

PBM POLICY

(PBM-QMS-DuE-P01)

(As amended 2020)

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PREAMBLE

Islam - the true religion of Allah has ordered its believers to have mercy and to be merciful towards all creatures. The orphans are among those who need kindness and special attention. Orphans, according to Islamic definitions are those childrens, who are left with no protections from their fathers 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 or chapters. Quran says;

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

In another Surah, Quran asks its believers to spend their wealth in charity and to give it to the orphans:

"They ask thee what they should spend (In charity). Say: Whatever ye spend that is good is for parents and kindred and orphans and those in want and for."
(Al-Quran 2:215)

According to Islamaic Law (Shari'ah), Muslims are bound to show benevolence and care for orphans. The Holy Prophet Muhammad (S.A.W.) once said that a person who cares for an orphaned child will be in Paradise with him, and motioned to show that they would be as close as two fingers of a single hand. Hazrat Muhammad (S.A.W.) himself adopted a former slave and raised him with the same care as if he was his own son. About orphans, our Holy Prophet Muhammad (S.A.W.) once said, *"The most loved homes to Allah, mighty & sublime, are homes in which the orphan is honored."*

INTRODUCTION

A Dar-ul-Ehsaas (Orphanage) is an institution devoted to take care of children whose parents either one or both are deceased, Dar-ul-Ehsaas (Orphanage)s are a way of providing them care and housing. Foster care and more extensive adoption programs have been the preferred practice in many developed nations. However, similar practice is prevalent in developing countries, even though these have not been institutionalized. There will always be a situation where there is a shortage of foster parents and will require Dar-ul-Ehsaas (Orphanage) to provide care for children.

PBM Act prevails to rehabilitate and facilitate the invalid, destitute and orphans in the county. It is an established fact that children learn and grow with a family. Within a family each child is protected and enjoys a sense of belonging. Children learn values and share responsibilities. A family environment gives children a solid foundation on which to build their lives. This philosophy and universally accepted wisdom has constrained Pakistan Bait-ul-Mal to take initiative towards establishment of Dar-ul-Ehsaas (Orphanage) where emotional wounds will be healed and confidence built of orphans, who have become disregarded individuals of society as a result of poverty growth and poor economic conditions. Children will learn to trust and believe in themselves and others with recognition of their potentials. PBM Dar-ul-Ehsaas (Orphanage) will provide an opportunity to these neglected poor souls of society to grow with respect and dignity.

Dar-ul-Ehsaas (Orphanage) will protect them from abusing, neglecting and exploitation. They will be kept safe against all possible harms. This center will be a safe place where the orphans may have:-

- Live together with other children in home like environment under one Aaya (to be called Mother)
- Will help them bond better and make lasting friendships with children they can relate to.
- Can conduct activities which they can enjoy together – like playing games and going on a picnic.
- Orphans/ abandoned experience difficult situations in life, coming from neglected and sometimes violent backgrounds, there shall be psychological counseling available for them as well.

- Will take responsibility for the orphans/children in its care till they are able to support themselves.
- After getting education till Matric or above, the orphans will receive career counseling.
- The Dar-ul-Ehsaas (Orphanage) will have medical facilities for its residents. It will help in making medical aid available at short notice if anybody needs it.
- The Dar-ul-Ehsaas (Orphanage) will have free education of highest level and the cost will be borne by the PBM.

MISSION

To provide all conceivable avenue to deprived orphans to enable them to become a useful member of the society.

GOALS

To equip the Orphans with modern indoctrination. Enable the waif to stand on their own feet and achieve the goals of self-reliance, financial independence and social integration.

1. OBJECTIVES

The objectives of establishment of Dar-ul-Ehsaas (Orphanage) by Pakistan Bait-ul-Mal are to develop modern approach towards welfare of orphans, to provide modern education and impetus to participate in the main stream of life with pride and dignitary. These centers will be social development organization for children and will be active in the field of children's needs, conscious and rights. Its activities will focus on orphans.

2. AIMS

Pakistan Bait-ul-Mal has decided to provide shelter and education to 100 destitute, infirm, abandoned and shelter less Orphans. The PBM Dar-ul-Ehsaas (Orphanage) shall aim at:-

- Giving orphans hope and bask impending
- Providing institutional care and support
- Providing healthy family environment
- Meeting spiritual, emotional and mental needs of orphans
- Giving realization to the thought that every child has the right to good nurturing, education and living

- Providing love, care and security to deprived waif and provide them higher education and job-training
- Providing personal attention to each child/ orphan
- Allowing them to live normal lives
- Instilling a sense of confidence in them to develop their full potentials
- Providing basic education and skill training both at the Dar-ul-Ehsaas (Orphanage) and regular schools
- Sustaining their lives
- Overpowering their loneliness, frustration and distraction
- Making them active, responsible and productive citizens
- Reintegrating orphans having legal heirs/ relatives

3. OPERATIONAL STRATEGY AND IMPLEMENTATION MATRIX

Children will be given the love and security that every child needs for sound development.

3.1 TARGET GROUP:-

Orphans with following criteria will be enrolled in each centre to provide them home like environment for their livings along with providing them free education in best schools of the town / PBM-NCRCL&O:-

- Orphan without father
- Poorest of the poor
- Age between 4 to 6 years

3.2 ENROLLMENT CRITERIA:-

Orphans between 4 to 6 years of age, fulfilling criteria for target group, shall be enrolled preferably on the recommendations of Public Representatives/ Parliamentarians/ Government Functionaries/ Notable Social Workers/ Civil Societies as well as PBM Functionaries. They will be allowed to stay until completion of their education/ skill/ adulthood.

3.3 ENROLLMENT PROCEDURE:-

The guardian of an Orphan between 4 to 6 years of age, shall apply for enrollment in Dar-ul-Ehsaas (Orphanage) on prescribed application form (**Annex-A**), available at PBM Offices along-with copy of requisite documents. Applications complete in all respects can be submitted to

PBM District Officer, in the district concerned, who will investigate and determine the status of the applicant and forward to Provincial / Regional Office, alongwith his recommendations.

The Incharge (Dar-ul-Ehsaas) 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. This information is of great value for making decision about the children needs and also to give the child a realistic picture of his or heir past, as they grow up.

There shall be an Enrollment Committee in each Provincial / Regional Office, comprising following to scrutinize, prioritize and finalize the applications on merit, for enrollment in the concerned Dar-ul-Ehsaas (Orphanage). 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 (Projects-Prov/Reg Office) | Member |
| iii. | Assistant Director / District Officer | Member |
| iv. | Incharge Dar-ul-Ehsaas (Orphanage) | Member/Secretary |

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

4. **FACILITIES**

Following in house facilities would be available to the orphans:

- Free furnished accommodation in a family unit.
- Free nutritious balanced diet as per weekly menu (breakfast/lunch/dinner).
- Free Education in best schools of the town/ NCRCLC upto Matric and above
- Free Uniform, books and utensils
- Free Summer/Winter clothing alongwith shoes (once a season).
- Medical care through government hospitals
- Skill development.
- Free laundry service.
- Prayer Room/ Religious education.
- Counseling/legal aid for victims of violence and abuse.

4.1 **TRANSPORT:-**

One mini bus, one Suzuki van / carry, one pickup Suzuki for pick & drop / admin duties and to meet day to day requirements shall be provided. Monthly POL ceiling for mini bus would be 1000 liters while for van it would be 300 liters/ equivalent of CNG. A Honda Motorcycle (CD-125) shall also be provided for normal admin duties with monthly 150 liters petrol.

In case, where mini bus is not purchased, a suitable vehicle can be hired.

4.2 DRESS/CLOTHING:-

Complete uniform (3 sets per session) with seasonal clothing (3 sets of dress each) in Winter & Summer, one sleeping suit, one jacket, one waist coat, once a season, shall be provided to orphans. A barber shall visit fortnightly for hair dressing of inmates. Detail of dresses is given below:

Summer on 1st April each year:

Article	Qty
Uniform complete set	3
Dress (Shalwar Kamees)	3
Sleeping Suit	1
Vest	3
Socks	2 pairs
Prayer Cap	2
Handkerchief	2
Waistcoat	1
Towel	2
Sandal	1
Slippers (Plastic)	1 pair
Tooth Paste + Brush	6+2
Shoe Brush + Polish	1+2
Bath Soap	3
Mustard Oil	Qtr Liter

Winter on 1st Oct each year:

Article	Qty
Uniform complete set	3
Dress (Shalwar Kameez)	3
Sleeping Suit	1
Vest	3
Handkerchief	2
Jacket	1
Towel	2
Jersey	2
Trouser	2
Muffler	2
Slipper (Plastic)	1 pair
Tooth Paste + Brush	6+2
Shoe Brush + Polish	1+2
Bath Soap	3
Mustard Oil	Qtr Ltr

4.3 DAILY MEAL:-

Keeping in view age of orphans, nutritious diet is essential. The Committee can also decide menu. However, proposed weekly menu is as under:

WEEKLY MENU

DAYS	BREAKFAST	LUNCH	DINNER
MONDAY	Omelet + Paratha + Tea	Mutton Qorma + Chapati + Salad + Fruit	Daal Mash + Chapati+ Desert + Milk
TUESDAY	Fried egg + 4 Slice + Butter + Tea	Chicken Qorma + Chapati + Salad + Fruit	Mixed vegetable + Chapati + Milk
WEDNESDAY	Boiled egg + 4 Slice + Jam + Tea	Chicken haleem + Chapati + Salad + Fruit	Peas Palao + Raita + Milk
THURSDAY	French Toast + Tea	Chicken Baryani + Raita + Salad	Egg Curry + Chapati + Fruit + Milk
FRIDAY	Halwa Puri + Chaney	Vegetable Palao + Raita + Salad + Fruit	Kari Pakora + Chapati + Dessert + Milk
SATURDAY	Omelet + Paratha + Tea	Fried fish + Daal + Chapati + Salad + Fruit	Vegetable + Chapati + Soup + Milk
SUNDAY	Nan + Chaney + Yogurt + Tea	Beef Qeema + Salad + Chapati	Plain rice + Daal + Custard + Milk

Any change in menu is admissible subject to approval of Managing Director, on the recommendations of Management committee

4.4 RECREATION/ENTERTAINMENT:-

Mental relaxation and physical health have an immense importance for youngsters which can be sustained by creating sense of participation. Recreational needs can be met by arranging the following:

- i. Recreation Club
- ii. Sports/In door/ out door games
- iii. Mini Library (with selected story/ religious books)
- iv. Trips to parks/scenic places
- v. Social gathering / Meetings
- vi. TV/Cable

4.5 MEDICAL TREATMENT:-

A regular medical checkup would be managed by Incharge (Dar-ul-Ehsaas) through nearest Government Hospitals. All OPD/Indoor Hospital charges would be borne from Dar-ul-Ehsaas (Orphanage) Budget. PBM Doctors will also carry out Visits of centers, as per feasible schedule, from time to time.

4.6 SKILL DEVELOPMENT:-

Potential of the orphans shall be used in a productive manner in the trades of their choice. For this purpose, a craft centre would be established, on need basis.

5. AGREEMENT BETWEEN PBM AND ORPHAN'S LEGAL HEIRS

Legal heirs of the orphans (If available) shall sign a separate agreement / undertaking / MoU (**Annex- B**) on stamp paper worth Rs.20/- with PBM at the time of enrollment, duly attested by Oath Commissioner/Notary Public. Involvement in immoral activities and any thing prohibited by law shall render the orphan liable to disciplinary action and he/ she will be referred to clinical psychologist for counseling or expel from Dar-ul-Ehsaas (Orphanage).

6. LIAISON WITH LEGAL HEIRS/RELATIVES

To raise confidence, mutual respect, and coordination and to strengthen family bonds, residents of Dar-ul-Ehsaas (Orphanage) shall be allowed to have fortnightly meetings on Sunday

with their legal heirs/family members/relatives in Dar-ul-Ehsaas (Orphanage). These meetings would be held with the prior permission of In-charge Dar-ul-Ehsaas (Orphanage). Legal heirs/family members/relatives/friends can take Orphan with them the inmates, on Special Eid Occasions / Festivals / Family Functions etc.

6.1 AWARD OF EID PACKAGE

In order to ensure the feelings of protection and belongingness, Eid package shall be awarded to the children of Dar-ul-Ehsaas(s) in presence of the concerned PBM Officers in a transparent manner. Detail of Eid package is as under:

Eid-ul-Fitr:

- i. Rs. 2000/- child for purchase of Eid Suits with Shoes;
- ii. Rs. 1000/- child as Eidi

Eid-ul-Adha:

Rs. 1000/- child as Eidi (Transportation)

7. MANAGEMENT COMMITTEE

A separate Management Committee shall be constituted for smooth running/functioning of Dar-ul-Ehsaas (Orphanage). Composition of the Committee is as under:

i.	Assistant Director (District)	Convener
ii.	District Officer	Member
iii.	Rep from Social Welfare Department	Member
iv.	Rep from Civil Society/NGOs	Member
v.	In-charge (Dar-ul-Ehsaas)	Member
vi.	2 guardians of Family Unit (by rotation)	Member
vi	Accounts Assistant (Dar-ul-Ehsaas)	Member

In case Assistant Director is not posted / present then District Officer will convene the meeting

The Management Committee shall hold its meeting on monthly basis for smooth and efficient functioning of Dar-ul-Ehsaas (Orphanage) and proper coordination with Provincial/Regional/Head Offices. Committee shall ensure transparent utilization of funds, proper maintenance of account and record keeping. Minutes of the meeting will be forwarded to Provincial / Regional Office for information and record.

7.1 TORs OF THE MANAGEMENT COMMITTEE:-

- To ensure conducive environment
- Provision of nutritious food
- Ensure that orphans receives necessary Education
- Provision of timely health care
- Ensure cleanliness of the Centre
- Maintain discipline in the Centre
- Ensure security and safety of men and material
- Arrange religious education
- Arrange recreational trips
- Arrange frequent meetings of Orphans with their family/relatives/friends
- Ensure up-keeping and maintenance of the premises and assets
- Redress complaints of the orphans, donors, relatives and visitors
- Provision of legal aid/ follow up cases with police
- Harness community support

8. LOGISTICS

8.1 BUILDING:-

A suitable building would be hired. It should comprise at least 8000 sq ft, with attached washroom and open lawns. Proposed building should be fully fitted with all necessary electrification, gas fittings, water connection etc. Monthly rent of the building would be upto Rs. 300,000/-. At least 10 orphans would be accommodated in each unit having cupboards, beds with side table (each), chairs with writing tables, one center table and bathroom accessories. Following set up would be established in the building:-

- a) Reception.
- b) Management Office.
- c) Rooms with cupboards to be used as family units.
- d) Kitchen.
- e) Dinning Hall.
- f) Laundry.
- g) Waiting Room.
- h) Dispensary.
- i) Prayer Room.

- j) Mini library/ Study room
- k) Common Room.
- l) Computer room
- m) Store.

8.2 FURNITURE & FIXTURE:-

Necessary plastic/ wooden/ steel furniture/ fixture/ beds/ beddings/ cupboards/ almirahs/ electric/ electronic appliances/ gadgets/ utensils/ crockery etc for 100 orphans as well as staff shall be provided / maintained as per following details:-

- a) Items may be provided on Schedule/Repeat basis (within the allocated budget) as mentioned against each item, with proper justification for repetition (List attached with Annex-C) Specification of items will remain same.
- b) The disposal of the previous Items may be made as per Government Policy. In this regard, Condemnation and Disposal/Auction Committee has been constituted as under:-

1) AD (Admin) Prov/Reg Office	-	Convener
2) AD (DUE) Prov/Reg Office	-	Member
3) AD/District Officer	-	Member
4) Incharge DUE	-	Member

(Approving Authority-Director Prov/Reg. Off Concerned)

8.3.1 PURCHASES:-

PURCHASE COMMITTEE-I

For day to day purchases and petty expenses upto Rs 15,000/-, Purchase Committee consisting the following is constituted:-

i. Assistant Director (District Office)	Convener
ii. District Officer	Member
iii. In-charge (Dar-ul-Ehsaas)	Member
iv. Account Assistant Dar-ul-Ehsaas	Member

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

PURCHASE COMMITTEE-II

Purchases above Rs 15,000/- to below 50,000/-, Purchase Committee consisting the following is constituted:

- | | | |
|------|--------------------------------------------------|----------|
| i. | Assistant Director (Projects) Prov./ Reg. Office | Convener |
| ii. | Assistant Director (District Office), if posted | Member |
| iii. | District Officer | Member |
| iv. | In-charge (Dar-ul-Ehsaas) | Member |

PURCHASE COMMITTEE-III

Purchases above Rs.50,000/- to below 200,000/-, Purchase Committee consisting the following is constituted:

- | | | |
|------|-------------------------------------------------|----------|
| i. | Deputy Director Prov./ Reg. Office | Convener |
| ii. | Assistant Director (District Office), if posted | Member |
| iii. | District Officer | Member |
| iv. | In-charge (Dar-ul-Ehsaas) | Member |

PURCHASE COMMITTEE-IV

Purchases above Rs.200,000/- to below 500,000/-, Purchase Committee consisting the following shall be constituted:

- | | | |
|------|-------------------------------------------------|----------|
| i. | Director Prov./ Reg. Office | Convener |
| ii. | Assistant Director (District Office), if posted | Member |
| iii. | District Officer | Member |
| iv. | In-charge (Dar-ul-Ehsaas) | Member |

Note: - Tender Committee will constituted by the Managing Director from time to time.

Stock able food / commodities / eatables / grocery items (un-cooked) will be purchased in bulk on quarterly/ six months basis and non-stock able will be purchased on daily basis / weekly basis. The purchases only upto Rs.15,000/- will be made from Petty Cash, as mentioned in clause 8.3 (Purchase Committee-I). Procurement from Utility Store Corporation (USC) / Canteen Stores Department (CSD) will preferred.

8.4 ToRs of Purchase Committees:-

- Proper coordination with the Management Committee
- Ensure availability of basic necessities
- Timely provision of daily meal
- Ensure proper utilization of imprest
- Maintain proper record of store as well as purchases
- Any other task associated for smooth functioning and transparency of the Dar-ul-Ehsaas (Orphanage)

8.5 EQUIPMENT AND UTILITY CHARGES:-

i.	Telephone & fax	Rs. 5,000/- per month
ii.	Electricity	Rs.360,000/- per annum
iii.	Gas	Rs.360,000/- per annum
iv.	Water	Rs.240,00/- per annum
	total allocation of utility bills	<u>Rs.965,000/- per annum</u>

8.6 OPERATIONAL ACCOUNT: -

A separate bank account in the name of Dar-ul-Ehsaas shall be maintained in the nearest National Bank/any scheduled Bank of Pakistan. The following shall jointly operate this account:

- | | | |
|------|-------------------------------------|----------------------|
| i. | Assistant Director/District Officer | -Main signatory |
| ii. | In-charge (Dar-ul-Ehsaas) | - Co-signatory |
| iii. | Account Assistant (Dar-ul-Ehsaas) | -Alternate signatory |

8.7 IMPREST:-

An imprest amounting to Rs.240,000/- (Rs.40,000/- to meet day to day expenses and Rs.200,000/- to meet the expenses of only food items) shall be issued in the name of Incharge of Dar-ul-Ehsaas, which would be replenished on regular basis from concerned Provincial/Regional Offices. The Incharge shall maintain petty cash book etc. and vouchers also.

However, imprest amount of Rs. 40,000/- (to meet day to day expenses only) instead of Rs.240,000/- will be issued to those Dar-ul-Ehsaass which are running by the Contractors / second party under agreement / MoU, in connection with supply of food.

8.8 ADMINISTRATIVE CONTROL:-

Overall control of Dar-ul-Ehsaas (Orphanage) would rest with Director (Prov / Reg. Offices). The Incharge (Dar-ul-Ehsaas) would be responsible to Director Provincial/Regional Office, for running and functioning of Dar-ul-Ehsaas (Orphanage). Casual leave to In-charge Dar-ul-Ehsaas (Orphanage) will be allowed by Director Provincial / Regional Office concerned and to all other underlining staff by the Incharge Dar-ul-Ehsaas (Orphanage). Earned leave to all will be allowed by Director Provincial / Regional Office.

8.9 ADMINISTRATIVE /FINANCIAL POWERS:-

The concerned Provincial /Regional Director shall have the administrative and financial powers to run Dar-ul-Ehsaas (Orphanage) as per PBM Regulations, as amended from time to

time. He shall exercise all administrative and financial powers, as delegated under NCsRCLO/ VDS/ DVDS.

9. HUMAN RESOURCES

Following staff on contract/daily wages shall be hired for each Dar-ul-Ehsaas (Orphanage):

<u>Sr.#</u>	<u>Designation</u>	<u>BPS</u>	<u>Gender</u>	<u>Nos.</u>	<u>Age (in years)</u>	<u>Qualification and Experience</u>
1	In-charge*	16	Male / Female	01	25-40	i. 2 nd class Master Degree in Social Sciences or equivalent ii. preferably computer literate / certification
2	Resident heads of Family units/ Mothers preferably widows	Fixed pay	Female	10	25-45	Middle
3	Accounts Assistant	14	Male/ Female	01	18-25	i. BBA/B.com, 2 nd division ii. Relevant experience desirable
4	Receptionist cum Clerk	7	Male/ Female	01	18-25	i. Matric ii. Relevant experience as receptionist
5	Qari / Qaria (part time) Category-II	Fixed Pay	Male/ Female	01	30 & above	i. Middle preferably Matric ii. Certificate holder in Tajweed, Qirat-ul-Quran from registered Madrissah
6	Driver	6	Male	03	18-30	i. Middle ii. Holding LTV license. iii. Candidates having higher experience in driving will be preferred
7	Electrician cum Plumber (part time)	Fixed Pay	Male	01	18-25	i. Middle ii. Electrician certificate from recognized institute iii. 1 year relevant experience
8	Cook	2	Male / Female	02	18-25	Primary with relevant experience
9	Helper (Cook)	1	Male / Female	02	18-25	Primary with relevant experience
10	Attendant cum Waiter	1	Male	03	18-25	Middle with experience in relevant field
11	Security Guard**	1	Male	02	18-25	field
12	Naib Qasid cum Dispatch Rider	4	Male	01	18-25	i. Primary ii. Holding LTV license and well versed in traffic rules
13	Sweeper	1	Male / Female	01	18-25	Middle with experience in relevant field
14	Mali (part time)	Fixed Pay	Male	01	18-25	Middle with experience in relevant field

* In case Incharge is appointed on daily wages he/she will be allowed project allowance of Rs. 2500 Per month.

**In case Security guard appointed on daily wages he will be hired on full time with licensed weapons through private registered security companies.

10. IT LABS

PBM in collaboration with Universal Services Fund (USF), has introduced Information and Communication Technologies (ICTs) for Orphans containing 20 computers (each).

In future PBM would establish IT Labs on need basis.

11. FUNERAL CEREMONIES

In case of death, the Orphans shall be buried in their ancestral graveyard, if possible. The orphans having no legal heirs shall be buried in main graveyard of the city. All expenses shall be borne by Dar-ul-Ehsaas (Orphanage). However, services of nearest Edhi Centre can also be availed. The expenses on burial shall not exceed Rs. 5,000/- plus the cost of transportation.

12. EXIT FROM DAR-UL-EHSAAS (ORPHANAGE)

The residents/ orphans shall be allowed to get benefit from the scheme till the time they cross age of 15 subject to submitting request in writing duly consented by the family / legal heirs, he shall be allowed to go with the family. The fresh orphan shall be enrolled against the available space out of waiting list already prepared.

13. MANAGEMENT INFORMATION SYSTEM

Alongside the enhancement of number of Dar-ul-Ehsaas (Orphanage), there is a need & scope for further strengthening of efficient, transparent targeting, delivery mechanism, sustainability, accounting, monitoring & periodic impact evaluation of the scheme through establishment of computerized Management Information System which should be capable of communicating & sharing data with other social sector organizations/departments/NGOs, Zakat, NADRA & similar other data bases related to human development & social protection.

14. MONITORING & EVALUATION

Monitoring and Evaluation Wing of Pakistan Bait-ul-Mal shall strictly monitor the project, through periodic visits of the district throughout the year to assess efficacy of the scheme. Impact evaluation of the programme shall also be carried-out after one year of its launching to measure developmental out comes, suggest remedial measures so as to remove bottlenecks and bring improvement.

15. ACCOUNTS AND AUDIT

Complete accounting record including vouchers, ledgers, cash book, bank statements and registers shall be maintained by the In-charge (Dar-ul-Ehsaas). Monthly statement of accounts along with reconciliation statements (duly verified by Assistant Director/ District Officer) showing expenditure incurred during the month shall be forwarded to Assistant Director (Accounts) Provincial/Regional Offices. Directorate Internal Audit PBM Head Office shall carry out annual audit of the accounts. Assistant Director (Audit) of concerned Provincial/ Regional office shall visit the Dar-ul-Ehsaas (Orphanage) regularly and submit audit report of accounts and stock to Director (Projects) Head office through concerned Director.

16. RISK ANALYSIS

In the wake of social discrimination, there may be a risk of arising psychiatric problems amongst the orphans. In some cases family disputes can also affect the orphans. To over-come such risks, counseling, legal aid and social gathering at appropriate intervals shall be arranged. A comprehensive awareness campaign shall also be launched to attract philanthropist volunteers, psychiatrists, social workers, religious scholars and legal community for motivation of orphans to redress their multifarious problems.

17. FUNDING

The whole expenses to establish and run the Dar-ul-Ehsaas (Orphanage) shall be met out of PBM budget, to be provided by the Government of Pakistan, through annual allocation.

18. COSTING

Estimated cost of one Dar-ul-Ehsaas is around **Rs.22.059 million**. Breakup is as under: -

i.	Development/capital cost	-	Rs.8.275 million
	(to be incurred after approval of the Managing Director for purchases beyond Rs 40,000/-)		
ii.	Annual Operational Cost	-	Rs.13.784 million.
	Total	-	<u>Rs.22.059 million</u>

Summary of estimated cost alongwith details of items is attached at **Annex-C**

19. DONATIONS

Donations (in cash and 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).

20. ADOPTION & SPONSORSHIP

There has always been a dedicated group of volunteers including clinical psychologists, social workers, philanthropists / donors and general public in every society who gladly participates in beneficial activities. The Dar-ul-Ehsaas (Orphanage) will facilitate such philanthropists / donors (national / international/ NGOs) and affluent in adopting one or more than one orphan. They shall also be encouraged and motivated to fully or partly sponsor one or more orphans at a time. For this purpose, campaign through print and electronic media shall be launched. The Orphan will live in Dar-ul-Ehsaas; however, its expenses will be borne by sponsored.

21. OUT COME/BENEFITS

- Ensuring a definite future with dignity for at least 10 % of orphans, living below poverty line having no one to look after them in family
- Institutional care leading their sustainability
- Rehabilitation of 100 orphans.
- Preservation of cultural values by making them useful and helpful citizens.
- Allowing them to live normal lives with other citizens in a venerable manner.
- Potential and skills of these orphans would be utilized in constructive manner instead hijacking them by negative people
- Making them active, responsible and productive citizens.
- Lessening of possible physiological problems.
- Educated, qualified and technically sound orphans can provide consultancy services in the field of their expertise

22. COMMENTS/SUGGESTIONS

PBM is committed to provide free of cost excellent benefits and services to the orphans. Suggestions/Comments will be welcomed from the Philanthropists, donors and general public, through drop box, e-mail or by mail, addressed to Director Provincial/Regional Offices.

