



PAKISTAN BAIT UL MAL

POLICY FOR PBM SHELTER HOME(S)

(Establishment, Maintenance & Remodelling Procedures)

(This is a living document and changes are liable subject to
Approval by the Competent Authority)



**PBM HEAD OFFICE H-8/4, ISLAMABAD
MINISTRY OF POVERTY ALLEVIATION & SOCIAL SAFETY**

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INTRODUCTION

The Constitution of Islamic Republic of Pakistan envisage in Article 38 that the State shall secure the well-being of the people, by raising their standards of living and provide basic necessities of life such as food to those who are unable to earn their livelihood on account of infirmity, sickness or unemployment.

By taking responsibility assigned by the Constitution for a welfare state, Bait-ul-Mal Board (BMB) decided in the 68th Meeting to launch another welfare program to provide valued but temporary overnight stay with two-time meals to the needy individual seeking bed and breakfast. Pakistan Bait-ul Mal (PBM) planed to remodel, renovate and maintain the existing and subsequently establish new Shelter Home(s) located in Islamabad Capital Territory under the directions of the Federal Government. In the 1st phase, the existing and new Shelter Homes in Islamabad have been remodeled, established and maintained and in the 2nd phase, new Shelter Home(s) are being established in major cities of Provinces / Regions based on need assessment across Pakistan. The initiative focus on quality service delivery to the shelter-less persons, by taking care of multiple aspects including health care, safe and secure living environment, hygienic food etc in a respectable manner. Money saved through this intervention (temporary shelter with food) will enable the poor labourers/daily wagers to arrange their own accomodation.

In order to make the intervention sustainable and self sufficient, private sector entities shall be encouraged to sponsor under Corporate social responsibility (CSR) and avenues for the Public Private Partnership (PPP) as per minimum SoPs enshrined in the policy shall also be explored. Transparent and simple procedures for accepting such donations will be implemented after approval of the Board.

Management information system (MIS) shall be developed for proper maintenance of record of beneficiaries, which shall further assist in devising efficient and transparent service delivery mechanism, accounting, monitoring and periodic impact evaluation of the Program.

2. LEGAL MANDATE

Clauses (a) (d) & (i) of sub-section 4 of section 3 of the Pakistan Bait-ul-Mal Act, 1991 provide inter alia the following purposes for which the Bait-ul-Mal funds may be used;

- a). to provide financial assistance to destitute and needy widows, orphans, invalid, infirm and other needy persons;
- d). to provide residential accommodation and necessary facilities to the persons specified in clause (a);
- i) Any other purpose approved by the Board having regard to the aims and objects of the Bait-ul-Mal.

3. SCOPE

Shelter Homes shall serve the marginalized strata of the society by providing them temporary accommodation along with two times meal. In this way, deserving persons who come to metropolitan cities in search of employment, education, health facilities etc shall be able to avail temporary accommodation and facilities free of cost. It is estimated that 400 beneficiaries will get dinner and 100 beneficiaries may get bed and breakfast facility.

4. NEED ASSESSMENT

Before establishment of Shelter Home, a need assessment will be carried out on the presence and location of industries, grain/vegetable markets, darbars, colleges, universities, public transport stations, construction sites, railway stations, hospitals etc to assess the concentration of work force requiring shelter and meals. Need assessment will be carried out on a prescribed performa (attached as ANNEX-A).

5. OBJECTIVES / KEY ASPECTS

To provide a regulated, rule-based and monitored "Shelter" as stop-gap arrangement, to daily wages, un-employed and shelterless persons hailing from different areas. Core objectives are to provide:

- Instant relief for the needy/ deserving persons;
- Facilitating the underprivileged work force;
- Basic necessities of quality food and shelter;
- Protection from exposure to the weather.

- Reducing the environmental impact on the community.

6. ROLE AND RESPONSIBILITIES OF FOCAL PERSON ON SHELTER HOMES

Prime Minister's Focal Person on Shelter Home shall steer the whole program as a Convener of an honorary Shelter Home Advisory Council on pro-bono basis. Notifications including ToRs are attached (ANNEX-B)

7. ADVISORY COUNCIL

Bait ul Maal Board (BMB) in its 68th meeting held on 9th of July, 2020 approved the program and decided as under: -

- i. PBM shall be the main executing agency to establish and administer the affairs of "Shelter Homes". All executive, financial and operational functions shall be exercised and performed as per PBM Act 1991.
- ii. There shall be an honorary Shelter Home Advisory Council, mandated to develop vision, mission, norms and values of the program.
- iii. Recommendations of Shelter Home Advisory Committee shall be submitted to BMB for consideration and approval.
- iv. Nominations of honorary members on Shelter Home Advisory Council, on pro-bono basis shall be notified by the office of the Prime Minister's Focal Person (FP) on Shelter Homes.
- v. Prime Minister's Focal Person on Shelter Home shall steer the whole program as a convener of Shelter Home Advisory Council on pro-bono basis.
- vi. Composition of the advisory council will be notified by the office of the Prime Minister's Focal Person.
- vii. Terms of References (TORs) of the Advisory Council are at (ANNEX-C)

8. PROGRAM BENEFICIARIES/ GUESTS

Citizens of Pakistan including AJ&K urban/ rural homeless, faraway from homes, unemployed, laborers, daily wagers, poor and transit passengers, attendants of the patients, students etc can avail the facility of Shelter Home.

9. ENROLLMENT PROCEDURE

The desirous person(s) shall apply for enrollment in "Shelter Home" on a prescribed application / undertaking form available at Shelter Home. Format is attached

at (ANNEX-D) with valid CNIC or any other identification document. Complete form will be submitted to Supervisor of the Shelter Home after a digital check-in registration. An orientation session shall be arranged for the beneficiaries by the concerned staff. Moreover, apparently the beneficiary should be mentally and physically stable. Preference will be given to such persons who have no/less history of stay in Shelter Homes of the district. Dependents of the applicants will also be allowed to stay in Shelter Home on case to case basis. A manual/ digital record of the beneficiaries shall be maintained.

10. DURATION OF STAY AT SHELTER HOME

- First come first serve principle shall be followed.
- IT directorate shall develop a data base to monitor the stay of a beneficiary in a Shelter Home.

11. BUILDING

In order to maintain uniformity, a spacious permanent/temporary/semi temporary building having the required set up of accommodation with good ventilation, at a suitable location, easily accessible, comprising more or less 15-20 spacious rooms with sufficient open area shall be hired or constructed on the state or a donated land. Possibilities of construction of pre-fabricated structure on donated or government owned land can be explored on need basis. Minimum 10 persons shall stay in a room with the provision of bunker beds alongwith bedding accessories. Relevant rules of the federal government or directions of the BMB for maintenance, hiring or renovation/construction by the PBM or the donor shall be observed. Buildings having large halls instead of standard rooms shall be preferred.

Following set up shall be established in the building:

- Accomodation Rooms/Halls
- Reception with Telephone / Internet
- Office
- Waiting area
- Dining Hall
- Prayer Room
- Kitchen
- Store

Following is model infrastructure, which may be increased or decreased according to need, with approval of Managing Director:

Sr	Furniture	Description	Quantity
1	Rooms *	16x12	10
2	Offices	Different sizes	04
3	Toilet rooms	Temporary and permanent	5-10
4	Dining rooms	20 x 50 sq ft (adjustable)	01
5	Back up room	For extra guests	01
6	Kitchen	-	01
7	Laundry area	-	01
8	Reception	-	01
9	Common room	-	01
10	Prayer room	-	01

*Building/s having large halls instead of standard rooms shall be preferred.

Respective Regional/ Provincial Directors shall approach District Management, local government and other departments for acquiring free buildings to house any of its offices and project which ensuring budgetary savings.

12. FACILITIES

- Free accommodation for overnight stay alongwith two times meal shall be provided in a gated environment.
- Each Shelter Home shall have the capacity to arrange overnight stay of 100 persons alongwith provision of breakfast. Each center will have the capacity to serve dinner to 400 persons.
- Breakfast time shall be 06:00-08:00 am and for dinner timings will be 6:00 -09:00 pm.
- Persons who want to avail the facility of overnight stay should enroll themselves before 9:00 pm. In exceptional cases if a person/persons request after 9:00 pm, concerned Supervisor/ shift incharge can consider the request.
- All inmates of overnight stay shall vacate the premises in 30 minutes after closing of breakfast time.
- Medical care on need basis shall be provided through nearest public hospital.
- For additional beneficiaries, sleeping bags will be provided in winter whereas in summer necessary arrangements will be ensured in the Shelter Home.

13. WASH (Water, Sanitation and Hygiene)

Concept of WASH shall be ensured/ observed in all Shelter Homes. Under this concept it shall be ensured that:

- a. Availability of clean drinking water;
- b. Cleanliness of wash rooms and bath rooms;
- c. Maintain cleanliness and sanitation etc of the premises;
- d. Staff of Shelter Home shall be required to wear gloves and masks during duty hours.

The above measures shall be adopted with the objective to ensure hygienic environment in Shelter Homes.

14. DAILY MEAL

Daily two times food as per menu (attached at ANNEX-E) will be provided to the beneficiaries. Both options i.e hiring of services of food contractors through “Expression of Interest” as per PPRA rules OR in house arrangement for preparation / supply of food shall be available. Possibility of Public/Private Partnerships will also be explored and menu can be negotiated/ altered. One time purchase of Food Item / Food shall be upto Rs.300,000/-

15. TRANSPORT

Van shall be used for transporting bulk quantity of grocery items. Moreover, it shall be used in emergency as “Ambulance” for shifting of any sick inmate/ beneficiary to nearest hospital. Motor cycle shall be used for shifting small quantity of grocery items. Besides, it shall be used for DR purposes and for movement with relevant offices.

16. AGREEMENT BETWEEN PBM AND BENEFICIARY/GUEST

The beneficiary shall sign an agreement/undertaking with the administration of Shelter Home at the time of enrollment. Use of intoxicated drugs, misbehavior, involvement in immoral activities and anything prohibited by law shall render the beneficiary liable to legal action and he/she shall be expelled from “Shelter Home”. The inmates would be bound to ensure safety of building, furniture, fixture and all assets of centre.

17. FURNITURE & FIXTURE

Necessary furniture and fixtures and other necessities for each Shelter Home will be provided for smooth functioning. Details are attached as (ANNEX-F)

18. PURCHASE PROCEDURE

For purchases of various natures, following committees are constituted:

a. PURCHASE COMMITTEE-I

For day to day purchases of Rs. 50,000/- upto Rs 100,000/-:

- | | | |
|------|---|----------|
| i. | Assistant Director (concerned district) | Convener |
| ii. | Supervisor (Shelter Home) | Member |
| iii. | Accounts Assistant (Shelter Home) | Member |

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

b. PURCHASE COMMITTEE-II

Purchases above Rs: 100,000/- to Rs: 200,000/-:

- | | | |
|------|--|----------|
| i. | Assistant Director (concerned branch) HO/ PO/ RO | Convener |
| ii. | Assistant Director (District Office) | Member |
| iii. | Supervisor (Shelter Home) | Member |

(In case Assistant Director (District) is not posted/ present then District Officer will be the member)

c. PURCHASE COMMITTEE-III

Purchases above Rs: 200,000/- to Rs: 500,000/-:

- | | | |
|------|--|----------|
| i. | Deputy Director Prov./ Reg. Office | Convener |
| ii. | Assistant Director (concerned branch) HO/ PO/ RO | Member |
| iii. | Assistant Director (District Office) | Member |
| iv. | Supervisor (Shelter Home) | Member |
| v. | Accounts Assistant (Shelter Home) | Member |

(In case Assistant Director (District) is not posted/ present then District Officer will be the member)

d. TENDER COMMITTEE

Following is the composition of Tender Committee at Provincial/ Regional office:

- | | | |
|------|---------------------------------------|----------|
| i. | Director Prov./ Reg. Office | Convener |
| ii. | Deputy Director (PO/ RO office) | Member |
| iii. | Assistant Director (District Office)* | Member |
| iv. | Assistant Director (Admin) | Member |

- | | | |
|------|---------------------------------------|--------|
| v. | Assistant Director (Accounts) | Member |
| vi. | Assistant Director (concerned Branch) | Member |
| vii. | Assistant Director (IFA) | Member |

*(In case Assistant Director (District) is not posted/ present then District Officer will be the member)

For purchase of groceries/ goods and day to day requirements, preference shall be given to Utility Stores and Canteen Stores Department (CSD). In case of non availability of these stores, vendors/ suppliers will be taken on the panel of respective Shelter Home(s) through pre-qualification method.

19. UTILITIES CHARGES

Following are the anticipated utility expenses for budgeting purposes. The actual expenditures may vary according to usage.

- | | | |
|------|----------------------------------|----------------------------|
| i. | Telephone with Fax and internet: | -PKR 180,000- per annum |
| ii. | Electricity: | -PKR 2,400,000- per annum |
| iii. | Gas: | -PKR 1,200,000- per annum* |
| iv. | Water: | -PKR 300,000/- per annum** |

* Where gas connection is not available, the limit will be PKR 1,800,000/- per annum.

** If water connection is not available, the limit will be PKR 720,000/- per annum.

Moreover, if potable water is not available then water filtration system will be installed.

(Re-appropriation will be allowed in above four heads).

20. OPERATION OF ACCOUNT

A separate bank account in the name of Shelter Home shall be maintained in the nearer National Bank of Pakistan /any scheduled Bank of Pakistan. The following shall jointly operate this account:

- | | | |
|------|---|----------------------|
| i. | Assistant Director (concerned district) | -Main Signatory |
| ii. | Supervisor (Shelter Home) | -Co-signatory |
| iii. | Accounts Assistant (Shelter Home), | -Alternate-Signatory |

21. BOOKS OF ACCOUNT

All expenditures shall be recorded in petty cash book, cash book, ledger book and stock register etc as per PBM accounts manual (amended).

22. IMPREST

To meet day to day petty expenses , an imprest amounting to Rs. 100,000/- shall be released in the name of Supervisor-Shelter Home ,which would be replenished on regular basis from respective branch of Head Office/Prov. Office/Reg./Office. Record of all transactions/ expenditure shall be maintained in petty cash book and vouchers.

23. SAFETY MEASURES

Concerned Deputy Commissioner and District Police Officer will be requested to depute at least two security personnel at the Shelter Home for round the clock security duty. PBM may hire security guards and hire the services of a security company, if required. Moreover, CCTV cameras and other security gadgets may also be installed as per requirement of the center. Fool proof security in each Shelter Home may be ensured.

24. MAINTENANCE OF RECORD OF DONATIONS IN CASH AND KINDS

Proper record of donation in cash and kinds shall be maintained in the centre, as per SOPs to be separately devised for the purpose under “Ehsaas Governance and Integrity Policy”. Either PBM or Shelter Home staff will not accept cash donations. Instead donor may be asked to deposit it in official bank account. Moreover, for donations in kind, proper record shall be maintained by Supervisor of the center by following instructions issued by M&E branch of Head Office.

25. ADMINISTRATIVE & FINANCIAL POWERS

The administration of the PBM Head/ Provincial / Regional Office shall have the administrative and financial powers , as per PBM Regulations and delegation of powers, as amended from time to time.

26. HUMAN RESOURCE

Following human resource will be hired for each Shelter Home as per requirement on fixed pay and staff will be recruited by following the prescribed criteria /procedure. Nevertheless, the services of the food caterers, security companies, dry cleaners can also be hired under PPRA rules instead of appointing the relevant staff. Supervisor will manage the working hours of the staff keeping in view the requirement of service delivery.

- i. All appointments on following posts shall be on fixed pay contract , after advertisement in newspaper and announcement through PBM official web site for initial appointments:

Sr #	Post	Number of post	Fixed Pay (Rs.)	Age (Years)	Minimum Qualification/ Selection Criteria
1	Supervisor	1	34,000/-	25-45	i. 2 nd class Master degree in social sciences or equivalent ii. Computer literate/ certification iii. Three years experience in relevant field.
2	Shift Incharge	2	31,000/-	25-45	i. 2 nd class Bachelor degree in sociology or social work or equivalent ii. Three years experience in relevant field.
3	Accounts Assistant	1	29,000/-	25-45	i. BBA/ B.com 2 nd Division ii. relevant experience preferable
4	Receptionist / Data Entry Operator	1	27,000/-	25-45	i. Intermediate ii. 2 years relevant experience iii. Computer literate
5	Cook	2	30,000/-	25-55	Primary with experience in relevant field
6	Tandoorchi	2	24,000/-	25-55	Primary with experience in relevant field
7	Helper Cook	2	24,000/-	25-55	Primary with experience in relevant field
8	Mess Waiter cum Dish Washer	2	20,000/-	18-40	Primary with experience in relevant field
9	Security Guard	3	20,000/-	25-55	Middle with experience in relevant field
10	House Keepers	2	20,000/-	20-55	Primary with experience in relevant field
11	Sweeper	3	20,000/-	25-55	Primary with experience in relevant field
	Total Staff	21	-	-	-

*Revised pay structure shall be applicable both on existing and staff to be hired subsequently.

- ii. The staff already working in Shelter Home of Islamabad will be asked to give their willingness either to work on the terms and conditions of PBM or otherwise, subject to possessing minimum qualification/ criteria required.
- iii. HR/ Establishment Branch, Head Office will complete the Recruitment/ placement procedure for the Shelter Homes located all across Pakistan, from time to time.

- iv. The above mentioned increased in fixed pay will be applicable to all existing and new staff for Shelter Homes. Further, revised number of posts are also sanctioned for all existing and new Shelter Homes/ shelter homes.
- v. Job Description and terms and conditions of appointment for each post of Shelter Home shall be notified separately.
- vi. As an incentive to the staff of Shelter Home, up to three(3) honorarium in a financial year would be admissible subject to satisfactory performance and certificate regarding performance shall be issued by Supervisor of concerned Shelter Home. Cases of Supervisors and Shift Incharges for grant of honorarium shall be initiated by concerned PBM directorates. Main performance indicators for Supervisor and Shift Incharge would be collection of donations and promotion of Public Private Partnership (PPP) for respective Shelter Home.

27. MONITORING AND EVALUATION

Monitoring and Evaluation branch of Pakistan Bait-ul-Mal shall strictly monitor the Program, through periodic visits of the center through out the year to assess efficacy of the project. Impact evaluation of the Program shall also be carried-out by M&E Branch of Head Office after one year of its launching to measure developmental out comes, suggest remedial measures so as to remove bottlenecks and to bring improvement. Concerned Supervisors shall send monthly progress reports on their performance to M&E Br. Head Office. Third party evaluation of the program will be arranged by M&E branch of Head Office as and when required.

28. ACCOUNTS AND AUDIT

Complete accounting record including vouchers, ledgers, cash book, bank statements and registers shall be maintained by the In-charge/ Supervisor/Account Assistant Shelter Home. Monthly statement of accounts showing expenditure incurred during the month shall be forwarded to Assistant Director (Accounts) PBM Head Office. Director (Audit) PBM Head Office shall carry out pre, post and annual audit of the accounts. All record pertaining to accounts shall be maintained by Accounts Assistant Shelter Home with the help and assistance of Supervisor, Shelter Home.

29. COSTING (FINANCIAL IMPLICATION)

Approximated cost of one Shelter Home shall be as under: -

One time Development/ initial capital expenses: Rs. 10.355 million

Operational cost per annum: Rs. 40.28 million

Total: Rs. 50.635 million

(Summary at Annex-G)

30. DONATIONS

- Donation Policy will be followed in letter and spirit for donations;
- The Focal Person will preferably sign MoUs with local donors for supply of approved menu meals minimum for one month;
- Donations in kind shall not be accepted however, in lieu of kind, equal amount can be deposited in donations account.

31. PUBLIC PRIVATE PARTNERSHIPS (PPPs)

MoUs can be signed with different individuals and organizations for provision of food and other services to ensure sustainability of the project.

32. PUBLIC INFORMATION CAMPAIGN

A Public Information Campaign (PIC) shall be conducted for the awareness of intended beneficiaries. For this purpose, print, electronic, public announcements and social media platforms could be used. Moreover, display of banners, streamers and posters at prominent places shall be ensured. Besides, distribution of leaflets and brochures shall also be part of PIC. Break up of budget for PIC is as under (Attached as **Annex- H**):

- i. Logistics
- ii. Printing Material
- iii. Media Campaign
- iv. TA/DA

33. DEPRECIATION & DISCARD POLICY

a. Any asset/ item which become so inadequate or outmoded due to Physical deterioration, inadequacy & Obsolescence may be discarded or sold with proper record after every year or the case may be with due consideration of administration. The items required to discard items must be:

- i. Beyond repair

- ii. No longer complying with Health and Safety requirements
 - iii. No longer required due to changed procedures or functions
 - iv. Not compatible with the of required software
- b. A form for disposal of items shall be filled while disposing off the assets with following details for proper record:
- i. Description of the asset disposed off
 - ii. Reason for disposal
 - iii. Date of procurement of said item
 - iv. Method of disposal i.e. sale/scrap/part change/other
 - v. Amount received for disposed asset
- c. The bed sheets, pillow covers, mattress covers, quilt covers and shawl must be replaced in every year on need basis.

34. DATA SHARING OF THE PERSONS WHO STAY IN SHELTER HOME FOR SECURITY PURPOSE

Provincial/Regional offices will devise a mechanism for sharing data for the persons who stay in Shelter Home with Security Agencies particularly nearby Police Station. Directorate of IT at Head Office will devise a mechanism for sharing of soft data with relevant Police Station or other Security Agencies where required.

35. HYGIENE KIT

- i. Every resident staying for night only will be provided one hygiene kit at the time of enrollment.
- ii. Receipt of each hygiene kit will be maintained either in hard or soft form by concerned Shelter Home.
- iii. Regional/ Provincial Offices will purchase the hygiene kits as per PPRA Rules and then supply to each Shelter Home as per requirement. However, each Shelter Home will keep one month stock of hygiene kits. Fresh stock will be provided on reconciliation of earlier provided stock.
- iv. Stock entry of hygiene kits will also be ensured.
- v. Specification of hygiene kit:

a. Packing

- Material (Crystal Rapper)
- Size (Length 10" x Width 5")
- Sealer (Flap to open)
- Printed logo of Shelter Home (4"x3.5" / three colors)

b. Miswak

- Material (Pelu with 1 year warranty)
- Size (6" length)
- Packed in polythene bag

c. Soap with Packing

- Packing size (4"x2")
- Packing type (pearl wrap)
- Perfumed (Jasmine)
- Soap ingredients (soap noddle, TNT oil & Coconut oil etc)
- Logo of Shelter Home on soap (Embedded)
- Soap size (4 cm dia)
- Weight (26 grams)
- Soap shape (Oval)
- Soap ingredients (soap noddle, TNT oil & Coconut oil etc).

36. NON-FUNCTIONAL SHELTER HOME(S)

If any of the Shelter Home is non-functional, not functioning to the fullest, the management may decide to close, or shift it to better location after need assessment or to reduce the dining and bedding capacity.

In case of closure of any Shelter Home, the equipments, furniture & fixtures can be utilized at any other Shelter Home, Sweet Home across Pakistan, or WEC, or SRCL or the District Office, after proper entries and approval from the Managing Director.

NEED ASSESSMENT OF "SHELTER HOME"

Name of District: _____

Population of the District: _____

Urban Population of the District: _____

Number of Public hospitals in the District: _____

Number of Public College / Universities in the District: _____

Main Industries in the District: _____

Main professions surrounding the District: _____

Daily inflow of the daily wagers / laborers in the District: _____

VICINITY OF THE PROPOSED SHELTER HOME

Address: _____

a) Distance from the main industries: _____

b) Distance from the main fruit/vegetable Market: _____

c) Distance from the Ghalla Mandi: _____

d) Number of daily wagers working in the vicinity: _____

e) Distance from the main hospital (please, specify the main hospital): _____

f) Distance from the public college / university: _____

g) Distance from the main Bus Stop (Lori Adda): _____

h) Distance from the Railway Station: _____

RECOMMENDATIONS: Location is suitable to establish "Shelter Home"

(Sign & Stamp)
Deputy Commissioner Office

(Sign & Stamp)
Prime Minister's Focal Person
on Shelter Home



Government of Pakistan
Poverty Alleviation & Social Safety Division
PAKISTAN BAIT-UL-MAL

Sector H-8/4 Islamabad (Tel No. 051-4863212, Fax No. 051- 9269603) pbmestablishment@gmail.com

Islamabad the 30 July, 2020

NOTIFICATION

PBM/Board/ 636 :In pursuance to the decision taken in 68th Bait-ul-Mal Board (BMB) Meeting held on 09.7.2020, Mr. Naseem-ur-Rehman, presently notified as Focal Person of Prime Minister's on Panahgahs is hereby notified as a Convener of the honorary Panahgah Advisory Council of the Bait-ul-Mal Board in terms of Clauses (a), (d) & (i) of Sub-Section 4 of Section 3 of PBM Act, 1991, with immediate effect and till further orders on pro-bono basis.

2. The following shall be the Terms of Reference (ToRs) of the Panahgah Advisory Council as approved by the Bait-ul-Mal Board:

- i) To design policies, procedures and guidelines for new and existing Panahgahs;
- ii) To establish delivery benchmarks in harmony with the vision, mission, and core values determined for Panahgahs;
- iii) To remain engaged with other stakeholders in order to ensure smooth execution of the projects activities;
- iv) To coordinate with corporate entities, philanthropists, private sector entities and other stakeholders in order to generate resources for partnership, sponsorship and donations for establishment and the management of Panahgahs; to ensure that all Government of Pakistan regulations in this regard are adhered;
- v) To ensure that all donations received from corporate entities, philanthropists, private sector entities and other donors are appropriately accounted for in accordance with the Pakistan Bait-ul-Mal regulations and Government of Pakistan accounting practices to ensure complete transparency in the use of donations.

3. Nominations of the honorary members on Panahgah Advisory Council of the BMB shall be notified by the Office of the Prime Minister's Focal Person on Panagahs on pro-bono basis. Recommendations of Panahgah Advisory Council shall be submitted to Pakistan Bait-ul-Mal Board for consideration and approval as per Section 5-A of the PBM Act, 1991.

(M ZAFAR KHAN SAPDAR)
Secretary (Board)

Distribution:

Mr. Naseem-ur-Rehman
Focal Person of the Prime Minister on Panahgahs

C.C:

- i. AD to SAPM/Chairperson BISP, Islamabad
- ii. PS to Secretary - PA & SSD / Chairperson BMB
- iii. SPS to MD - PBM
- iv. AFS to DMD - PBM
- v. All Members - BMB
- vi. File

TERMS OF REFERENCE (TORs) FOR ADVISORY COUNCIL

- (i) To design policies, procedures and guidelines for new and existing Shelter Homes;
- (ii) To establish delivery benchmarks in harmony with the vision, mission, and core values determined for Shelter Homes;
- (iii) To remain engaged with other stakeholders in order to ensure smooth execution of the projects activities;
- (iv) To coordinate with corporate entities, philanthropists, private sector entities and other stakeholders in order to generate resources for partnership, sponsorship and donations for establishment and the management of Shelter Homes; to ensure that all Government of Pakistan regulations in this regard are adhered;
- (v) To ensure that all donations received from corporate entities, philanthropists, private sector entities and other donors are appropriately accounted for in accordance with the Pakistan Bait-ul-Mal regulations and Government of Pakistan accounting practices to ensure complete transparency in the use of donations.

UNDERTAKING

I, Mr./Ms.

_____ S/O or

D/O _____

resident of

_____ herein

after called beneficiary hereby undertakes as:-

- i. That I am a poor and needy person and does not have arrangement of living at the same station and does not have proper source of income.
- ii. That I shall not use intoxicated drugs and anything prohibited by the law.
- iii. That I shall not misbehave with the staff.
- iv. That I shall be responsible for proper look after of rooms, furniture and fixture and other items in particular and the building in general.
- v. That I shall follow terms and conditions and in case of violation I shall be struck off/ expelled from the centre.
- vi. That Management of Pakistan Bait-ul-Mal shall not be responsible for any mis-happening to me, which may result in the infirmity/death or any other psychological or emotional trauma.
- vii. That beneficiary / or any of his guardian / legal heir shall not file any civil or criminal proceedings against the centre, Pakistan Bait-ul-Mal or against any its employee for what and ever reason during his stay.
- viii. That I have never been involved in any criminal activity and have no record in this regard.
- ix. That I have never been involved in anti-state activity (Islamic Republic of Pakistan).

Signatures: _____

Name of beneficiary: _____

CNIC No. _____

Contact / Cell No. _____

Father /Husband Name: _____

Name of Guardian / Legal Heir: _____

Contact / Cell No. _____

Address: _____

STANDARD MENU

Sr	Days	Food Detail	
		Breakfast	Dinner
1.	Monday	Nan Chanay/Dal/Tea	Chicken Baryani
2.	Tuesday	do	Dal & Roti
3.	Wednesday	do	Chicken Qorma & Roti
4.	Thursday	do	Chicken Baryani
5.	Friday	do	Mix Vegetable & Roti
6.	Saturday	do	Potato/Vegetable/Egg Curry & Roti
7.	Sunday	do	White Rice+Pulse/Dal Roti

For Donors/Sponsors :

The menu shall be adjusted/ altered with the mutual consent of the donor and shall be incorporated into the MoU with the donor.

TRANSPORATION			
Sr. No	Item	Unit	Specification
1	Van/Ambulance	1	As per requirement Suzuki Bolan / same capacity van
2	Motor Bike	1	Honda (CD 70/ same horse power motor cycle)
All other items on need basis			
OFFICE EQUIPMENTS			
Sr. No.	Item	Unit	Specification
1	PC / Computer with Webcam	2	HP/ Dell/IBM or Equivalent- Latest
2	Printer 2 in 1	2	HP or Equivalent- Latest
3	Additional LCD/LED	1	Dell/ HP or equivalent
4	UPS	2	1 KVA - Latest
5	Batteries	4	180 Exide or Equivalent
6	Generator (Heavy Duty	1	5-7 KVA (Siemens or Equivalent)
7	Fax Machine	1	Panasonic or Equivalent
8	System supported Biometric Machine	1	Latest technology based
9	First Aid Kit	1	As per requirement of Shelter Home
10	Gas/Electric Heater	4	Corona or Equivalent
All other items on need basis			
MACHINARY & EQUIPMENT / ELECTRIC APPLIANCES			
Sr. No	Item	Unit	Specification
1	Washing Machine with Dryer	2	12Kg Manual, LG or Equivalent
2	Electric Water Cooler	1	80 Gallon, Corona or Equivalent
3	Deep Freezer Large	3	15 CFT twin Dawlance or Equivalent
4	Refrigerator - Large	1	14 CFT Dawlance or Equivalent
5	Mechanized Dish Washer	1	5 Program, 12 Dish Bosch or Equivalent
6	Ceiling/Pedestal/ Bracket Fan/ Desert Cooler (as per requirement)	40	Durable quality. Specifications to be decided by respective Shelter Home.
7	Exhaust Fan (as per requirement)	20	Specifications to be decided by respective Shelter Home.
8	Water Filter	1	5 stage
9	Fire extinguisher (need basis)	8	5 Kg
10	Amplifier with built in USB, Radio with system and speakers	1	As per requirement
All other items on need basis.			

SURVELLANCE COST / APPLIANCES

Sr. No	Item	Unit	Specification
1	CCTV Cameras along-with complete package including LCDs/LEDs	16	Well reputed brand (complete package)
2	Metal detector	2	As per requirement of Shelter Home

All other items on need basis.

FURNITURE / FIXTURE-OFFICE

Sr. No	Item	Unit	Specification
1	Office Table with Side Rack	3	5x4 Brown
2	Computer Table	2	Standard Brown
3	Computer Chair	2	Standard Revolving
4	Office Chair	6	Standard Revolving
5	Visiting Chair	10	Foam with steel frame or as per requirement
6	Reception Desk	1	5x6 Wooden
7	Steel Almira (as per requirement)	6	3 x 6 feet, GL Sheet 20 Gauge

All other items on need basis.

FURNITURE / FIXTURE - CENTER

Sr. No	Item	Unit	Specification
1	Bunk Bed Iron	50	3X6 feet, 18 Gauge frame 1-1/2 X1-1/2 inches, bottom 1/2 inch
2	Beneficiaries steel-Chair set (as per requirement)	15	3 Seater
3	Quilt Single (DUVETS) (as per requirement)	150	Polyster 2.5Kg with export quality fresh cover (Dark Brown OR Dark Blue)
4	Shawls	150	For Summers (Dark Brown OR Dark Blue)
5	Pillow	150	Polyster 1.25 Kg (Dark Brown OR Dark Blue)
6	Bed Sheets and Pillow Covers	200	Cotton (Dark Brown OR Dark Blue)
7	Mattress cover	150	Standard size (Dark Brown OR Dark Blue)
8	Mattress (Single) (as per requirement)	150	4 inches height with standard size
9	Wall Clock	20	Japan Machine with PBM Logo
10	Trunk	2	3.5 x 6 feets GL Sheet, 18 Gauge
11	Gas Heater / oil Stove	20	Corona or Equivalent
12	Burner	4	As per requirement of Shelter Home

13	Steel Rack for Quilts & Apparels	10	As per requirement of Shelter Home
14	Dinning Tables	10	43" x 92" steel, top frame, 1.5 x1.5 inches and 18 Gauge sheet OR sizes can be changed as per requirement of the Shelter Home.
15	Running Benches for Dinning with Steel Top	20	43" x 92" steel, top frame, 1.5 x1.5 inches, height 18" , seat width 16" and 18 Gauge sheet OR Sizes can be changed as per requirement of the Shelter Home.
16	Gas Tandoor	02	As per requirement of Shelter Home
17	Food Serving Trolley Steel	01	Three Step, Height 36", Length 48", width / depth 28" Top three boxes with covers, 4 wheels with lock, and handle on both side
18	Electric/ Gas gyser	4	As per requirement of Shelter Home

All other items on need basis.

MOSQUE/ MASJID ITEMS

Sr. No	Item	Unit	Specification
1	Prayer Mats	5	4 x 12 feets
2	The Holy Quran with Urdu Translation	10	As per requirement of Shelter Home
3	Tafseer Holy Quran (Set)	2	As per requirement of Shelter Home

All other items on need basis.

CROCKERY & UTENSILS

Sr. No	Item	Unit	Specification
1	Large Cooking Diagcha	4	Silver Steel. Cooking Capacity 12 Kg Meat
2	Small Cooking Diagcha	7	Silver Steel. Cooking Capacity 5 Kg Meat
3	Table Spoons	150	Stainless Steel
4	Cooking Spoons	4	Stainless Steel
5	Jug	12	Stainless Steel
6	Water Glass	150	Stainless Steel
7	Serving Plate	150	Stainless Steel
8	Serving Dishes	20	Stainless Steel
9	Stainners Large	7	Stainless Steel
10	Tea Pots Large	7	Stainless Steel
11	Tea Mugs/ Cups	200	Stainless Steel
12	Drum for Dry Ration	05	Stainless Steel Capacity 40 Kg
13	Serving Spoon	04	Stainless Steel
14	Spice Jars	10	Plastic Capacity 05 Kg

15	Pawwa	02	Stainless Steel (Standard Size)
All other items on need basis.			
OPERATIONAL EXPENDITURES			
Sr. No	Title of Heads	Unit	Sub-Heads
1	Building Rent	1	Need Basis.
2	Renovation/Repair & Maintenance of Building	-	Need Basis.
3	Liveries & Uniform (2 per season/person)	100	White Shalwar Qameez, Black Sandles and safety jackets with PBM monogram printed on frontside & Shelter Home monogram printed on backside.
4	House Keeping	---	<ul style="list-style-type: none"> i. Detergent ii. Bath Soap iii. Dentonic/Tooth Paste iv. Phenyle Solid v. Surface Cleaner vi. Toilet Cleaner vii. Mops viii. Viper ix. Web Cleaner Brush x. Mosquito Killer xi. Mosquito Repellent Machine xii. Misc. Washing for utensils xiii. Other Misc. expenses
5	Food and Meal expenditures	---	Need Basis.
6	Utilities	--	<ul style="list-style-type: none"> i. Electricity ii. Gas iii. Water iv. Phone/Internet
7	Other Admin Expenditures including contingencies	---	<ul style="list-style-type: none"> i. POL ii. Stationery iii. Repair and Maitnenace of Vehicles iv. Repair & Maintenance (F&F) v. Repair & Maintenance (Machinery Equipment) vi. Contingencies vii. Printing & Publication viii. Medical Aid/Medicine ix. Misc. Expenses
8	ERE/HR Cost	--	Need Basis.
9	Contingencies	--	Need Basis.
10	Public Information Campaign (PIC)	--	Need Basis.
All other items on need basis.			

SUMMARY OF COST ESTIMATES FOR ONE SHELTER HOME ANNUALLY		
FIXED / CAPITAL COST		
Sr. No.	Budget Head	Budget (Rs)
1.	Furniture & Fixture for Shelter Home-Center	5,200,000
2.	Furniture & Fixture for Shelter Home-Office	300,000
3.	Crockery & Utensils	280,000
4.	Machinery & Equipment	1,200,000
5.	Office Equipment	1,100,000
6.	Surveillance cost	340,000
7.	Mosque Items	55,000
8.	Transport	1,880,000
Sub Total		10,355,000 (10.355 M)
OPERATIONAL / RECURRING COST		
Sr. No.	Budget Head	Budget
1.	Building Rent	6,000,000
2.	Repair/ Renovation & Maintenance of Building	2,500,000
3.	Uniforms	300,000
4.	House Keeping	1,704,000
5.	Food/ Daily Meal Expenditure	12,288,000
6.	Utilities	5,100,000
7.	Other Admin Expenditure including Contingencies	4,320,000
8.	ERE/ HR Cost	7,953,000
9.	Public Information Campaign (PIC)	748,000
Sub Total		40,280,000 (40.28)
GRAND TOTAL		50,635,000 (50.635)

Budget Estimate for PIC of Shelter Home(s)			
No. of Beneficiaries			500
Material		Total Cost (Rs)	Remarks
1.0	Logistics		
1.1	5 Vehicles for 7 days	210,000	Each vehicle will be used for Public Information Campaign for 7 days
	Sub Total	210,000	
2.0	Printing Material		
2.1	Leaflet	15,000	To be distributed among general public
2.2	Banners	42,500	For display at prominent places
2.3	Streamers	35,000	For display at prominent places
2.4	Pamphlets	59,500	To be distributed among general public
	Sub Total	152,000	
3.0	Media Campaign		
3.1	Public information through Cable TV	105,000	This will include publicity through Cable TV for 7 days
3.2	Public information through Cable FM	105,000	This will include publicity through FM radio for 7 days
3.3	PIC through print media	110,000	For the information of general public
3.4	Public announcements and Allied equipment	30,000	For the information of general public
	Sub Total	350,000	
4.0	TA//DA		
4.1	For BPS 17 & above (2 Officers)	23,040	Depending upon the visit place
4.2	For BPS 16 & below (2 Officials)	12,960	Depending upon the visit place
	Sub Total	36,000	
	GRAND TOTAL (1+2+3+4)	748,000	