



**GOVERNMENT OF PAKISTAN
FEDERAL JUDICIAL ACADEMY
JUDICIAL OFFICERS MESS
SERVICE ROAD SOUTH, H-8/4, ISLAMABAD**

STANDARD OPERATING PROCEDURES FOR OPERATIONAL MANAGEMENT

A. GENERAL

1. The old hostel facility comprising 26 guest rooms, 02 suites, a drawing room, a dining hall, a kitchen and a store at Federal Judicial Academy (FJA) H-8/4 Campus, Islamabad is declared as Judicial Officers Mess (JOM).
2. Operational management of JOM shall be carried out in accordance with these Standard Operating Procedures (SOPs) approved by the Chairman, Board of Governors (BoG) of the FJA.
3. These Standard Operating Procedures, containing term and conditions, shall be binding on every Member of the JOM.
4. For the purpose of management of JOM, Hon'ble the Chief Justice of Pakistan/Chairman BoG of the FJA shall be the *ex-officio* **Patron**, the Director General, FJA the *ex-officio* **Administrator**, the Director (Administration & Finance) FJA the *ex-officio* **Secretary** and the Warden of the FJA the *ex-officio* **Caretaker** of the JOM.
5. There shall be a 'Management Committee' of the JOM, with the following composition;
 - a. Administrator JOM Chairman
 - b. Secretary JOM Member/ Secretary
 - c. Administrative Officer FJA Member
 - d. Accounts Officer FJA Member
 - e. Caretaker JOM Member
6. The Chairman and every member of the Management Committee shall have one vote counted equally in every decision made by it.
7. The Secretary shall maintain record of all proceedings of the Management Committee.

8. The Secretary of the JOM shall provide all the secretarial services required for management of JOM.

B. MEMBERSHIP

1. The following persons may apply for admission as members of the JOM in the respective category;
 - a) **Service Member (S)** - Every serving member of district judiciary under any of the High Courts of Pakistan, Chief Court of Gilgit-Biltistan or High Court of AJ&K.
 - b) **Retired Member (R)** - Every member of district judiciary, who has served under any of the High Courts of Pakistan, Chief Court of Gilgit-Biltistan or High Court of AJ&K and has retired from such service on completion of qualifying service.
 - c) **Associate Member (A)** - Every person who is or has been a member of permanent faculty of the Federal Judicial Academy or any Provincial Judicial Academy. This category shall also include every other officer who has been admitted by the Patron as an "Associate Member" under Clause-B (9).
2. The rights and liabilities of every member, regardless of category of his membership, shall be equal. Categorization has been provided for statistical purposes.
3. All applications for membership on duly completed prescribed Form along with receipt of payment of membership fee through crossed cheque/demand draft in favour of Director General FJA, a copy of CNIC, a copy of service card or pension document shall be forwarded to the Secretary, JOM/Director (Administration and Finance) FJA.
4. The Management Committee shall consider all applications for membership and shall admit all eligible applicants as 'Members' in the respective category.
5. The Management Committee shall issue "HiCo Magstripe" Membership Card to every member initially with validity period of five years.
6. The Membership Card may be renewed for further period of five years on application of member on payment of requisite fee.

7. Membership fee shall be Rs. 5000/- , which shall be one time and non-refundable.
8. Renewal fee for Membership Card shall be Rs.1000/-.
9. The Patron may admit any officer serving in BPS-17 or above under the Federal or any Provincial Government, who is otherwise not eligible to become member, as an “Associate Member” on payment of membership fee.
10. Once a person is admitted as member in any particular category, his membership shall continue in the same category regardless of his subsequent change of status.
11. The membership shall be life time and non-transferable, unless cancelled by the Management Committee.
12. The Management Committee may cancel membership of any member on account of breach of discipline by him, his dependents or guests and non-clearance of liabilities, after a notice has been served on him. The decision of the Management Committee in this regard shall be final.

C. MANAGEMENT OF FUNDS

1. All sums collected from members on any account shall be deposited in the ‘Academy Fund Account’, and shall be auditable.
2. Caretaker shall be responsible for deposit of all such sums in the ‘Academy Fund Account’, through Accounts Officer FJA on daily basis.
3. The Secretary shall ensure financial transparency and shall cause reconciliation of all sums deposited in the ‘Academy Fund Account’ at the end of each month. The Accounts Officer, FJA shall issue a certificate in this regard for record of the JOM.
4. The Administrator shall be empowered to authorize expenditure out of ‘Academy Fund Account’ for provision of housekeeping consumables at JOM to the extent of Rs. 40,000/- at a time. Any expenditure over and above Rs. 40,000/- shall be authorized with the approval of Patron.

D. ALLOTMENT POLICY

1. Every member shall be entitled to any facility at JOM on first come first serve basis and subject to availability.
2. Allotment of any facility at JOM shall be made to members, their families and guests only. Check-in shall, however, be allowed on presentation of original Membership Card in any case.
3. Allotment of any facility at JOM to non-members shall only be made with the approval of Patron on case to case basis and on such terms and conditions as the Patron may determine.
4. Guest room shall be allotted for maximum of five days at a time. Up to three rooms or two rooms and a suite or two suits shall be allotted to a member at a time.
5. Check-in time shall be 02.00 pm and check-out time shall be 12.00 noon. Requests for early check-in and late check-out shall be accommodated up to two hours subject to availability. Early check-in and late check-out beyond two hours shall be charged with half day rent.
6. Advance booking shall be available up to seven days before check-in. Cancellations made within twenty four hours of check-in time shall be charged for one day rent.
7. Guest rooms booking requests shall be entertained in writing, telephonically and through email addressed to Caretaker. The caretaker shall maintain a waiting list for bookings on a transparent computerized pattern.
8. Caretaker shall have the authority to confirm booking, allot facility, collect dues, entertain complaints, report breach of discipline and damage and allow check-in and check-out.

E. MESS AND ALLIED FACILITIES

1. Mess shall be out sourced which shall provide meals and snacks to in-house guests on cash payment.
2. In-house guests shall order their main course meals at least three hours before serving time. Meals and snacks may be ordered from out of approved menu only.
3. In-house guests shall pay for their food in cash as per approved rates.

4. Mini-bar shall be serviced by the occupants themselves and the JOM shall not charge anything extra for it.
5. In-house guests shall have access to FJA gymnasium and Wi-Fi connectivity.

F. LIABILITIES AND DUES

1. Each member, his dependents and guests shall be liable to deposit advance rent for the days of booking at check-in. Such advances shall be adjusted at check-out.
2. Each member shall be liable to clear all charges due to him or his dependents and guests on account of rent, mess or damage before leaving JOM.
3. Dues and liabilities remaining outstanding for more than thirty days shall entail cancellation of membership. Recovery of outstanding dues may be made in a manner decided by the Management Committee.
4. Every payment to JOM on any account by members, their dependents and guests shall be made on duly numbered and stamped receipt.
5. Accompanying children above the age of 10 years shall be treated double occupancy.
6. No extra bedding/mattress shall be provided to single occupancy. However, up to two extra mattresses shall be provided to double occupancy free of cost.
7. Room rent shall be as under;

S#	DESCRIPTION	RATE PER NIGHT
1.	Room with Single Occupancy	Rs.2000/-
2.	Room with Double Occupancy	Rs. 2500/-
3.	Suite with Single Occupancy	Rs. 3500/-
4.	Suite with Double Occupancy	Rs. 4500/-

G. UTILITIES AND MAINTENANCE

1. Federal Judicial Academy shall arrange for clearance of all utility bills and shall carry out necessary maintenance of the JOM out of its budgetary allocation.
2. Expenses on housekeeping consumables shall be made out of Academy Fund Account within permissible limit by the Director General FJA/Administrator. Expenditure beyond permissible ceiling shall, however, be made with the approval of the Patron.

3. Security and janitorial services to JOM shall be provided by the FJA out of its existing human resource.
4. 24/7 standby generator shall remain available whenever JOM is occupied.
5. Every room/suite shall have inventory of its furniture and fixture signed by the Caretaker, fixed at the entrance.

H. DISCIPLINE AND CONDUCT

1. It is expected that members, their dependents and guests, while staying at JOM shall conduct themselves in a manner which is becoming of an officer and a gentleman.
2. Disturbance, noise and weird conduct shall be reported as breach of discipline. Privacy and comfort of other inmates shall be respected.
3. Dress in lounges and dining shall be decent. Use of shorts and indecent attire shall amount to breach of discipline.
4. Playing football and running in lawns, damaging plants and planters, wastage of water and electricity, misuse of fixture/fixture and intolerant behavior with staff shall be reported.
5. Record of visiting guests coming to see any member during his stay at JOM shall be maintained. Visiting guests must leave JOM before 10.00 pm.
6. Weapons, alcohol, gaming articles and pets shall not be allowed in JOM.
7. Entry and parking instructions shall be adhered to strictly.

I. MISCELLANEOUS AND AUXILIARY

1. Any management issue not provided for in these SOPs shall be sorted out by the Management Committee. A report in this regard shall, however, be submitted to the Patron in due course.

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