



**Government of Pakistan**  
**Ministry of Poverty Alleviation & Social Safety**

# **Pakistan Bait-ul-Mal Sweet Home Policy**

## **2022**

**(Based on Minimum Boarding Standards)**



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## **PREAMBLE**

Islam has ordered its believers to have mercy and to be merciful towards all creatures to gain the status of super of all creatures. The responsibility to look after the others makes the humans unique among the Allah's creation. Orphans are among those who need kindness and special attention. Orphans, according to Islamic definitions are those children, who are left with no protections from their any parent due to death. Our religion shows a great deal of sympathy for orphans. We see and understand it clearly when we look at the Quran; we will see that the word "orphan" is mentioned 23 times in 12 different forms in 12 different Surahs. Quran says;

*(Al-Quran 2:83) "And be good to the orphans and the very poor, speak kindly to men, make prayer, and give in charity."*

*(Al-Quran 2:215) "They ask you as to what they should spend. Say: "Whatever good you spend should be for parents, kinsmen, orphans, the needy and the wayfarer; and whatever good you do, Allah is all-aware of it."*

About orphans, our Holy Prophet Muhammad  once said, "The most loved homes to Allah, mighty & sublime, are homes in which the orphan is honored." He himself adopted a former slave and raised him with the same care as if he was his own son.

## **INTRODUCTION**

Pakistan Bait-ul-Mal (PBM) is a federal government organisation whose major function is to devise and execute the policies to cater to needs of poor, destitute, widow, orphan and needy. With this wide scope and considering the orphans care as state responsibility, Article – 4 of the PBM Act further elaborates the PBM role that, inter alia, PBM will provide residential accommodation and necessary facilities to the orphan in the country.

With this mandate given in the Act and taking care of the orphans being the universal virtue, Pakistan Bait-ul-Mal takes initiative for establishment of Pakistan Bait-ul-Mal Sweet Homes (PBM Sweet Homes), Orphanages. In PBM Sweet Homes children will learn to trust and believe in themselves and others with recognition of their potentials. PBM Sweet Homes will provide an opportunity to these neglected poor souls of society to grow with respect and dignity.

### **1. SCOPE/ MISSION**

The PBM Sweet Homes aims at to develop a modern institutional approach towards welfare of orphans, to provide modern education and realise their potential to participate in the main stream of life with pride and dignity. The PBM Sweet Homes will be a model of social development organization, and will be active in the field of children's needs and conscious so as to replicate its standards in the other child care centres, both in the public sector and in the private sector. This policy paper will provide minimum boarding standards which are to be adopted in each PBM Sweet Home, all over the country.

### **2. ENROLMENT**

#### **i. Enrolment Criteria**

The following criteria shall be observed for enrolment of child in the PBM Sweet Home:

- i. If father or both parents are not alive
- ii. Age bracket of 4 to 6 years
- iii. Family is deserving
- iv. As a very special case and in case of non-availability of orphan falling under Clause-i& ii, if the parents are unable, or unfit to provide basic needs to children, i.e health, education, shelter, nutrition, security. The categories in the order of priority are as under:
  - a) Parents whereabouts/mother / father or both are missing, and the family is poor and deserving (In this case, police report and the written statements of close relatives will be required);
  - b) Mother is divorced and is unable to take care of the child;
  - c) Mother is divorced & re-married and is unable to take care of the child;
  - d) Divorce between the parent and both are very poor;
  - e) Mother has died and the father is unable to take care of him/her due to poor financial conditions;
  - f) Mother has died and the father has remarried and is unable to take care of him/her due to poor financial conditions;
  - g) Family (mother / father) is ultra poor;

**(At least, 80% of the children is mandatory from Category (i) i.e Orphan)**

(In case of enrolment under the category - iv, availability of documentary evidence will be ensured (divorce documents, statements or affidavit (judicial paper) of parent(s), police reports and union council reports, statements of close relatives/neighbours, statements of notables etc.) if the essential documents for enrolment are not available, PBM Sweet Home will make arrangements for preparation of missing documents immediately from the concerned authorities)

## **ii. Standard Strength: -**

i. The maximum strength of the children will be (100), subject to the condition that 80% of the total enrolment should be from Category (i) of Section-2 i.e “If father or both parents are not alive” and the children will be enrolled as per the enrolment criteria as per Clause 2.1. In case, the strength is increased, it will be considered additional PBM Sweet Home for the purpose of funds and facilities / HR etc, elaborated as under:

Upto 100	-	One PBM Sweet Home
From 101 to 200	-	Two PBM Sweet Homes
From 201 to 300	-	Three PBM Sweet Homes
From 301 to 400	-	Four PBM Sweet Homes
From 401 to 500	-	Five PBM Sweet Homes
From 501 & onwards so on...		

## **iii. Enrolment in case of Drop out**

- a. In case of drop out in future from home / house, the new enrolment will be made for the same home / house and age bracket.

- b. In case of non-availability, the original enrolment criteria will be followed.  
Proper record of each drop out children will be maintained along with reasons for drop out.

#### **iv. Enrolment Procedure**

The guardian or parent(s) shall apply for enrolment of child in the PBM Sweet Home on prescribed application form along-with copy of requisite documents (Annexed to the policy). Applications, completed in all respects will be submitted at PBM District Office in the concerned district. The District Office will investigate and determine the socio-economic status of the applicant & child and will forward the application form along with requisite documents to Provincial/Regional Office, containing his recommendations. The list of essential documents is as under:

- a. Birth Certificate, issued by the Union Council/Cantonment Board/ NADRA
- b. Family Registration Certificate / Form – B from NADRA
- c. Parent(s) death certificate issued by NADRA or Union Council
- d. Photocopy of CNIC of parents
- e. Divorce papers, where needed
- f. Written statements from local police or close relatives, where required
- g. Undertaking on stamp paper from the parent(s) or guardian regarding handing over the child to PBM Sweet Home (Annexed to the policy)
- h. Photocopy of CNIC of guardian
- i. 2-Passport size photographs of the child (to be arranged by PBM Sweet Home)
- j. 2-Full body photographs of the child (to be arranged by PBM Sweet Home)
- k. Any other document, as required under Clause 2.1

#### **ii. Enrolment Committee**

There shall be an Enrollment Committee in each Provincial /Regional Office, comprising of following to scrutinize, prioritize and finalize the applications on merit, for enrollment in the concerned PBM Sweet Home. The Committee shall also prepare a waiting list of applicants according to the space available:

- |      |  |          |
|------|--|----------|
| i.   | Dy. Director Prov./Reg. Office                           | Convener |
| ii.  | Assistant Director (dealing with PBM Sweet Home matters) | Member   |
| iii. | Assistant Director / District Officer                    | Member   |
| iv.  | Incharge Pakistan Bait-ul-Mal Sweet Homes(Orphanage)     | Member   |
- In case, the Deputy Director is not posted, then the senior most Assistant Director in Provincial / Regional Office will be the convener.

On the recommendations of the Committee, the Director concerned shall approve applications.

#### **vi. Responsibilities of PBM Sweet Home**

a. The Incharge (PBM Sweet Home) shall receive the child after written permission from the Provincial / Regional Office on the application form. The Incharge (PBM Sweet Home) shall immediately prepare a personal file of each child at the time of enrolment in the PBM Sweet Home. The personal file will contain the bio data form of child and all documents as mentioned at (Clause 2.4, a-h & k), photographs as mentioned in Clause 2.4 (i-j). Medical checkups in future will also be maintained in the personal file.

b. The Incharge (Pakistan Bait-ul-Mal Sweet Homes) is responsible to keep full track record of the children such as pre-admission biography, listing all the details of the origin and background of the Orphans.

c. Initial medical and psychological examination of the child must be performed by a MBBS doctor and psychologist. Services of doctor and psychologist will be arranged by concerned PBM Sweet Home. At the time of initial examination, one family member and one PBM Sweet Home staff member will accompany the child.

d. The newly admitted child will be introduced by the Incharge to PBM Sweet Home staff and the incumbent children. A child will be handed over to the Caretaker. They will present a small gift to new boarder / child (if possible).

e. The new child will be provided the standard set of clothes / outfit as per his entitlement, mentioned in Clause – 5, as early as possible.

### **3. RESIDENTIAL FACILITY**

i. There shall be maximum strength of (100) in each PBM Sweet Home. The residential facility shall be divided into two groups as per age of the children:

- Boarding Home - for children upto 12 years
- Boarding House - for children above 12 years

ii. The children in Boarding Home shall further be divided into sub groups of maximum (10) children, to be called Family Unit:

1. Group A - 4 to 6 years
2. Group B - 7 to 10 years
3. Group C - 11 to 12 years

iii. The children in Boarding House shall further be divided into sub groups, to be called Family Unit :

1. Group A 13 to 14 years
2. Group B 15 to 16
3. Group B 17 to 18 years or matriculation, whichever comes earlier

iv. Children in each home will be divided into family unit of (10) children. Each family unit in the boarding home will be looked after by a female Caretaker. The family unit, maximum of (15) children in the boarding house shall be managed by male caretakers i.e one caretaker for one family unit. The female caretaker will reside with the children in the same room till the age of 12 years in the PBM Sweet Home (HOME). The caretaker will reside in the same building with the elder children in PBM Sweet Home (HOUSE). They will not be allowed to spend night inside room.

v. Each room will have a display board, mentioning the names & pictures of children, residing in the room.

vi. Boarding home and house shall be separated from each other. If the PBM Sweet Home does not have separate buildings for home and house, arrangements will be made for portions / partition for home and house in the same building. No interaction of residents of children / staff of either home/house will be allowed.

vii. Residents of either home / house will not be allowed to visit or reside in the house / home and vice versa. Strict check & balance will be ensured by the PBM Sweet Home Incharge / Assistant Warden. CCTV cameras will be installed along with back up, to ensure the compliance of these instructions.

#### **4 CLOTHING / OUTFIT**

Following clothes / outfit will be provided to each child in the PBM Sweet Home:

<b>Summer</b>		<b>Winter</b>	
<b>Article</b>	<b>Qty</b>	<b>Article</b>	<b>Qty</b>
Dress (Kameez Shalwar)	3	Dress (Shalwar Kameez)	3
Jeans/Trousers with shirt	3	Jeans/Trousers with shirt	3
Sleeping Suit	1	Sleeping Suit	1
Vest	3	Vest	3
Towel	2	Towel	2
Prayer Cap	2	Jacket	1
Handkerchief	2	Handkerchief	2
Waistcoat	1	Jersey	2
Joggers	1	Jogger	1
Trousers with T shirt	2	Trousers with hineck / inner	2
Sandal	1	Muffler	2
Slippers (Plastic)	1	Slipper (Plastic)	1

\* The articles can be added or amended, as per seasonal requirements of the area

The boarders shall follow the dressing protocols given below:

- School uniform only for school.
- After school, school uniform will be changed & properly hanged and wear the casual outfit before going to mess.
- Sports costumes for sports activities.
- After the sports time, the children will change the track suit /costumes and will wear the night wear.
- Ceremonial dresses or special dress / costumes on the national days will also be arranged by the PBM Sweet Home in addition to the above entitlements.

#### **5. NUTRITION**

i. Nutritious food shall be provided to the children as per prescribed menu, approved by the PBM Sweet Home Management Committee. The Management Committee may consult a professional nutritionist or dietician in preparation of menu.

ii. The menu for the children should be devised keeping in view their age, physical requirements e.g elder will need more nutritious & energetic food.

iii. The approved food menu should be displayed in the dining area.

iv. Children with special dietary needs shall be accommodated. Athletes, malnourished children and children with medical issues will be provided meals at times other than meal times on need basis.

v. The Incharge, in consultation with the Caretakers and children will decide the meal serving times for breakfast, lunch and dinner, in addition to tea breaks. The meal timing may be revised after each month, if required, based on weather or children routine.

- vi. The meal timing will be decided in consultation with the children, based on their activities.
- vii. Clean drinking water will be ensured in the centre. For the purpose, water filters may be installed and may be replaced regularly.
- viii. The standard meal menu is as under:

### **For Summer**

<b>Days</b>	<b>Breakfast</b>	<b>Brunch*</b>	<b>Lunch</b>	<b>High Tea</b>	<b>Dinner</b>
Mon	Red Lobia+ Naan+Tea	Pakoray	Beef Alu Qeema +Roti+ Zarda	Snacks+Jam-e- Sheeri	Daal Channa+Roti +Fruit
Tues	Milk + Alo Ki Bujiya +Paratha + Tea	Black Channy Chat	Mix Vegetable+ Roti	Snacks+Mango Squash	Red Lobia with White Rice + Fruit
Wed	Milk + Channy+ Naan + Tea	Black Channa Chat	Chicken Baryani+ Raita	Black Daal Mix Chat	Mix Daal+ Roti + Fruit
Thur	Milk + Alu Anda + Paratha+ Tea	Pakoray	Curry Pakora+ Roti+ Halwa	Snacks+Jam-e- Sheeri	Beef Qorma +Roti + Fruit
Fri	Milk + Honey+ Cream+ Paratha + Tea	Chaana Chat	Chaana Pulao+ Raita	Snacks+ Lemonade	Mixed Vegetables +Roti + Fruit
Sat	Milk + Alu Anda +Paratha + Tea	LubiaChaa na Mix Chat	Daal Mash +Roti	Snacks+Mint Juice	Chicken Haleem+Naan + Fruit
Sun	Milk + Halwa+ Paratha + Tea	Snacks	Mattar Pulao Or Dal With Rice	Snacks+ Lemonade	Red Lobia+ Roti + Fruit

### **For Winter**

<b>Days</b>	<b>Breakfast</b>	<b>Brunch*</b>	<b>Lunch</b>	<b>High Tea</b>	<b>Dinner</b>
Mon	Milk + Red Lobia + Naan+Tea	Pakoray	Beef Alu Qeema +Roti+ Zarda + Fruit	Snacks+ Tea	Daal Channa+ Roti Chicken Corn Soup
Tues	Milk + Alo Ki Bujiya +Paratha + Tea	Black Channy Chat	Mix Vegetable+ Roti + Fruit	Snacks+ Green Tea	Red Lobia with White Rice + Vegetable Soup
Wed	Milk + Channy+ Naan + Tea	Black Channa Chat	Chicken Baryani+ Raita + Fruit	Snacks+ Tea	Mix Daal Roti + chicken corn Soup
Thur	Milk + Alu Anda + Paratha +Tea	Pakoray	Curry Pakora+ Roti+ Halwa + Fruit	Snacks+ Green Tea	Beef Qorma+ Roti + chicken corn Soup
Fri	Milk + Honey+ Cream+ Paratha+ Tea	Chaana Chat	Chaana Pulao+ Raita + Fruit	Snacks+ Tea	Mixed Vegetable + Vegetable Soup
Sat	Milk + Alo Anda+ Paratha+ Tea	Lubia Chaana Mix Chat	Daal Mash Roti + Fruit	Snacks+ Green Tea	Chicken Haleem+ Naan + Beef Yakhni
Sun	Milk + Halwa+ Paratha+ Tea	Snacks	Mattar Pulao Or Dal With Rice + Fruit	Snacks+ Tea	Red Lobia+ Roti + Chicken Yakhni



- i. The charts should be displayed in the dining hall, describing the etiquettes and manners of meal, w.r.t religious values. The charts should be clearly visible. If possible, these charts should be prepared by the children themselves.
- ii. The dining hall should contain the colourful charts, displaying the pictures and names (in Urdu and English) of fruits, vegetables, grains, animals and birds, flowers etc. The same charts should also be displayed in the library and in the common rooms.

## **6. PHYSICAL AND MENTAL / PSYCHOLOGICAL HEALTHCARE**

- a) An environment of cleanliness and hygiene shall be ensured in the PBM Sweet Home and the health and personal hygiene of each child shall be monitored, while ensuring the dignity of the child.
- b) A medical check up of each child from a recognized government hospital shall be undertaken at regular intervals (minimum once a year) and the medical record of each individual child shall be maintained in personal file of each child. Periodic vaccination will be arranged, in case of any epidemic / pandemic etc, if required.
- c) First Aid Box with sufficient medical equipment will be available in the PBM Sweet Home at any time. Proper and immediate medical care shall be provided in case of any illness / any emergency.
- d) A special individual attention will be given on the mental and psychological condition of each child. A certified social / clinical psychologist or psychotherapist shall be consulted to visit PBM Sweet Home and have interactions with the children, from time to time. Individual child may be referred to him / her, immediately for counselling and treatment. The report should be placed in the personal file of each child.
- e) To enhance mental and physical capacity of the children, events like physical exercise, sports, extra-curricular activities, motivational lectures, out-door recreational camps shall be arranged.
- f) Use of mobile phone by the PBM Sweet Home children, in home & house, will not be allowed. Strict check shall be ensured by the Incharge, Wardens and Caretakers. Telephone should be ensured in working condition and children will be allowed to call to their parents / guardians on weekly basis. The same may also be shared with the parents / guardians to convey any message to the child.

## **7. EDUCATION**

- i. The children will be admitted in the renowned and well reputed school of the city for formal education from Class – 1 to Class – 10. The children will be provided 2xsets of uniform, books, stationery and other accessories, as required by the school.
- ii. Foundation program shall be arranged for them, in consultation with the school, if required.
- iii. The children in the PBM Sweet Home shall be engaged in extra coaching classes to achieve academic excellence. For the purpose, the school may be asked to make arrangements and in case the school does not have such facility, private tutors may be arranged on need basis. For the purpose, the services of SRCL Teachers can also be availed with his / her consent as per nominal rates.
- iv. The children in Class-7 & 8 will be prepared to appear the cadet colleges etc for entry tests. Extra coaching classes will also be arranged for the purpose. The maximum range of per child cost of coaching / preparatory classes will Rs. 15,000 per month (maximum for four months).
- v. Participation of children may be ensured in each curricular and extra-curricular activity in the school as well as out of school, such as speech competition, essay writing, sports etc.

vi. Check & balance on the academic performance of the children will be the responsibility of Incharge.

vii. Random tests of the children will also be carried out by the Provincial Office or Head Office, to assess the academic performance of children.

viii. Education record of each child will be placed in his personal file.

## **8. RECREATION/ENTERTAINMENT**

Mental relaxation, physical health and recreational needs will be met by arranging the following:

- i. Sports/ in-door/ out-door games
- ii. Mini Library (kids magazines, kids comic books, religious books for kids and similar)
- iii. Trips to parks (Weekly)
- iv. Outdoor trip (adventure) (twice a year)
- v. TV/Cable in dining room

## **9. SAFETY AND SECURITY**

i. All infrastructure of PBM Sweet Home shall be raised and maintained on the principles of 'safety first'. All facilities shall be very carefully maintained from safety and security point of view.

ii. The accommodation of the boarding home/ house should be resistant to natural disasters, spacious, airy with reasonable weather control and with enough sunlight.

iii. The accommodation of the boarding home/ house should have the bedrooms' layout such as with enough space between beds with provision of enough privacy and easy movement of the children.

iv. Fire fighting equipment should be available in working condition every time in the PBM Sweet Home. The PBM Sweet Home staff and the children must be trained about their use.

v. The PBM Sweet Home should have only one main entry gate. The boundary walls should be high enough that no one may cross it. The boundary wall shall be cordoned off with metal barbed wire. Regular inspection of the boundary wall and barbed wire should be carried out.

vi. CCTV cameras should be installed in each corner / room / corridors / boundary walls / main gate etc of the PBM Sweet Home and care should be taken that no blind area is left. CCTV camera should be properly monitored and their functionality may be ensured. At least one week of back up is mandatory for each PBM Sweet Home, with power back up facility. The data older than one week will not be deleted, and will be transferred to an external hard disk for record& safety.

vii. The lights of corridors and common areas need to be illuminated throughout the night.

viii. No outsider will be allowed to visit the PBM Sweet Home without prior permission of Director concerned. In case of any urgency, verbal approval from the Director will be obtained, followed by formal approval in written. The monthly report of all visitors will be shared with the Projects Branch, and M&E Branch, Head Office.

ix. It will be ensured that no leakages are there in the gas connections. Similarly, loose connections or barbed wires in electricity should be check properly. Thorough check up of gas connections, and electric connections should be carried out on monthly basis.

x. No heater shall be allowed in the bed rooms in the night.

xi. Medicines, pesticides, germicides, sprays, and any inflammable or similar items should be kept out of the reach of children.

- xii. Fire alarms should be affixed in working condition. Fire extinguishers should be placed in each corridor and rooms.
- xiii. Mosquito killers (coils) are not allowed in the bed rooms.
- xiv. Water geezers, if installed inside the washrooms, then proper ventilation system should be arranged.
- xv. All children should be kept under watch, round the clock.
- xvi. Emergency exit should be designated.

## **10. HYGIENIC CONDITION AND FACILITY MAINTENANCE**

- a) An overall hygienic environment in the PBM Sweet Home will be ensured.
- b) The washrooms and sanitation facility shall be kept clean with proper hygienic standards along with a regular supply of water. These facilities shall be well lit and in a close proximity to the living and sleeping area. The ratio of number of washrooms and sanitation facilities shall be as under:
  - 10 Children – 1 Toilet
  - 10 Children – 1 Shower stall
  - 10 Children – 1 Wash sink
- c. All areas of facility must thoroughly be cleaned on daily basis.
- d. Bed sheet & pillow covers shall be changed at least twice in a week in PBM Sweet Home (HOME) while once a week in PBM Sweet Home (HOUSE). Where required, mattress shall be covered with the plastic lining. Wet bed sheets must be changed immediately. Mattresses should be sterilized in the sunlight once a week.
- e. Shoes shall be taken off at shoe rack outside before entering the boarding home/ house. Separate slippers shall be worn for the washrooms.
- f. Washrooms shall be cleaned and anti-septic sprayed thrice a day, i.e after children go to school, 4 o clock and dinner time. A job done certificate should be hanged on each washroom to be signed by concerned sweeper, and countersigned by Assistant Warden or Incharge.
- g. Regular spray of antiseptics, germicide, pesticide of the PBM Sweet Home.
- h. Regular inspection of the building should be carried out and if the repairs are needed, it may be arranged without delay.
- i. Each child will be provided his personal hygiene kit, comprised of shampoo, soap, toothpaste, toothbrush, nail cutter, and towel etc. New item will be provided when it is used.
- j. Caretaker will wash the clothes of children on alternate days, when the children are in school.

## **11. AGREEMENT BETWEEN PBM AND ORPHAN'S LEGAL HEIRS**

The parents / guardian shall sign undertaking, annexed to this policy, on stamp paper with PBM at the time of enrollment of child in the PBM Sweet Home, duly attested by Oath Commissioner / Notary Public. Involvement in immoral activities or prohibited by law will lead to expulsion from PBM Sweet Home.

To raise confidence and to maintain family bonds, the children shall be allowed to have fortnightly meetings on Sunday with their legal heirs/family members/relatives in the PBM Sweet Home.

Legal heirs/family members/relatives/friends can take the child with them, on Eid / Festivals/Family Functions etc. Such arrangements will be made in written and duly signed by the parent / guardian and Incharge. The guardian will be bound to return the child to the PBM Sweet Home on the given date / time. Any breach of contract may lead to expulsion of child from the PBM Sweet Home.

## 12. AWARD & EID PACKAGE

Eid-ul-Fitr	Rs. 2000/- per child as Eidee
Eid-ul-Adha	Rs. 1000/- per child as Eidee
1 <sup>st</sup> position in academics	Rs. 1000 (upto Class-5)
2 <sup>nd</sup> & 3 <sup>rd</sup> position in academics	Rs. 500 (upto Class-5)
1 <sup>st</sup> position in academics	Rs. 2000 (Class – 6 & above)
2 <sup>nd</sup> & 3 <sup>rd</sup> position in academics	Rs. 1000 (Class – 6 & above)

## 13. MANAGEMENT COMMITTEE

A Management Committee shall be constituted which shall visit the PBM Sweet Home on quarterly basis for inspection. The TORs of the committee are as under:

- To ensure conducive environment
- Provision of timely health care
- Meeting with the school management about children performance in academics
- To ensure that the PBM Sweet Home is functioning as per policy and minimum boarding standards are adopted.
- Food and education quality
- Ensure security and safety of men and material
- Redress complaints of the orphans, donors, relatives and visitors
- Interaction with the children in the PBM Sweet Home and to get there any reservation, complaint or grievance whatsoever
- Ensure cleanliness of the Centre
- Maintain discipline in the Centre
- Harness community support
- To ensure strong public information campaign in order to ensure standard strength and to encourage public-private partnership.

The committee shall comprise of the PBM officers and may also include the philanthropists, notables and social workers of the area. The committee will be constituted by the concerned Director with the approval of Managing Director.

The reports of the committees will be furnished to the Managing Director, through Projects Branch, Head Office. Copy will also be shared with M&E Branch, Head Office.

## 14. SUPERVISORY COMMITTEE

A Supervisory Committee shall be constituted which shall visit the PBM Sweet Home on monthly basis for inspection. The TORs of the committee are as under:

- Food quality
- Clean drinking water
- Education standard
- Electricity and other utilities
- Cleanliness of the Centre
- Furniture & fixture

- Complete inspection of building w.r.t security and safety
- Quality of clothes, given to children
- Books of accounts
- Inspection of recreational facilities
- Functionality of CCTV, fire extinguisher, first aid box etc.
- Any other matter, covered in the policy

The committee shall comprise of the PBM officers and may also include the philanthropist, notables and social workers of the area. The committee will be constituted by the concerned Director, at the district level in consultation with concerned district PBM staff. Committee will submit its report and corrective actions required to concerned Prov./Reg. Office. Copies will also be submitted to Projects Branch, and M & E Branch, Head Office.

## 15. LOGISTICS

### a. Building

A suitable building would be hired for PBM Sweet Home and (Home & House) shall be separated from each other. Home & House should have separate entry gate. The building should be fully fitted with all necessary electrification, gas fittings, water connection, electric fittings etc. If the PBM Sweet Home does not have separate buildings or entry gate, arrangements will be made for portions / partition for home and house in the same building. No interaction of residents of children / staff of either home/house will be allowed.

Rooms for family unit should have cupboards/wall closet or chest of drawers, and bathroom accessories. Following specifications should be taken into consideration in selection of building: -

i. Reception	ii. Office	iii. Rooms for family unit (Preferably big halls), One room/hall for one family unit	iv. Kitchen (one)
v. Dining Hall(s)	vi. Laundry Area	vii. Waiting Room / Common Room for staff / Meeting room (s)	viii. Stores
ix. Prayer Area(s)	x. Library/ Study Room(s)	xi. Dispensary Room(s)	

### b. Furniture & Fixture

Necessary plastic/ wooden/ steel furniture/ fixture/ beds/ beddings/ cupboards/ almirahs / electric/ electronic appliances/ gadgets/ utensils/ crockery etc for 100 children as well as staff shall be provided / maintained. The detail of these items is annexed to the policy, which can be amended, on need basis, with the approval of Managing Director.

The unserviceable or condemned articles may be auctioned or sold out and for the purpose, following committee has been constituted as under: -

- |  |   |          |
|--|---|----------|
| 1) AD (Admin) Prov/Reg Office          | - | Convener |
| 2) AD (PBM Sweet Home) Prov/Reg Office | - | Member   |
| 3) AD/District Officer                 | - | Member   |
| 4) Incharge PBM Sweet Home             | - | Member   |
- (Approving Authority - Director Prov/Reg. Office concerned)

**c. Vehicles**

- |    |                         |         |                                   |                  |
|----|-------------------------|---------|-----------------------------------|------------------|
| i  | Suzuki Van<br>(1000 CC) | One (1) | Monthly Petrol Ceiling 250 litres | For Admin duties |
| ii | Motorcycle<br>(125 CC)  | One (1) | Monthly Petrol Ceiling 150 litres | For Admin duties |

**16. PURCHASES& PROCUREMENTS**

**PURCHASE COMMITTEE-I (for purchases upto Rs. 50,000/-)**

Assistant Director (District Office) - Convener  
 District Officer - Member  
 In-charge (PBM Sweet Homes) - Member  
 Account Assistant, PBM Sweet Home - Member

(In case Assistant Director is not posted then District Officer will be the Convener)

**PURCHASE COMMITTEE-II (for purchases from Rs.50001 - 200,000/-)**

Assistant Director (PBM Sweet Home) Prov./ Reg. Office -Convener  
 Assistant Director (District Office) - Member  
 District Officer - Member  
 In-charge (PBM Sweet Home) - Member

(In case Assistant Director is not posted then Prov. Office, then the Deputy Director will be the Convener)

**PURCHASE COMMITTEE-III (for purchases from Rs. 200,001 - 500,000/-)**

Deputy Director Prov./ Reg. Office-Convener  
 Assistant Director (District Office) -Member  
 District Officer- Member  
 In-charge (PBM Sweet Home)- Member

(In case Deputy Director is not posted then senior most Assistant Director of Prov/Reg. Office will be the Convener)

i. Before making any purchases by Committee-II & III, proper requisition will be prepared by the concerned staff, duly verified by Incharge, mentioning the need of article and its quantity. The case will be processed on relevant file by the concerned Assistant Director in Prov. / Regional Office and will be approved by the convener of relevant purchase committee. All relevant rules & regulations of the government in all purchases will be duly adhered to.

ii. Procurements beyond Rs. 500,000/- shall be made through Tender Committee.

iii. Stock able food / commodities / eatables / grocery items (un-cooked) will be purchased in bulk on monthly/quarterly/six-month basis and non-stock able will be purchased on daily basis / weekly basis. Procurement from Utility Store Corporation (USC) / Canteen Stores Department (CSD) will be

preferred. In case CSD/USC is not operative in the area, then the suppliers will be selected through pre-qualification / tendering process, as per government procedure.

## 17. **BANK ACCOUNT**

A separate bank account in the name of Pakistan Bait-ul-Mal Sweet Home shall be maintained in the nearest National Bank/any scheduled Bank of Pakistan. The account title should be Pakistan Bait-ul-Mal Sweet Home (City name). Following shall jointly operate this account:

- |      |                                      |   |                     |
|------|--------------------------------------|---|---------------------|
| i.   | Assistant Director/District Officer* | - | Main signatory      |
| ii.  | In-charge (PBM Sweet Home)           | - | Co-signatory        |
| iii. | Account Assistant (PBM Sweet Home)   | - | Alternate signatory |

(\*In case, Assistant Director is not posted)

## 18. **IMPREST**

An imprest amounting to Rs.350,000/- per month (Rs.50,000/- to meet day to day expenses and Rs.300,000/- for food expenses) shall be issued in the name of Incharge-PBM Sweet Home, which would be replenished on monthly basis. The Incharge shall maintain petty cash book, cash book, vouchers and all other mandatory books of accounts, in consultation with the concerned Assistant Director – Accounts, Prov. / Reg. Office.

## 19. **ADMINISTRATIVE AND FINANCIAL POWERS**

Overall control of PBM Sweet Home would rest with Director (Prov./Reg. Offices). The Incharge (PBM Sweet Home) would be responsible to Director, through Assistant Director / District Officer concerned district.

The concerned Provincial /Regional Director shall have the administrative and financial powers to run the PBM Sweet Home.

## 20. **HUMAN RESOURCES**

Following staff initially may be hired on fixed pay for one year contract, extendable subject to satisfactory performance, for each PBM Sweet Home:

Sr. No.	Designation	Pay per month	Gender	Nos.	Age	Qualification and Experience
1	In-charge	Rs. 35,000	Male / Female	1	25-50	i. 2 <sup>nd</sup> class Master Degree ii. Computer certification iii. Relevant experience preferable.
2	Assistant Warden	Rs. 25,000	Male	2	30-45	i. Graduation ii. Relevant experience preferable
3	Caretaker	Rs. 20,000 for Middle Rs. 24,000 for Matric Rs. 25,000 for Intermediate Rs. 28,000 for Graduation	Female / Male	10	30-55	Middle or Matric or Intermediate or Graduation
4	Accounts Clerk / Record Keeper	Rs. 26,000	Male/ Female	1	25-40	i. I.Com(2 <sup>nd</sup> division) or equivalent ii. Higher qualification referable iii. Relevant experience will be preferred iv. Computer literacy will be preferred

5	Receptionist cum Clerk (General Record Keeper)	Rs. 25,000	Male/ Female	1	25-40	i. Matric ii. Relevant experience will be preferred iii. Computer literacy will be preferred
6	Qari / Qaria	Rs. 10,000	Male/ Female	1	30 & above	i. Middle preferably Matric ii. Certificate holder in Tajweed, Qirat-ul-Quran from Madrissah
7	Driver	Rs. 20,000	Male	1	18-35	i. Middle ii. Holding LTV license. iii. HTV will be preferred
8	Despatch Rider	Rs. 20,000	Male	1	18-35	i. Middle ii. Holding LTV license.
9	Cook	Rs. 25,000	Male	2	25-50	Primary with relevant experience
10	Helper (Cook)	Rs. 22,000	Male	2	25-50	i. Primary with relevant experience ii. Experience as Tandoorchi will be preferred.
11	Attendant / Waiter	Rs. 20,000	Male	2	18-25	Middle with relevant experience
12	Laundryman / woman	Rs. 20,000	Male / Female	1	25-40	Middle with relevant experience
13	Security Guard	Rs. 20,000	Male	2	25-50	i. Middle with relevant experience ii. Retired personnel of armed forces / police etc will be preferred
14	Naib Qasid	Rs. 20,000	Male	1	25-40	Middle with relevant experience
15	Sweeper	Rs. 20,000	Male / Female	2	25-40	Middle with relevant experience

- a. Incharge will be responsible for both for PBM Sweet Home (Home) and PBM Sweet Home (House)
- b. Two wardens will work on rotation basis. Duty roaster will be prepared by the Incharge.
- c. Incharge will ensure that a senior officer like Incharge or Warden is present in the PBM Sweet Home round the clock.
- d. Female caretaker will be appointed only for PBM Sweet Home (Home) & for each 10 children 1 caretaker
- e. Male Caretaker will be appointed for PBM Sweet Home (House) and 1 male caretaker for 15 children in PBM Sweet Home
- f. On the shifting of elder children to PBM Sweet Home (House), the caretaker will be hired for them. The Caretaker in PBM Sweet Home (Home) will be discharged from duties.
- g. No employee will be retained after attaining the age of regularisation.
- i. Job descriptions of each post are the part of this policy document. Each employee will be required to sign the job description at the time of appointment, duly countersigned by Incharge and Director concerned. The job description of Incharge will be countersigned by concerned Assistant Director/District Officer in district office and Director, Prov./Reg. Office. It will be made part of personal file of each employee, maintained in Prov./Reg. Office and PBM Sweet Home.
  - ii. The existing staff will be adjusted against the relevant posts and their pay structure will also be revised accordingly. The new staff will be hired, if required, as per procedure i.e publication of advertisement in the local newspaper and PBM website, constitution of departmental selection committees and competitive process etc.
  - iii. Director concerned will be the competent authority for appointment of staff for PBM Sweet Homes, and he will constitute the DSCs for recruitment against each post.

## **21 TRAININGS AND PERSONALITY ENRICHMENT**

The staff will be provided relevant on-job trainings and the arrangements for the same will be made by Provincial Office. The main areas of training will be child care, housekeeping, personal hygiene care / maintenance, medical first aid, fire fighting and disaster management in case of natural catastrophe. The children will be trained to how to keep themselves clean. The boarding staff shall be responsible to guide and inculcate the following cleaning habits in them from day one:



- |                                  |                              |                           |
|----------------------------------|------------------------------|---------------------------|
| i. Hand washing                  | ii. Teeth brush, twice a day | iii. Bathing              |
| iv. Care of hair, feet and hands | v. Nail Cutting              | vi. Changing clothes etc. |

The children (above 12 years) will be trained to maintain themselves e.g clothing, cleanliness, bed making, housekeeping etc. The children will also be imparted orientation / training in fire fighting, disaster management and emergency situations etc.

The children will also be trained to maintain the discipline in the PBM Sweet Home, and follow the time schedules for every activity strictly. The time schedule of all activities should be displayed in different areas in the PBM Sweet Home for guidance of children.

The Incharge will encourage the children & staff to speak in Urdu or English only and the staff may also be trained. The way of talking should be polite and well mannered.

## **22 COMPLAINT RESOLUTION**

The children will be trained to intimate the Incharge or Warden or caretaker in case of any complaint or reservation, if any. Parents may also be encouraged to convey their any complaint or suggestions to improve the service delivery in the PBM Sweet Home. The Incharge will take immediate remedial measure to address the complaint or reservation.

## **23 FUNERAL CEREMONIES**

In case of death, the child shall be buried in ancestral graveyard. The child having no legal heirs shall be buried in main graveyard of the city. All expenses shall be borne by PBM Sweet Home. The services of welfare ambulances can also be availed, if possible.

## **24. EXIT FROM PBM SWEET HOME**

i. On written application from the parent(s) / registered guardian, the child in the PBM Sweet Home may be discharged from the PBM Sweet Home, to be handed over to them. The exit of child will be allowed after signing of prescribed exit form, annexed to the policy. The new child shall be enrolled, as per Clause- (iii).

ii. After matriculation or till the age of 18 years whichever comes earlier, the children will be enrolled in the Orphan Widow Support Program and it will be the responsibility of concerned Provincial / Regional Office to complete all the essential documentation in this regard before the child passes the matric examination to ensure his timely enrollment in the OWSP.

iii. Child expelled on moral / discipline grounds will not be enrolled in any other PBM Sweet Home all over Pakistan. He will also be disqualified to get benefit from any other welfare scheme of PBM (IFA/OWSP etc.). The concerned Director will maintain the data of expelled children / drop out children and will notify the same in PBM along with complete details / photographs. IT Directorate will also maintain the database to this effect.

iv. The above expulsion does not include the selection of child in the cadet college. In that case, his name will be excluded from PBM Sweet Home.

## 25. **MONITORING & EVALUATION**

i. M&E Branch, in Head Office and Prov./Reg. Office shall strictly monitor the PBM Sweet Home functioning, through periodic visits. M&E Branch will devise the assessment forms for inspection of PBM Sweet Homes in such a manner that every material & non – material aspect is attended. These include, safety & security, food quality & quantity, staff skills, logistics, furniture & equipments, child personality enrichment & development etc. Key Performance Indicators, annexed to this policy, be observed are part of this policy document.

ii. Concerned Prov. / Reg. Office will conduct a third party impact evaluation of PBM Sweet Home, with specific emphasis on the education / academic performance of children along with allied matters i.e psychological and physical health etc. For the purpose, public / private sector universities can be consulted for the purpose, with annual budget of Rs. 50,000/-

iii. Prov./Reg. Office will furnish physical progress report of each PBM Sweet Home to the Projects Branch, and M&E Branch, Head Office, on monthly basis.

## 26. **FUNDING AND BUDGET**

The whole expenses to establish and run the Pakistan Bait-ul-Mal Sweet Homes (Orphanage) shall be met out of PBM budget, to be provided by the Government of Pakistan. Annual budget estimates for one PBM Sweet Home is Rs.34.161 million. Breakup is asunder: -

- i. Development/capital cost (one time) - Rs.9.460 million
- ii. Annual Operational Cost - Rs.24.700 million.

<b>Development Cost</b>	<b>Amount in Rs.</b>
Vehicles	1,350,000
Accommodation arrangements	5,420,000
Recreational Equipments	121,500
Kitchen utensils	492,000
Equipment (Office)	1,604,500
Furniture (Office)	172,500
Building renovation / accustomization	300,000
<b>Sub-total</b>	<b>9,460,500</b>
<b>Operational Expenses</b>	
Pay & Allowances	7,800,000
Food	4,800,000
Education Expenses	5,000,000
Clothing / Outfit	1,500,000
Rent of building	3,000,000
Utilities (telephone, electricity, gas & water etc)	1,200,000
POL (for PBM SWEET HOME vehicles)	600,000
Medical treatment of Children	100,000
Third party evaluation	50,000
Public Information Campaign	150,000

R&M (Building)	150,000
R&M (Furniture)	50,000
R&M (Equipment)	100,000
Miscellaneous	200,000
<b>Sub-total</b>	<b>24,700,000</b>
<b>Grand Total</b>	<b>34,160,500</b>

\* In PBM Sweet Homes, where gas is not available firewood will be provided

Director concerned Provincial / Regional Office will be the competent authority for re-appropriation of funds from one head of account to another.

## **27. DONATIONS**

The look after of the orphan is a national responsibility and for the purpose the same may be sensitized. General Public may be motivated for the donation to join hands with PBM in this noble cause. Donations in kind from the philanthropists/ donors (national/ international) shall be accepted and duly acknowledged. To attract donations, awareness campaign shall be launched through print and electronic media (Seminars/ workshops shall be arranged at appropriate time). Cash donations will be accepted only through crossed cheque or electronic money transfers in PBM Donation Account, duly acknowledged.

Proper donation management system with donation book may be maintained to record each donation, in cash or in kind and may be intimated to concerned Provincial / Regional Office through district office. M&E Branch, H.O will devise detailed integrity policy for acceptance of donations by the PBM Sweet Home.

## **28 SPONSORSHIPS**

Sponsorship of one or more child or all or part expenses or particular expenses of PBM Sweet Home by the philanthropists / donors (national / international/ NGOs / organization or individuals) will be allowed. For the purpose, MoU will be signed, mentioning the rights & obligations of each party. The sponsorship of any type will be made with the prior approval of Managing Director.

## **29. EXECUTION**

Any policy change required to execute the successfully the PBM Sweet Home policy in letter & spirit based on minimum boarding standards, will be made by the Managing Director with proper justification and Bait-ul-Mal Board will be informed accordingly.

تصویر  
(4x6 inch)

# پاکستان بیت المال کوآلف برائے داخلہ

پاکستان سویٹ ہوم

جنس:

بچے کا نام:

تاریخ پیدائش:

(NADRA)

موجودہ عمر (سال):

باپ کا نام:

ماں کا نام:

مکمل پتہ:

باپ کا پتہ:

ماں کا پتہ:

دادا کا نام:

نانا کا نام:

باپ (زندہ یا فوت):

ماں (زندہ یا فوت):

(فوتگی سرٹیفکیٹ لگانا لازمی ہے)

والدین میں طلاق ہوئی

ہے (ہاں یا نہیں)

(طلاق ہونے کی صورت میں طلاق سرٹیفکیٹ لگانا لازمی ہے)

بچے کو کسی قسم کی بیماری کی تفصیل:

بچے کے والدین کو کسی قسم کی بیماری کی تفصیل:



بچے سے ملاقات کرنے والوں کی تفصیل:

نمبر شمار	نام	عمر	بچے سے رشتہ	مکمل پتہ

ہنگامی صورتحال میں رابطہ نمبر:

نمبر شمار	نام	بچے سے رشتہ	رابطہ نمبر

بچہ اگر کسی ادارے میں رہا ہو:

---

انچارج کے تاثرات بچے کے داخلے کے بارے میں:

دستخط سرکاری مہر

---

اسسٹنٹ ڈائریکٹر کے تاثرات بچے کے داخلے کے بارے میں:

دستخط سرکاری مہر

---

ڈائریکٹر پروو نشل آفس برائے منظوری

دستخط سرکاری مہر

---

## چیک لسٹ برائے داخلہ

ضرورت نہیں	نہیں	ہاں	ب فارم یا فیملی فارم
			فوٹنگی سرٹیفکیٹ (باپ)
			فوٹنگی سرٹیفکیٹ (ماں)
			طلاق ہونے کی صورت میں سرٹیفکیٹ
			بچے کی دو تصویریں
			بیان حلفی
			شناختی کارڈ کی کاپیاں والدین اور بچہ داخل کرانے والے شخص کی
			بیان حلفی برائے گمشدہ والدین
			پولیس رپورٹ
			بچے کا جسمانی معائنے کا سرٹیفکیٹ
			بچے کے ذہنی معائنے کا سرٹیفکیٹ

## PAKISTAN BAIT-UL-MAL

### UNDERTAKING FOR ADMISSION IN PAKISTAN BAIT-UL-MAL SWEET HOMES

I, \_\_\_\_\_ mother / grandfather / uncle / guardian / of  
Mr. \_\_\_\_\_ hereby affirm and undertake that

1. I, being the lawful / natural guardian, solely at my own free will intend to admit the above referred child in Pakistan Sweet Home \_\_\_\_\_, managed and run by Pakistan Bait-ul-Mal (PBM), Poverty Alleviation & Social Safety Division, Islamabad.
2. Child is orphan and needs protection of Government of Pakistan for his Education, Health and upbringing.
3. Child bears good moral characters and has not been involved in any crime.
4. I accept and undertake that child will be treated under the Pakistan Sweet Home policy, as in vogue, framed by Pakistan Bait-ul-Mal (PBM) authorities.
5. I accept and undertake that in case of any incident / untoward incident Pakistan Bait-ul-Mal (PBM) or any of its employees shall not be responsible and I shall not claim any damage or compensation in this regard from Pakistan Bait-ul-Mal (PBM) authorities.
6. I shall be bound to immediately withdraw the above child from Pakistan Bait-ul-Mal Sweet Home, if the PBM authorities direct so or otherwise the present Pakistan Bait-ul-Mal Sweet Home closed / shifted from its present location.
7. The child at the time of admission enjoys good physical and mental health and as such has never been diagnosed life threatening or communal disease.

In pursuance of the following witnesses, I signed this undertaking form today, dated  
\_\_\_\_\_

**Signature Mother / Grandfather / Uncle / Guardian**

Signature \_\_\_\_\_  
Assistant Director (PBM Sweet Homes)

Signature \_\_\_\_\_  
Incharge (PBM Sweet Homes)

**Witness - I**  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

**Witness - II**  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_



**MEDICAL EXAMINATION FORM**

- a. Name: \_\_\_\_\_
  - b. Blood Group: \_\_\_\_\_
  - c. Father's Name: \_\_\_\_\_
  - d. Mother's Name: \_\_\_\_\_
  - e. Date of Birth: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_
  - f. Address\Area: \_\_\_\_\_
- 

**1. Test Reports**

Sr. #	Test Name	Test Report	Normal Range
1			
2			
4			
5			
6			

**2. Medical Status**

- g. Medical History: \_\_\_\_\_
  - h. Physical Disease: \_\_\_\_\_
  - i. Treatment Past): \_\_\_\_\_
  - j. Present: \_\_\_\_\_
  - k. Current Progress: \_\_\_\_\_
  - l. Future Recommendations: \_\_\_\_\_
- 

Date: \_\_\_\_\_

\_\_\_\_\_  
**MBBS DOCTOR**

**PSYCHOLOGICAL EXAMINATION FORM**

a. Any mental problem: \_\_\_\_\_

b. Symptoms: \_\_\_\_\_

c. History: \_\_\_\_\_

d. Previous Treatment: \_\_\_\_\_

e. Current Psychological Assessment

f. Tests: \_\_\_\_\_

g. Analysis: \_\_\_\_\_

h. Diagnosis: \_\_\_\_\_

i. Therapeutic Treatment: \_\_\_\_\_

j. Therapeutic Recommendations: \_\_\_\_\_

Psychologist over all Report: \_\_\_\_\_

---

Date: \_\_\_\_\_

\_\_\_\_\_  
**Psychologist**

# **PAKISTAN BAIT-UL-MAL**

## **PAKISTAN BAIT-UL-MAL SWEET HOME'S EXIT FORM**

I, \_\_\_\_\_ mother / grandfather / uncle / guardian / of  
Mr. \_\_\_\_\_ hereby affirm and undertake that I solely at my  
own free will intend to immediately withdraw the above child from Pakistan Sweet  
Home \_\_\_\_\_ which is run and administered by Pakistan Bait-ul-Mal (PBM).

The child, from his appearance, at the time of withdrawal is with good physical and mental health. I  
have neither any claim of whatsoever kind against the said Pakistan Bait-ul-Mal Sweet Home or its  
management of Pakistan Bait-ul-mal (PBM) authorities nor I shall be entitled to lodge any claim in  
future for the reasons of stay / enrolment of the child in above Pakistan Bait-ul-Mal Sweet Home or any  
matter Incidental or ancillary to his stay in Pakistan Bait-ul-Mal Sweet Home.

In presence of the following witnesses, I signed this exit form today, dated \_\_\_\_\_

**Signature Mother / Grandfather / Uncle / Guardian**

Signature \_\_\_\_\_  
Assistant Director (PBM Sweet Home)

Signature \_\_\_\_\_  
Incharge (PBM Sweet Home)

**Witness – I**

**Witness – II**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

## Items for Pakistan Bait-ul-Mal Sweet Homes

Sr. No.	Description	No. of Items	Sr. No.	Description	No. of Items
<b>Vehicles:</b>			<b>Kitchen Utensils:</b>		
1	1 Suzuki Van/Carry,	1	1	Steel Daigcha (L)	4
2	1 Honda Motorcycle	1	2	Steel Daigcha (S)	4
<b>Equipment (Office)</b>				Spoons (L)	125
1	Computer	1	4	Spoons (S)	125
2	Printer	1	5	Meal Plate (Portion tray)	100
3	UPS	1	6	Jug	20
4	Generator	1	7	Glass	125
5	Fax Machine	1	8	Steel Almirah for rations	2
6	Gas Heater	3	9	HotPot	10
7	LED 50 inch for children	1	10	Dongha (Steel, with handle)	10
8	LED min 32 inch for CCTV	1	11	Ladle (Kafgir)	5
9	CCTV Cameras, HDD (Night vision)	15	12	Frying pan	3
11	Storage Back up 1 TB for CCTV plus wire etc	1	13	Strainer	5
12	Barbed Wire plus installation	-	14	Measuring pot (Pawwa)	5
13	Water Geaser	5	15	Tea Pot (Chenik), steel	5
<b>Furniture &amp; Fixture (PBM SWEET HOME):</b>					
1	Bunk Bed Steel	50	16	Mugs	125
2	Trunk	100	17	Spice Jars	6
3	Visitor's Chairs	10	18	Tawa (Large Size)	5
4	Quilt Single	120	19	Bucket Plastic	20
5	Pillow	120	20	Tub, steel, Large	2
6	Mattress with rexen cover	120	21	Tub, Steel, Small	2
7	Wall Clock	15	5	Electric Water Cooler	2
8	Trunk	5	10	Deep Freezer	2
9	Gas Heater / oil Stove	12	<b>Furniture (Office)</b>		
10	Bed Sheet single	500	1	Table –In-charge	1
11	Prayer Mat	20	2	Table (Small)	4
12	Tables (Dinning), steel, 4x2'	15	3	Computer Table	1
13	Fire extinguisher	9	4	Computer Chair	1
14	Chairs (Dinning)	120	5	Chairs (Staff)	15
15	Wooden Desk	10	6	Side Rack	2
16	Benches	10	7	Steel Allmirah	2
17	Hanger with shoes stand	100	<b>Sports / Recreational items</b>		
18	Hygeine Kit for Child	100	1	Tennis cricket bat	6
			2	Tennis balls	10
			3	Badmintons with shuttles	6 sets
			4	Volley ball with net	4
			5	Footballs	5
			6	Table tennis	2
			7	Carom Boards	4
			8	Ludo (Large)	10
			9	Library items (Books, 26gazines)	-

## HR Expenses

Sr. No.	Designation	Pay per month	Nos.	Per Year Expenses
1	In-charge	Rs. 35,000	1	420,000
2	Assistant Warden	Rs. 25,000	2	600,000
3	Caretaker	Rs. 20,000 for Middle Rs. 24,000 for Matric Rs. 25,000 for Intermediate Rs. 28,000 for Graduation	10	2,400,000
4	Accounts Clerk / Record Keeper	Rs. 26,000	1	312,000
5	Receptionist cum Clerk (General record keeper)	Rs. 25,000	1	300,000
6	Qari / Qaria	Rs. 20,000	1	240,000
7	Driver	Rs. 20,000	1	240,000
8	Despatch Rider	Rs. 20,000	1	240,000
9	Cook	Rs. 25,000	2	600,000
10	Helper (Cook)	Rs. 22,000	2	528,000
	Laundryman / Women	Rs. 20,000	1	240,000
11	Attendant / Waiter	Rs. 20,000	2	480,000
12	Security Guard	Rs. 20,000	2	480,000
13	Naib Qasid	Rs. 20,000	1	240,000
14	Sweeper	Rs. 20,000	2	480,000
<b>TOTAL</b>				<b>7,800,000</b>

### Education

Expenses are calculated @ Rs. 4100/- per child monthly expense. These includes, tuition fee, uniform, stationery, books etc.

### Utilities

Electricity	Rs. 50,000 per month	750,000
Gas	Rs. 15,000 per month	375,000
Water	Rs. 800 per month	9,600
Telephone	Rs. 4500 per month	54,000
Total		1,188,600

\* Where gas is not available, Rs. 50,000 will be provided for firewood

\*\* Where water is not available, Rs. 5000/- will be the monthly limit for water boozer.

## Job Descriptions

POST	DUTIES
In-charge	<p>Overall responsible for the discipline and functioning of PBM Sweet Home as per policy, and also includes:</p> <ol style="list-style-type: none"> <li>i. To open / operate the bank account jointly with Asstt Director/District Officer.</li> <li>ii. To monitor the performance/attendance of each staff member.</li> <li>iii. To check the safety &amp; security of building, functioning of equipment, furniture &amp; fixture and CCTV cameras etc.</li> <li>iv. To ensure the function &amp; monitoring of CCTV cameras, storage, and back up</li> <li>v. Enrolment of children as per eligibility criteria.</li> <li>vi. To create the family units of 10/15 children and assign to a caretaker in PBM Sweet Home (Home / House).</li> <li>vii. To ensure the optimum utilization of imprest amount and monthly expenses and maintenance of record through Account Clerk</li> <li>viii. To prepare the duty roaster for all staff in the PBM Sweet Home, including Assistant Wardens (on rotation basis in 8 hour shift, after 5 o'clock)</li> <li>ix. To check the duties performance of each staff member</li> <li>x. Preparation of details / reports</li> <li>xi. To monitor the stock of all food &amp; non –food items and arrange in time supply in case of deficiency of any item</li> <li>xii. To ensure the timely provision of uniform, clothes and other facilities, as per policy</li> <li>xiii. To monitor the academic performance of each child and also promote the extracurricular activities inside PBM Sweet Home</li> <li>xiv. Weekly visit of school and interaction with the school management regarding academic performance of children.</li> <li>xv. Correspondence with Prov. / Reg. Office and District Office, related to PBM Sweet Home</li> <li>xvi. Interactions with the children regularly to know any reservation / observation or complaint or problem, and remedial measures</li> <li>xvii. To ensure protection of all assets, furniture &amp; fixtures, equipment etc. and timely report of any malfunctioning.</li> <li>xviii. To ensure medical check up / fitness of kitchen staff</li> <li>xix. To ensure that all books of accounts, registers, personal files, donation record is properly maintained.</li> <li>xx. Regular as well as emergency medical / psychological check up of children</li> <li>xxi. To monitor the personal hygiene of children on daily basis.</li> <li>xxii. To ensure timely provision of clothing / outfit, uniforms to the children</li> <li>xxiii. To explain in detail the job description to each staff member and get it signed at the time of appointment</li> <li>xxiv. To ensure that the Key Performance Indicators form is duly filled by all concerned staff members on daily basis, and counter verify it.</li> <li>xxv. Any other matter in the policy, or assigned by Prov. Office</li> </ol>
Assistant Warden	<p>He will be responsible for overall functioning, discipline, maintenance, safety &amp; security of children, equipment and furniture etc and also includes:</p> <ol style="list-style-type: none"> <li>i. To check the hygienic conditions in the rooms</li> <li>ii. Keep a watch on each child in every activity</li> <li>iii. To check all electronic gadgets, heaters, valves etc before sleeping</li> <li>iv. Children outfit and clothing</li> <li>v. Ensuring that the child is following the time schedule properly</li> <li>vi. To check the safety &amp; security of building, functioning of equipment and furniture</li> </ol>

	<p>&amp; fixture, CCTV cameras etc.</p> <ul style="list-style-type: none"> <li>vii. To ensure the function &amp; monitoring of CCTV cameras, storage, and back up</li> <li>viii. To check the gas leakages, pilferages and electric lose connections and timely replacement</li> <li>ix. Regular round of rooms &amp; corridors</li> <li>x. Check the boundary walls, safety barbed wires</li> <li>xi. To ensure that no child is out of room during the bed time</li> <li>xii. To ensure that the Key Performance Indicators form is duly filled and singed on daily basis.</li> <li>xiii. To ensure that all required lights are on in the corridors etc during the night time and dark place does not exist.</li> <li>xiv. Visit of the whole building during night time</li> <li>xv. To ensure that children are safe during the outdoor activities / trips</li> <li>xvi. To ensure that no child is carrying mobile phone</li> <li>xvii. To ensure the overall discipline by the children, specially their behaviour with the caretakers and staff</li> <li>xviii. To have frequent interactions with the children to know their reservations, complaints or problem</li> <li>xix. Any other relevant task, assigned by the Incharge</li> </ul>
Caretaker	<p>She will be overall responsible for the look after, supervision, healthcare, safety and personality enrichment, and also includes:</p> <ul style="list-style-type: none"> <li>i. To wake up the children in the morning for prayer, breakfast, school etc.</li> <li>ii. To help the child in brushing his teeth, face wash/bath etc.</li> <li>iii. To take the children to the dinning for meal and ensure that he is eating normally / properly</li> <li>iv. To help the child in preparation of school bag and sending to school</li> <li>v. To check the hygienic conditions in the rooms</li> <li>vi. Monitoring of physical health of child and report any sickness or indisposition to Incharge / Warden.</li> <li>vii. Medicine to the children on the prescribed quantity &amp; time, as per doctor prescription</li> <li>viii. Regular nail cutting, hair dressing of children, preferably on Friday or Sunday.</li> <li>ix. Regular check up of bed sheets, pillow covers and mattress and replacement of worn out or dirty ones and sterilization when the children are in school</li> <li>x. Children outfit and clothing and shoes polish</li> <li>xi. Laundry on alternate days and ironing when the children are in school</li> <li>xii. Changing the school uniform after school,</li> <li>xiii. Ensuring that the child is following the time schedule properly</li> <li>xiv. To help &amp; train the child in housekeeping and self maintenance</li> <li>xv. To intimate the Incharge about any kind of problem or reservation or complaint, expressed by the children</li> <li>xvi. Keep a watch on each child in the unit and in each activity, including Nimaz, meal, sports, school departure / arrival etc</li> <li>xvii. To ensure that the lights are turned off at the sleeping time and the children are in their beds.</li> <li>xviii. To check all electronic gadgets, heaters, valves etc before sleeping</li> <li>xix. To keep watch on the unit (each child) during sports or outdoor activities</li> <li>xx. To avoid the quarrels, or hard talks between the children</li> <li>xxi. To inculcate in them the feelings of sharing, caring, tolerance, forgiveness, and mutual assistance / cooperation</li> <li>xxvi. To ensure that the Key Performance Indicators form is duly filled and singed on daily basis.</li> <li>xxvii. To ensure that no child under her / his supervision is carrying mobile phone</li> <li>xxii. Any other relevant task, assigned by the Incharge</li> </ul>

Accounts Clerk / Record keeper	<ul style="list-style-type: none"> <li>i. To prepare &amp; maintenance of books of accounts i.e cash book, vouchers file, petty cash book, bank reconciliation statement, donation register and expenditure statement etc</li> <li>ii. To keep documentary record of imprest expenses and preparation of monthly claims supported with documentary proofs.</li> <li>iii. To keep in safe custody the cheque books etc, (used / in use)</li> <li>iv. To keep record of all purchase acquisitions and subsequent purchases</li> <li>v. To compile monthly expenditures, head wise and submission to Incharge for onward submission to the Provincial / Regional Office</li> <li>vi. To update all the entries on daily basis</li> <li>vii. To prepare monthly payrolls of staff on the basis of attendance</li> <li>viii. Any other relevant task, assigned by the Incharge</li> </ul>
Receptionist cum Clerk (General Record Keeper)	<ul style="list-style-type: none"> <li>i. Preparation of necessary files for each subject, registers and folders</li> <li>ii. Preparation of personal files of each child and ensure the essential documentation and updation i.e academic, medical &amp; psychological</li> <li>iii. Stock register, maintenance and updation.</li> <li>iv. Ensure the timely issuance of required items to the staff / children and maintenance of stock register</li> <li>v. Record of each visitor in the PBM Sweet Home</li> <li>vi. Maintenance of children in/out record, along with check out and check in, date / time.</li> <li>vii. Maintenance of diary / despatch register and attendance register</li> <li>viii. Record keeping</li> <li>ix. To ensure that the Key Performance Indicators form is duly filled by all concerned staff members on daily basis, and counter verified by Incharge. Maintenance of file for the same</li> <li>x. Any other relevant task, assigned by the Incharge</li> </ul>
Qari / Qaria (Part time)	<ul style="list-style-type: none"> <li>i. Recitation of Holy Qur'aan with tajweed</li> <li>ii. Teaching of Nimaz (oral &amp; practical)</li> <li>iii. Ablution / Ghussal method</li> <li>iv. All masnoon prayers</li> <li>v. Knowledge about Hadees and Sunnah</li> <li>vi. To Arrange Islamic literature for kids and demand to the Incharge</li> <li>vii. Any other relevant activity</li> </ul>
Driver	<ul style="list-style-type: none"> <li>i. To keep the vehicles clean and in working condition</li> <li>ii. To check the tyres, engine oil, service and tuning etc regularly</li> <li>iii. Maintenance of log book and fuel record</li> <li>iv. Safe lock / parking after duty hours</li> <li>v. Any other relevant duty, assigned by the Incharge</li> </ul>
Despatch Rider	<ul style="list-style-type: none"> <li>i. To carry the dak of PBM Sweet Home</li> <li>ii. To keep the vehicles clean and in working condition</li> <li>iii. To check the tyres, engine oil, service and tuning etc regularly</li> <li>iv. Maintenance of log book and fuel record</li> <li>v. Safe lock / parking after duty hours</li> <li>vi. Any other relevant duty, assigned by the Incharge</li> </ul>
Cook	<ul style="list-style-type: none"> <li>i. To prepare the food as per prescribed menu</li> <li>ii. To check the stock of food and demand for any commodity in time</li> <li>iii. To ensure the quality and quantity of food, without compromise on both</li> <li>iv. Report to the Incharge in case of any complaint or reservation</li> <li>v. To keep himself clean every time to ensure hygienic food for the children</li> <li>vi. To ensure the cleanliness of kitchen</li> <li>vii. To keep the stock able under safe custody and away from the risk of rust, seepage or fungus.</li> <li>viii. To ensure that every eatable item is not used after expiry and keep vigilance regard.</li> <li>ix. To ensure that the Key Performance Indicators form is duly filled and signed on daily basis.</li> <li>x. Any other relevant task, assigned by the Incharge</li> </ul>



Helper (Cook)	<ul style="list-style-type: none"> <li>i. To help the Cook in preparing the cook as per prescribed menu</li> <li>ii. To check the quantity of food and intimate the Cook accordingly</li> <li>iii. To ensure the quality and quantity of food, without compromise of both</li> <li>iv. Report to the Cook in case of any complaint or reservation</li> <li>vi. To keep himself clean every time to ensure hygienic food for the children</li> <li>vii. To ensure the cleanliness of kitchen</li> <li>viii. To keep the stock able under safe custody and away from the risk of rust, seepage or fungus.</li> <li>ix. To ensure that every eatable item is not used after expiry date and keep vigilance in this regard.</li> <li>x. To ensure that the Key Performance Indicators form is duly filled and signed on daily basis.</li> <li>xi. Any other relevant task, assigned by the Incharge</li> </ul>
Attendant / Waiter	<ul style="list-style-type: none"> <li>i. To serve the meal to the children in the dining hall</li> <li>ii. To ensure the provision of all items during the meal time</li> <li>iii. Cleanliness of meal area, before and after meal</li> <li>iv. Washing of utensils immediately after meal</li> <li>v. Proper disposal of waste food and kitchen items</li> <li>vi. Any other relevant duty assigned by the seniors.</li> </ul>
Laundry Man / Women	<ul style="list-style-type: none"> <li>i. To keep the mattress, bed sheets, mattress cover, pillow covers, blankets, quilts clean</li> <li>ii. To wash all above items twice a week and also sanitize with the anti septics.</li> <li>iii. To keep them in sun to avoid damp or moisture</li> <li>iv. Daily checking of these items and replacement in case of need</li> <li>v. Any other similar duty, assigned by the Incharge or Warden.</li> </ul>
Security Guard	<ul style="list-style-type: none"> <li>i. To check all the entry gate, locks etc</li> <li>ii. To check the boundary walls, barbed wires and report any kind of pilferage / penetration possibility in time to the seniors</li> <li>iii. Check the in / out of visitors.</li> <li>iv. Ensure that no children go out of the PBM Sweet Home without proper permission of Incharge</li> <li>v. Lock of all doors, gate in the night</li> <li>vi. Any other relevant task, assigned by the Incharge</li> </ul>
Naib Qasid	<ul style="list-style-type: none"> <li>i. To ensure that the garden is cleaned and the trees / plants are properly trimmed</li> <li>ii. Regular spray and watering of plants</li> <li>iii. To ensure that sufficient plants and trees in the PBM Sweet Home and promote the importance of forestation among the children</li> <li>iv. Maintenance of lawn and children playing area</li> <li>v. Removal of bushes and other spontaneous herbs etc.</li> <li>vi. As per the orders of Incharge or admin staff</li> </ul>
Sweeper	<ul style="list-style-type: none"> <li>i. Ensure proper cleanliness of rooms, corridors, offices and washroom and regular check up for cleanliness</li> <li>ii. Cleanliness of washrooms, after children go to school, after children return from school and in the evening.</li> <li>iii. Spray of anti septic, Dettol, pesticides and anti germs in the PBM Sweet Home rooms, corridors, washrooms, and office rooms</li> <li>iv. Any other relevant task, assigned by the Incharge</li> </ul>

**KEY PERFORMANCE INDICATORS**  
(Relevant Portion will be signed by concerned staff on duty)

S.No	Evaluation Indicators	V.Good	Good	Average	Poor	Responsibility
1	<b>Appearance of Children</b>					
	Quality of Dresses, Clothing, Socks, Shoes					
	Pressing/Ironing					
	Tidiness / Neatness/ hygiene					
	Proper Haircut/Nail cut					
2	<b>Food &amp; Nutrition</b>					
	Compliance to the Menu					
	Quality of Food					
	Health & Fitness					
	Nutritional value					
3	<b>Upbringing of children</b>					
	Discipline and Manners					
	Grooming and Confidence					
	Satisfaction & Delight					
	Interaction with Inmates					
	Education on Moral Values					
4	<b>Behavioural Assessment</b>					
	Aggression					
	Violence/fight					
	Repeated violation of discipline					
	Attempt to escape from PBM SWEET HOME					
5	<b>Maintenance &amp; Functioning of PBM SWEET HOME</b>					
	Living Room					
	Bedding					
	Comfort					
	Firmness					
	Neat and fine condition of bed sheet and pillow					
	Condition of mattress					
	Arrangement of wardrobes/clothing					
	Washrooms					
	Condition of commode					
	Functioning of cistern					
	Availability of water according to weather					
	Turning off gas heaters, coils, mats					

6	<b>Kitchen</b>	<b>V.Good</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>Responsibility</b>
	Availability of quality utensils					
	Cleanliness of utensils					
	Insects free environment					
	Use of gloves and caps by kitchen staff					
	Furniture& fixture					
7	<b>Hygiene/ General Cleanliness of the Building &amp; Surroundings</b>	<b>V.Good</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>Responsibility</b>
	Rooms & corridor					
	Kitchen					
	Washrooms					
8	<b>Education and Learning</b>	<b>V.Good</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>Responsibility</b>
	Quality of Education					
	Compatibility with Classmates					
	Behaviour of Teachers in School					
	General Problems at School	<b>High</b>	<b>Average</b>	<b>Satisfactory</b>	<b>Low</b>	<b>Responsibility</b>
	a. Incapability to learn					
	b. Discriminatory/discouraging behaviour of school administration					
	c. Timely provision of books & stationery items					
	d. Language barrier					
	e. Social barriers					
	f. Inattention towards sports activities					
g. Pick & drop						
9	<b>Recreation, Sports And Outdoor</b>	<b>High</b>	<b>Average</b>	<b>Satisfactory</b>	<b>Low</b>	<b>Responsibility</b>
	Customized TV channels					
	TV timings					
	Provision & utilization of Sports Items					
	Arrangement of outdoor trips					
10	<b>Participation in Extracurricular Activities</b>	<b>High</b>	<b>Average</b>	<b>Satisfactory</b>	<b>Low</b>	<b>Responsibility</b>
	Debate /national songs/tableaus					
	Sports					
	Artwork					
11	<b>Frequency of Visit</b>	<b>Yes, as per policy</b>		<b>No, as per policy</b>		
	PBM District AD/DO					
	Supervisory Committee					

	Management Committee					
12	<b>Behaviour of PBM Administration &amp; Staff</b>	<b>V.Good</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>Responsibility</b>
	Behaviour of Assistant Director/District Officer					
	Behaviour of Incharge					
	Behaviour of caretaker					
	Behaviour of Warden					
	Behaviour of Auxiliary staff i.e., cook, attendant, Security Guard, Qari/Qaria etc.					
13	<b>Redressal of Complaints</b>	<b>Normal</b>	<b>Low</b>	<b>Average</b>	<b>High</b>	<b>Responsibility</b>
	Nature of complaint					
	Frequency of complaint					
	Repetition of certain complaint					
	Complaints of PBM SWEET HOME staff					
	Complaints of children					
14	<b>Security and Safety Measures</b>	<b>Yes</b>		<b>No</b>		<b>Responsibility</b>
	Placement of CCTV cameras on prominent places with assurance that all are functional and properly angled/positioned					
	Placement of filled fire extinguishers					
	Availability of first aid box					
	Arrangement of safety training sessions/drills					
	Boundary walls plus barbed wires					
	Monitoring of Gas leakages					
	Electric appliances working					
Electric loose connections						

**Problems:**

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**Suggestions:**

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Verified By Incharge PBM Sweet Home: