Aabpara, Islamabad. 3) Ladies Industrial Home-3, Near Alimia Chowk, G-9/2, Islamabad. 4) Ladies Industrial Home No.4, Near Faisal Madrasa, G-7/3, Islamabad.																									
29	What are the locations of Ladies Industrial Homes working under Staff Welfare Organization provincial Capitals?	In Lahore there are three Ladies Industrial Homes and their locations are as under: 1) Ladies Industrial Home, Pakistan Mint, Lahore 2) Ladies Industrial Home, CGE, colony, Wahdat Road, Lahore. 3) Ladies Industrial Home, Wafaqi Colony, Lahore. In Peshawar there are 05 Ladies Industrial Homes and their locations are as under:																									

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		<ol style="list-style-type: none"> 1) Ladies Industrial Home, Kohat Road, Peshawar. 2) Ladies Industrial Home, Hassain Ghari, Peshawar. 3) Ladies Industrial Home, P.F.I. Colony Peshawar. 4) Ladies Industrial Home, Civil Quarters, Peshawar 5) Ladies Industrial Home, Hayatabad, Peshawar. <p>In Karachi there are 04 Ladies Industrial Homes and their locations are as under:</p> <ol style="list-style-type: none"> 1) Ladies Industrial Home, F.C. Area Karachi. 2) Ladies Industrial Home, Martin Road, Karachi. 3) Ladies Industrial Home, Jacob Lines, Karachi 4) Ladies Industrial Home, Pakistan Quarters, Karachi <p>In Quetta there is only (01) Ladies Industrial Homes and its locations is as under:</p> <ol style="list-style-type: none"> 1) Ladies Industrial Home, CGS, Colony, Quetta.
30	Is there any facility provided in Ladies Industrial Homes for stitching and designing of the dresses and garments?	For this purpose order work centers are established in Ladies Industrial Homes, where orders are being received and according to the choice of the client, dresses are stitched and designed by the workers of the Ladies Industrial Home.
31	Are there any fixed rates charged for the purpose?	Yes rates are fixed, however these are significantly lower than the market rates.
32	Is it the responsibility of the work order centre to provide material also?	Required material is usually provided by the client themselves to the workers, however, ordinary type of work like yarn for stitching, buttons and other small items are provided by the order work centers.
33	What kinds of syllabus are followed?	<p>For the certificate and diploma courses, the syllabus of Provincial Technical Board of Education is as below:</p> <ol style="list-style-type: none"> 1) Pakistan Studies (Limited Chapters). 2) Home Management. 3) Cutting/Drawing. 4) Drafting. 5) Drawing and Designing. 6) Painting 7) Machine Knitting. <p><u>OPTIONAL SUBJECTS</u></p> <ol style="list-style-type: none"> 1) Machine Embroidery. 2) Hand Embroidery. 3) Machine Knitting. 4) Hand Knitting.
34	What is the function of Vocational / Trade Training Centers?	To provide training in typing, shorthand and basic computer operation to the Federal Government Employees and their dependents enabling them to get jobs in public and private sector.

S. J. Khan
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