

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
STAFF WELFARE ORGANIZATION  
(COMMUNITY CENTRE AABPARA, ISLAMABAD)

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Islamabad the 31<sup>st</sup> January, 2022

No.SWD-3(86)/2020-21/Admn/

**CIRCULAR**

Staff Welfare Organization an attached department of Establishment Division is executing various welfare projects for the economic wellbeing, social safety and skill development of Federal Government employees and their dependents. Taking this mission ahead, the Staff Welfare Organization, Aabpara office is also implementing multiple welfare projects at Islamabad and Murree. Detail of these projects is as under:

Sr. No.	Project Name	Detail of Welfare Project
01	Holiday Homes Murree	Federal Govt. employees can avail guest house facility of Staff Welfare Organization to spend quality time with family at recreational and scenic location situated in the heart of Murree. Rates for this facility are very nominal and serving as well as retired Federal Govt. employees can benefit from this facility.
02	Ladies Industrial Homes	Staff Welfare Organization is running four Ladies Industrial Homes (LIH) in Islamabad each situated at F-6/4, G-9, G-7/2 and G-6/1. Female family members of Federal Govt. employees can take admission in advance courses of Sewing, Cutting, Embroidery, Beautician and Cooking. Certificates awarded by these institution are recognized across Pakistan.
03	Day Care Centre	Facility of Day Care Centre, G-6, Islamabad is aimed to ease the working mothers who themselves or their husbands are employed in Federal Government. Healthy, educational and caring environment is ensured for better growth and training of children aging from 01 to 04 years.
04	Hostel for Working Women	Staff Welfare Organization has also established a Hostel for Working Women at G-7, Islamabad where female Federal Govt. employees can enjoy fully furnished accommodation for a maximum period of six months. Purpose of this hostel is to safeguard such female Federal Govt. employees who are newly posted in Islamabad/Rawalpindi and have no satisfactory accommodation at duty station to reside in.
05	Wedding Hall	Reservation of private Wedding Halls in Federal Capital is not less than a Hercules task especially for low paid Federal Govt. employees who cannot afford lavish and costly marriage halls. In order to facilitate the Federal Govt. employees, wedding halls have been established in Aabpara where they can arrange marriage functions of their beloved ones at very subsidized rates.

06	Coaster	Hiring private transport during marriage function of children economically burdens the already burdened employees. To cater this problem, coaster service is provided at very nominal charges for marriage functions and on official tours to Federal Govt. employees.
07	Federal Staff Relief Fund	Financial assistance upto Rs. 15000/- is extended to Federal Govt. employees and their dependents by Regional Office, Aabpara in following cases: <ol style="list-style-type: none"> <li>1. Death of Federal Govt. employee</li> <li>2. Death of dependent of FG employee</li> <li>3. Treatment of prolong illness</li> <li>4. Purchase of optical, etc.</li> </ol>
08	Staff Welfare Library	For book lovers, readers and aspirant of bright future, a library has been set up at Community Centre, G-6, Aabpara which can be visited from 01PM to 09 PM. A collection of more than 20000/- books is available and books issuing facility can also availed by registered members.
09	Auditorium	A state of the art auditorium has also been developed in Community Centre Aabpara which can be hired by Govt. departments as well as FG employees to arrange their seminars, functions, workshops, trainings, exams, etc.
10	Sports Club	A sports complex has been established in Aabpara Community Centre where members can play Basket Ball, Badminton, Snooker, Table Tennis and Squash. Purpose of this facility is to engage FG employees' fraternity in healthy activities and to promote positive competition among youth.

2. For further detail and to download welfare schemes' forms, please visit our official website i.e. [www.swo.gov.pk](http://www.swo.gov.pk) or do visit our office at Staff Welfare Organization, Community Centre, G-6, Aabpara, Islamabad.

  
**(SYED HASNAT AHMED)**  
 Chief Welfare Officer  
 Tel: 9244666

All Ministries/Divisions/Attached Departments/Sub-ordinate Offices

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
STAFF WELFARE ORGANIZATION  
(COMMUNITY CENTRE AABPARA, ISLAMABAD)  
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Subject: **CIRCULATION OF INFORMATION REGARDING WELFARE SCHEMES FEDERAL GOVERNMENT EMPLOYEES ARE ENTITLED FOR**

Reference to the subject cited above and find enclosed herewith a copy of circular dated 31-12-2021.

2. It is submitted that Staff Welfare Organization is executing different welfare schemes for the wellbeing of Federal Government employees and their dependents. However, a significant number of Federal Government employees are unaware about facilities developed by Federal Government for which they and their dependents are entitled and can make a major difference in their lives. It is, therefore, is requested that wide publicity may please be given to enclosed circular in your esteemed Ministry/Division and Sub-ordinate Offices so that maximum number of Federal Government Employees can benefit from welfare schemes being offered at various facilities of Staff Welfare Organization, Regional Office, Aabapra. Your kind honor is also requested to publish the same at your official website, social media pages and notice boards for the information of all employees.

3. This issues with the approval of Chief Welfare Officer, Staff Welfare Organization, Aabpara, Islamabad.

Yours sincerely,

(SABBAH MUSOOD)  
Staff Welfare Officer  
Tel: 051-9244666

Chief (Admin), Federal Board of Revenue, Islamabad

SWF's U.O. No. SWD-3(86)/2020-21/354

Islamabad, the 8<sup>th</sup> February, 2022

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