

**RULE FOR ALLOTMENT/RESERVATION OF RETIRING/ GUEST ROOMS AT KARACHI, LAHORE, ISLAMABAD, PESHAWAR, QUETTA & MURREE.**

1. Retiring/Guest Rooms available at Karachi, Lahore, Islamabad, Peshawar, Quetta and Murree shall henceforth be allowed with prior permission of SG/DSGs. Details regarding entitlement and charges are as under:-

Station	Guest/ Retiring Rooms No.	Entitled to	Rate per day (Rs.)	
			On Duty	On Leave
Karachi	Thar	BS-19 & 20	1500	750
	Nara	BS-17 & 18	1000	500
Lahore	Sutlej	BS-20 & above	1500	750
	Ravi	BS-19 & 20	1500	750
	Chenab	BS-19 & 18	1000	500
	Jhelum	BS-18 & 17	1000	500
Islamabad	Rawal	BS- 19	1000	500
	Simli	BS-17 & 18	1000	500
Peshawar	Tarbela	BS-19 & 20	1500	750
	Gomal	BS-19 & 18	1500	750
	Warsak	BS-18	1000	500
Quetta	Ghazi	BS-16- & 17	1000	500
	Sarawan	BS-18 & Above	1500	750
Murree	Hunza	BS-20 & above	1500	750
	Neelum	BS-19	1500	750
	Khyber	BS-18 & 19	1000	500
	Ravi	BS-17 & 18	1000	500
	Mehran	BS-17 to 16	1000	500
	Bolan	BS-16 & Below	500	300

2. Following instructions must be adhered:-

- All concerned are required to forward their requests (prescribed proforma attached) at least 3 days before intended dates of reservation to P.A to DSG-I for reservation of the facility.
- Duration of reservation should be as minimum as possible but not more than 03 days to facilitate maximum officials.
- Number of persons per room should not be more than four.
- The Director/OC concerned will maintain the retiring/ guest rooms in good condition and ensure no violation of these instructions. The amount received against retiring/guest rooms charges will be utilized for maintenance and upkeep of the facilities. A separate register will be maintained by the care taker duly appointed by Director/ OC concerned.
- Retired officers of the department may avail the facility as per entitlement "On Leave" rates.
- Guest will be allowed to officers BS-17 and above twice/session (Winter/ Summer) only, Guests reservation will be as per status of the officer and room charges shall be "double the rate on duty" mentioned above.

3. This supersedes all previous instructions on the subject matter.

Authority:- SGO letter No. 939/11-G-12(i)/Murree/Org. dated 17<sup>th</sup> August, 2021.

**APPLICATION FORM FOR RESERVATION OF ROOM AT**

1. Name of Guest \_\_\_\_\_  
C/O Name \_\_\_\_\_ Desig. \_\_\_\_\_ Unit \_\_\_\_\_
2. CNIC No. of Guest. \_\_\_\_\_
3. Contact No of Guest. \_\_\_\_\_
5. Relation with Employee \_\_\_\_\_
6. Rooms required/Total No. of persons \_\_\_\_\_  
(Allowed 4 person only in a room)
7. Duration of Reservation. From \_\_\_\_\_ to \_\_\_\_\_ Total Nights \_\_\_\_\_
8. Total Payment. \_\_\_\_\_
9. Advance Paid. \_\_\_\_\_
10. Balance amount. \_\_\_\_\_

- Note:-**
- i) 50% advance payment is must.
  - ii) If the guest does not avail facility or cancels within 24 hrs. of booking time advance payment will not be refunded.
  - iii) No cooking will be allowed in the rooms.
  - iv) Check out time will be as 12:00 Noon

Dated \_\_\_\_\_ Time: \_\_\_\_\_

Signature of  
Applicant \_\_\_\_\_

**FOR SGO'S OFFICE USE**

1. Availability Status: \_\_\_\_\_ Remarks (if any) \_\_\_\_\_
2. Processed with initial by: \_\_\_\_\_
3. Approved by: \_\_\_\_\_

**In case of Cancellation/ not availed the facility**

1. Inform by: \_\_\_\_\_ Remarks (if any) \_\_\_\_\_
2. Advance payment applicable/ Not applicable \_\_\_\_\_
3. Any other charges (damage etc) received from Individuals: \_\_\_\_\_

REFERENCE OF ROOMS

Station	Old Name	New Name	Entitlement
Karachi	Room I	THAR	BS-19 & 20
	Room II	NARA	BS-17 & 18
Lahore	-	SUTLEJ	BS-20 & above
	-	RAVI	BS-19 & 20
	-	CHENAB	BS-19 & 18
	-	JHELMUM	BS-18 & 17
Islamabad	Room I	RAWAL	BS- 19
	Room II	SIMLI	BS-17 & 18
Peshawar	Room I (GF)	TARBELA	BS-19 & 20
	Room III (FF)	GOMAL	BS-19 & 18
	Room IV (FF)	WARSAK	BS-18
	Room II (GF)	GHAZI	BS-16 & 17
Quetta	Room I	SARAWAN	BS-18 & Above
Murree	-	HUNZA	BS-20 & above
	-	NEELUM	BS-19
	-	KHYBER	BS-18 & 19
	-	RAVI	BS-17 & 18
	-	MEHRAN	BS-17 to 16
	-	BOLAN	BS-16 & Below