

SURVEY OF PAKISTAN
SURVEYOR GENERAL'S OFFICE
RAWALPINDI

Sub:- ALLOTMENT/RESERVATION AND CATEGORIZATION OF RETIRING/GUEST ROOMS

In supersession of this office letter No.1167/11-G-12(i)/Murree/Org., dated 31-08-2023, Retiring/Guest Rooms available at Karachi, Lahore, Islamabad, Peshawar, Quetta and Murree shall henceforth be allowed with prior permission of Deputy Surveyor General-I. The competent authority has further been pleased to revise rates of retiring/guest rooms of Survey of Pakistan located at aforesaid stations. Details of entitlement are as under:-

Station	Guest/Retiring Rooms No.	Entitled To	Rate Per Day (Rs.)	
			On Duty	On leave
Karachi	Thar	BS-19 & 20	2000	1000
	Nara	BS-17 & 18	1500	750
Lahore	Sutlej	BS-20 & above	2000	1000
	Ravi	BS-19 & 20	2000	1000
	Chenab	BS-18 & 19	1500	750
	Jhelum	BS-17 & 18	1500	750
Islamabad	Rawal	BS-19	1500	750
	Simli	BS-17 & 18	1500	750
Peshawar	Tarbela	BS-19 & 20	2000	1000
	Gomal	BS-18 & 19	2000	1000
	Warsak	BS-18	1500	750
	Ghazi	BS-16 & 17	1500	750
Quetta	Sarawan	BS-18 & above	2000	1000
Murree	Hunza	BS-20 & above	2000	1000
	Neelum	BS-19	2000	1000
	Khyber	BS-18 & 19	1500	750
	Ravi	BS-17 & 18	1500	750
	Mehran	BS-16 & 17	1500	750
	Bolan	BS-16 & below	1000	500

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 PA 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/O.C 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 caretaker duly appointed by Director/O.C concerned.
- e. Retired officers of the department may avail the facility as per entitlement "On Leave" rates.
 - f. Guest will be allowed to officer 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.
 - g. The Director/O.C concerned must ensure denial of Guest/Retiring Rooms of this department to impersonator vis-à-vis unauthorized use of name of officers of this department.
 - h. Proper checking of identity of Guests be ensured.
 - i. No Guest would be allowed to enter office premises without prior information and permission of the security staff. Intimation to this regard be processed through proper channel.
 - j. Entry and exists points in office premises be properly regulated/physically checked through available security apparatus at all entrances.
 - k. Contact Numbers of Guests & Original CNIC be seen (copy of same be collected/retained at record).
 - l. Vehicles of Guests be checked/searched thoroughly with security apparatus.

(TAHIR IQBAL BUTT)
Director (Admin)

For Surveyor General of Pakistan

No. 620../11-G-12(i)/Murree/Org.

Dated

05-06-2024

Distribution:-

- i. DSG-I & II
- ii. D (P & G)
- iii. D (T&C)
- iv. O.C Workshop
- v. Deputy Director (Admin)-I & II
- vi. Deputy Director (Stores)
- vii. Assistant Director (Admin) (Establishment Section)
- viii. DDO (SGO)
- ix. PS to SG
- x. PA to DSG-I

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: _____