



**PAKISTAN BAIT-UL-MAL**

PBM-QMS-EK-P01

# PBM OLD HOME POLICY

(PBM-QMS-EK-P01)

**(As amended 2020)**



## PAKISTAN BAIT-UL-MAL

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### PREAMBLE

In the light of Islamic Injunctions, it is the prime responsibility of the Islamic State and Ummah to take care of elderly, deprived and abandoned citizens. Since the inception of Islamic State, Bait-ul-Mal was established as an Institution to cater to the needs of poor and neglected persons. Over a period of time, this Institution also witnessed gradual decline. Consequently, State and Ummah remained oblivious of caring needy and elderly.

In 1991 in Pakistan, a need was felt to create institutional support mechanism to help the needy, poor, destitute, widows, orphans and similar other neglected segments of society. Resultantly, Pakistan Bait-ul-Mal was established under an Act of Parliament.

Degeneration of joint family system has given rise to extreme poverty, deprivation and sense of insecurity, particularly, amongst elderly. Erosion of social structure, espousal of western lifestyle and ever increasing inflation has enormously added to the miseries of old parents and they are perceived as a burden.

A sizeable number of elderly have no source of income to sustain their existence and no place to live. Society never realized how old people will survive when they are rejected and abandoned by their own families.



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### **INTRODUCTION**

The concept of Senior Citizen Home is essentially from the West, though African and Asian countries are also adopting it now. Even though in Pakistan there are a few old homes but no institutional efforts have ever been made to provide necessary safeguards, ensuring the best interests of poor elderly. Lately, it has been realized to establish an Institution where aged, support less, shelter less with trembling legs and poor health across the country are accommodated.

Out of 164 million populations, estimated population of senior citizens in Pakistan is around 26 %, while its 10 % is living below poverty line. By Western standards one old home is needed for every 10,000 elders. However, in Pakistani economic socio milieu, one Old Peoples Home will suffice for every 50,000 elders.

PBM Act envisages rehabilitation of invalid & destitute persons. Pursuant to the Act, Bait-ul-Mal Board in its 51<sup>st</sup> meeting decided to establish PBM Old Home, initially, one each at Provincial/Regional Head Quarters (Islamabad, Lahore, Karachi, Peshawar & Quetta) as a pilot project, for 50 senior citizens (male) above 60 years.

After successful implementation of the pilot phase, this scheme would be replicated for females as well. PBM Old Home would provide basic necessities of life in a dignified manner and in a family like environment i.e. boarding, lodging, food, clothing, medical care, recreation/entertainment etc.

### **MISSION**

To help destitute people towards a happier and comfortable life and brighten future with respect, dignity and protection.

### **GOALS**

To provide care, love, hopes and security in the 3rd phase of life to un-secured and un-cared senior citizens.

### **1. OBJECTIVES**



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Main objectives are to:

- Create a hope for the hopeless.
- Provide basic necessities of life (food, clothing, shelter, medical care, spiritual needs and recreation).
- Provide a family like atmosphere to live a life of freedom, creativity and independence.
- Provide solace and comfort, physical social, psychological and emotional support.
- Provide a safe and secure living, social interaction, dignity and self respect.
- Create a sense of ownership and participation.
- Implementation Matrix

## 2. OPERATIONAL STRATEGY AND IMPLEMENTATION MATRIX

### 2.1 TARGET GROUP

Shelter less, invalid, deprived & abandoned Senior Citizens of Pakistan including AJK/NAs/FATA, both male and female, above 60 years of age, living below poverty line are eligible for enrollment.

### 2.2 ENROLLMENT CRITERIA

Senior citizens of above 60 years of age living below poverty line shall be enrolled on the recommendations of Public Representatives / Parliamentarians / Government Functionaries / Notable Social Workers /Civil Society as well as PBM Functionaries.

#### **Pre-requisites for enrollment:-**

- Pakistani male / female citizens over 60 years of age (including AJK/Gilgit Baltistan (GB)/FATA).
- Having valid CNIC with complete permanent/temporary addresses.



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- Having no shelter or source of income
- Destitute, infirm, invalid and abandoned.
- Free from chronic and major communicable diseases.
- Not mentally retarded or fully handicapped.
- Character/Antecedents duly attested by Police Authorities.
- Medical certificate by Authorized Medical Attendant.
- Detail of family members, dependents and legal heirs.

### 2.3 ENROLLMENT PROCEDURE

A Pakistani Senior Citizen above 60 years of age, permanently residing in Pakistan shall apply for enrollment in PBM Old Home on a prescribed application form (available at PBM / DCO / Chairman District Zakat Committee / Social Welfare Department Offices) along-with copy of CNIC/requisite documents duly recommended by Public Representatives / Parliamentarians / Government Functionaries / Notable Social Workers/Civil Society as well as PBM Functionaries. Applications (**Annexure-A**) 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/, along-with his recommendations.

There shall be an Enrollment Committee in each Province/Region/, comprising following to scrutinize, prioritize and finalize most deserving applications on merit, for enrollment in the concerned PBM Old Home:-

- |      |   |                  |
|------|---|------------------|
| i.   | Dy Director Prov./Reg. Office                 | Convener         |
| ii.  | Assistant Director (Projects-Prov/Reg Office) | Member           |
| iii. | Assistant Director / District Officer         | Member           |
| iv.  | Incharge (PBM Old Home)                       | Member/Secretary |

On the recommendations of the Committee, the Director concerned shall approve applications. The Committee shall also prepare a waiting list of applicants according to the space available.



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### 3. FACILITIES

With everything under one roof, inmates do not have to go far to the prayer hall and recreation room with a well stocked library, computer with internet access and the dining room where delicious nourishing meals breakfast, launch and dinner will be provided. If anyone has a diet restriction ordered by the doctor that will also be taken care of. In addition there is a sick room with special beds and nursing facilities.

Laundry facilities will also be provided. There will be a 24 hour emergency call system to the homes office and emergency medical assistance to a doctor. Respect, caring and affection will be the distinction and hall mark of the dedicated staff, they are kept occupied by watching TV, magazines etc. Main features of house facilities to the inmates: -

- Free furnished accommodation in dormitories.
- Free nutritious balanced diet as per weekly menu (breakfast/lunch/dinner).
- Free Summer/Winter clothing along-with shoes (once a season).
- Medical care (in house Dispensary/ Govt. Hospitals/Ambulance service).
- Skill development.
- Free laundry service.
- Recreational (Indoor games/library/TV/Trips to Parks).
- Prayer Room/ Religious education.
- Counseling/legal aid.

#### 3.1 MEDICAL TREATMENT

A regular medical checkup would be managed by Incharge-Senior Citizens through nearest Government Hospitals. All OPD/Indoor Hospital charges would be borne from Senior Citizen's Homes Budget.



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### 3.2 TRANSPORT

One Suzuki Ambulance, one Suzuki Carry Van shall be provided for transportation of the ailing inmates/admin duties and to meet day to day requirements. Monthly POL ceiling would be 300 liters/equivalent of CNG. A Honda Motorcycle CD-125 shall also be provided for normal admin duties with monthly POL ceiling of 150 liters petrol.

### 3.3 DRESS/CLOTHING

Seasonal clothing (Three sets of dress each) in Winter & Summer, one sleeping suit, one pair of shoes, one jacket, one waist coat, once a season, shall be provided to inmates. A barber shall visit fortnightly for hair dressing of inmates. Detail of dresses is given below:

#### SUMMER IN APRIL EACH YEAR

<u>Article</u>	<u>Qty</u>
Dress (Shalwar Kamees)	3
Sleeping Suit	1
Vest	3
Socks	2 pairs
Prayer Cap	2
Handkerchief	2
Underwear	2
Towel	2
Shoes	1 pair
Sandal	1
Slippers (Plastic	1 pair
Cane Stick	1
Wallet	1
Scissors	1
Tooth Paste + Brush	6+2
Shoe Brush + Polish	1+2
Bath Soap	3
Mustard Oil	Qtr Liter





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### WINTER IN OCT, EACH YEAR

<b>Article</b>	<b>Qty</b>
Dress (Shalwar Kamees)	3
Sleeping Suit	1
Vest	3
Socks	2 pairs
Stole	1
Handkerchief	2
Underwear	2
Jacket	1
Towel	2
Jersey	2
Trouser	2
Wool Cap	2
Mufflar	2
Shoes	1 pair
Slippers (Plastic)	1 pair
Scissors	1
Tooth Paste + Brush	6+2
Shoe Brush + Polish	1+2
Bath Soap	3
Mustard Oil	Qtr Liter

### 3.4 DAILY MEALS

Keeping in view age factor and health of inmates, nutritious diet is essential. The Committee can also decide menu. However, one time quantity and weekly menu is as under: -

### ONE TIME SCHEDULE OF DIET

<b>S.No.</b>	<b>Items</b>	<b>Qty</b>
1	Atta	500 gm
2	Milk	100ml
3	Eggs	1
4	Ghee	50gm
5	Mutton	125gm



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6	Condiments	50gm
7	Fruit	125gm
8	Vegetable	125gm
9	Onion	50gm
10	Potato	50gm
11	Dall	60gm
12	Sugar	58gm
13	Tea	4gm
14	Salt Refined	7gm

### WEEKLY MENU

DAY	BREAKFAST	LUNCH	DINNER
<b>MONDAY</b>	Omelet + Paratha + Tea	Mutton Qorma + Chapati + Salad + Fruit	Daal Mash + Chapati + Dessert + Milk
<b>TUESDAY</b>	Fried Egg + 4 Slice + Butter + Tea	Chicken Qorma + Chapati + Salad + Fruit	Mixed Vegetable + Chapati + Milk
<b>WEDNESDAY</b>	Boiled Egg + 4 Slice + Jam + Tea	Chicken Haleem + Chapati + Salad + Fruit	Peas Palao + Raita + Milk
<b>THURSDAY</b>	French Toast + Tea	Chicken Baryani + Raita + Salad	Egg Curry + Chapati + Fruit + Milk
<b>FRIDAY</b>	Halwa Puri + Channey	Vegetable Palao + Raita + Salad + Fruit	Kari Pakora + Chapati + Dessert + Milk
<b>SATURDAY</b>	Omelet + Paratha + Tea	Fried Fish + Daal + Chapati + Salad + Fruit	Vegetable + Chapati + Soup + Milk
<b>SUNDAY</b>	Nan + Chaney + Yugurt + Tea	Beef Qeema + Salad + Chapati	Plain rice + Daal + Custard + Milk

### 3.5 RECREATION/ENTERTAINMENT

Stress and strain at advance age can be relieved with entertainment/recreations. Mental relaxation and physical health have an immense



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importance for elderly 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 games.
- iii. Mini Library (daily newspapers/magazines/selected books).
- iv. Trips to parks/scenic places.
- v. Social gathering / Meetings.
- vi. TV/Cable.

### **3.6 SKILL DEVELOPMENT**

Past experience, skill and potential of the inmates shall be used in productive manner in the trades of their choice, keeping in view their physical and mental health. For this purpose, a Skill Development Centre would be established, on need basis.

### **4. AGREEMENT BETWEEN PBM AND BENEFICIARY/LEGAL HEIRS**

The beneficiary and legal heirs of the beneficiary shall sign a separate agreement/undertaking on stamp paper worth Rs.10/- with PBM at the time of enrollment, duly attested by Oath Commissioner/Notary Public (**Annex-B**). Use of intoxicated drugs, misbehavior, involvement in immoral activities and any thing prohibited by law shall render the beneficiary liable to legal action and he shall be expelled from PBM Old Home. The inmates would be bound to properly ensure safety of building, furniture, fixture and all assets of PBM Old Home.

### **5. LIAISON WITH LEGAL HEIRS/RELATIVES**

To raise confidence, mutual respect, coordination and to strengthen family bonds. Inmates of PBM Old Home shall be allowed to have fortnightly meetings on Sunday with their legal heirs/family members/relatives/friends in PBM Old Home,



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These meetings would be held with the prior permission of In-charge (PBM Old Home). Legal heirs/family members/relatives/friends of inmates can take them along, on special occasions/other festivals/family functions.

### 6. MANAGEMENT COMMITTEE

A separate Management Committee shall be constituted for smooth running/functioning of PBM Old Home in each Province/Region. Composition of the Committee is as under:

i.	Assistant Director (Projects-Prov/Reg/Disstt Office)	Convener
ii.	Rep from Social Welfare Department	Member
iii.	Rep from Civil Society/NGOs	Member
iv.	In-charge (PBM Old Home)	Member
v.	Resident Warden (PBM Old Home)	Member
vi.	Accounts Assistant (PBM Old Home)	Member
vii.	Three inmates (by rotation)	Member

The Management Committee shall hold its meeting on monthly basis for smooth and efficient functioning of PBM Old Home and proper coordination with Provincial/Regional/Head Offices. The Committee shall also ensure transparent utilization of funds, proper maintenance of accounts and record keeping.

#### 6.1 ToRs of the Management Committee arc to:

- Ensure conducive environment
- Provision of nutritious food.
- Provision of timely health care.
- Ensure cleanliness of the home,
- Maintain discipline in the home.
- Ensure security and safety of men and material.



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- Arrange religious education.
- Arrange recreational trips.
- Arrange frequent meetings of inmates with their family/relatives/friends.
- Ensure up-keeping and maintenance of the premises and assets.
- Redress complaints of the inmates, donors, relatives and visitors.
- Provision of legal aid.

### 7. LOGISTICS

#### 7.1 BUILDING

Initially, five separate purpose specific buildings would be hired on rent (one each) at Provincial/Regional Offices, at a suitable location, easily accessible, comprising at least 30 spacious rooms 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 four persons would be accommodated in each dormitory having four cupboards, four beds with one side table (each), four chairs, one center table and bathroom accessories. Following set up would be established in the building:

- a) Reception
- b) Management Office
- c) Dormitories with cupboards for inmates
- d) Kitchen
- c) Dinning Hall
- f) Laundry
- g) Waiting Room



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- h) Dispensary
- i) Prayer Room
- j) Mini library
- k) Common Room
- l) Store

### 7.2 FURNITURE & FIXTURE

Necessary plastic/wooden/steel furniture / fixture / beds / beddings / cupboards / almirahs/ electric/ electronic appliances /gadgets /utensils /crocery etc for 50 inmates as well as staff shall be provided.

### 7.3 PURCHASE

#### **PURCHASE COMMITTEE-I**

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

- |      |                                  |          |
|------|----------------------------------|----------|
| i.   | Assistant Director               | Convener |
| ii.  | District Officer                 | Member   |
| iii. | In-charge (PBM Old Home)         | Member   |
| iv.  | Account Assistant (PBM Old Home) | 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/-, following Purchase Committee 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(PBM Old Home)                          | Member   |

#### **PURCHASE COMMITTEE-III**



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

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

### **PURCHASE COMMITTEE-IV**

Purchases above Rs.200,000/- to below 500,000/-, following Purchase Committee is constituted:

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

Note: - Tender Committee will be 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.

### **7.4 ToRs of Purchase Committees are:**

- Proper coordination with the Management Committee.
- Ensure availability of basic necessities.
- Timely provision of daily meal.
- Ensure proper utilization of imprest.
- Maintenance of proper record of store as well as purchases.

### **7.5 EQUIPMENTS AND UTILITIES CHARGES**

- i. Telephone with Fax Rs.5,000- per month



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- ii. Electricity Rs.30,000- per month
- iii. Gas Rs.30,000- per month
- iv. Water Rs.2,000/- per month

### 7.6 OPERATIONAL ACCOUNT

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

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

### 7.7 IMPREST

To meet day to day petty expenses, an imprest amounting Rs.40.000/- shall be released in the name of Incharge- PBM Old Home, which would be replenished on regular basis from Provincial/Regional Offices. The Warden shall also maintain petty cash book and vouchers.

### 7.8 ADMINISTRATIVE CONTROL

Overall control of PBM Senior Citizen Home would rest with Prov/Reg. Director and In-charge Orphanage would be responsible to Director Provincial/Regional Office, through Assistant Director/District Officer, for running and functioning of Orphanage. Casual leave to In-charge-Centre will be allowed by Assistant Director/District Officer concerned and to all other staff members by the Incharge, whereas, earned leave to all will be granted by Director, Provincial/Regional Office.





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### 7.9 ADMISTRATIVE/FINANCIAL POWERS:

The concerned Provincial /Regional Director shall have the administrative and financial powers to run the PBM Old Home as per PBM Regulations, as amended from time to time. He shall exercise all financial powers as already delegated under NCsRCL&O / VDS / WDECs.

### 8. HUMAN RESOURCES

Following staff contract/daily wages shall be hired for each PBM Old Home:

<u>Designation</u>	<u>BPS</u>	<u>Nos.</u>	<u>Age (in years)</u>	<u>Qualification and Experience</u>
In-charge (Male)	16	01	25-40	i. 2 <sup>nd</sup> class Master Degree in Social Sciences or equivalent ii. preferably computer literate / certification
Resident Warden	14	01	35-45	i. 2 <sup>nd</sup> Bachelor Degree ii. Relevant Experience Preferable
Accounts Assistant (male)	14	01	18-25	i. BBA/B.com, 2 <sup>nd</sup> division ii. Relevant experience desirable
Dispenser (male)	09	01	18-25	i. Matric ii. At least 01 year diploma in dispensary from



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				any recognized Govt institute.
Receptionist cum Clerk (male)	07	01	18-25	i. Matric ii. Relevant experience as receptionist
Qari (part time)	Fixed Pay Rs.5000/-	01	30-40	i. Middle preferably Matric ii. Certificate holder in Tajweed / Qirat-ul-Quran from recognized Madrissa
Driver	06	02	18-30	i. Middle ii. Holding LTV license. iii. Candidates having higher experience in driving will be preferred
Electrician cum Plumber (part time)	Fixed Pay Rs.5000/-	01	18-25	i. Middle ii. Electrician certificate from recognized institute iii. 1 year relevant experience
Cook (male)	02	02	18-25	Primary with relevant experience
Helper (Cook)(male)	01	02	18-25	Primary with relevant experience
Attendant cum Waiter(male)	01	03	18-25	Middle with experience in relevant field
Security Guard (male)	01	02	18-25	Middle with experience in relevant field
Naib Qasid cum Dispatch	04	01	18-25	i. Primary



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Rider (male)				ii. Holding LTV license and well versed in traffic rules
Sweeper (male)	01	01	18-25	Middle with experience in relevant field
Washer man (be engaged on contract)	01	-	18-25	Middle with experience in relevant field
Mali (part time) (male)	Fixed Pay Rs.5000/-	01	18-25	Middle with experience in relevant field



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### 9. FUNERAL CERMONIES

In case of death the inmate shall be buried in their ancestral graveyard, if possible, or as per his available will. The inmate having no legal heirs shall be buried in main graveyard of the city. All expenses shall be borne by PBM Old Home. However, services of nearest Edhi Centre can also be availed.

### 10. EXIT FROM PBM OLD HOME

The inmates shall be allowed to get benefit from the scheme till death. However, on request in writing duly consented by the family/legal heirs, he shall be allowed to go with the family. The fresh beneficiary shall be enrolled against the available space out of waiting list already prepared.

### 11. MANAGEMENT INFORMATION SYSTEM

Alongwith the enhancement of number of PBM Old Home, there will be a need & scope for further strengthening of efficient, transparent targeting, delivery mechanism, sustainability, accounting, and monitoring & periodic impact evaluation of the project. These goals can be met through establishment of computerized Management Information System. It will be capable of communicating & sharing data with other social sector organizations/departments/NGOs, Zakat, NADRA & other similar organizations dealing with human development & social protection.

### 12. MONITORING & EVALUATION

Monitoring and Evaluation Wing of Pakistan Bait-ul-Mal shall strictly monitor the programme, through periodic visits of the district through out the year to assess



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efficacy of the project. 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. All Directors of Provincial / Regional Offices should sent monthly progress reports on their performance to M&E Branch Head Office, who shall write them with their problems (if any)

### 13. ACCOUNTS AND AUDIT

Complete accounting record including vouchers, ledgers, cash book, bank statements and registers shall be maintained by the In-charge PBM Old Home. Monthly statement of accounts 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. All record pertaining to accounts shall be maintained by Accounts Assistant (PBM Old Home) with the help / assistance of Incharge PBM Old Home / District Officers.

### 14. RISK ANALYSIS

In the wake of social discrimination, there may be a risk of arising psychiatric problems amongst the inmates. In some cases family disputes can also affect the inmates. 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 volunteers, psychiatrists, social workers, religious scholars and legal community for motivation of inmates to redress their multifarious problems.

### 15. SCALINGUP

In pilot phase, PBM is going to establish 5 such Homes at Provincial/Regional Headquarters. On successful implementation of the pilot, this model shall be replicated gradually down to Division level and subsequently to District level, where



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found feasible.

### 16. FUNDING

The whole expenses to establish and run the PBM Old Home shall be met out of budget of PBM, to be provided by the Government of Pakistan, through annual allocation.

### 17. COSTING

Estimated cost of one PBM Old Home is around Rs.15 million. Breakup is as under: -

i.	Development/capital cost	-	Rs.5.0780 million
ii.	Annual operational cost	-	Rs.14.6709 million.
iii.	Contingencies	-	Rs.1.6235 million
	<b>Total</b>	-	<b><u>Rs.21.3724 million</u></b>

Summary of estimated cost is attached at **Annex-C**.

### 18. DONATIONS

Donations (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).

### 19. SPONSORSHIP

Philanthropists / donors (national / international/NGOs) and wealthy persons shall be motivated and encouraged to fully or partly sponsor one or more inmates at a time. For this purpose, campaign through print and electronic media shall be launched.

### 20. OUT COME/BENEFITS



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- Promoting and defending the interests of 10% of senior citizens, living below poverty line.
- Rehabilitation of 50 persons and reduction in poverty through sharing burden of poor families/households.
- Preservation of cultural values by making them useful and helpful citizens.
- Potential and skills of the inmates would be utilized for the benefit of society.
- Resolution of probable physiological problems.
- Trained/qualified inmates can provide consultancy services in the field of their expertise
- The local community can get benefit of religious knowledge of inmates.
- Alleviate a sense of social isolation.

### 21. **COMMENTS/SUGGESTIONS**

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



## PAKISTAN BAIT-UL-MAL

Annex-A -P01



# حکومت پاکستان پاکستان بیت المال اولڈ ہوم

## درخواست فارم

Photograph

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دفتری استعمال کے لئے

نام \_\_\_\_\_ ولدیت/زوجیت \_\_\_\_\_

شناختی کارڈ نمبر \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
تاریخ پیدائش/عمر \_\_\_\_\_

جنس:  مرد  خاتون  
ازدواجی حیثیت:  شادی شدہ  نرسازی شدہ  مطلّقہ  رنڈہ  
(متعلقہ خانہ میں نشان لگائیے)

صحت: \_\_\_\_\_ اگر کوئی عارضہ/بیماری لاحق ہے تو مختصر تفصیل درج کریں

کسی مقدمہ/جھگڑے میں ملوث تو نہیں؟ اگر ایسا ہو تو مختصر تفصیل درج کریں:

موجودہ پتہ: \_\_\_\_\_

مستقل پتہ: \_\_\_\_\_

تفصیل جائیداد: \_\_\_\_\_

وارث کا نام: \_\_\_\_\_ وارث رشتہ: \_\_\_\_\_

وارث کا پتہ: \_\_\_\_\_ فون: \_\_\_\_\_ موبائل: \_\_\_\_\_

شمار	نام	رشتہ	عمر	ازدواجی حیثیت	پیشہ/تعلیم

تفصیل اولاد

**دفتری استعمال کے لئے**

درخواست منگوانی جاتی ہے یا منگوانی جاتی ہے.....  
دستخط افسر محترم.....  
تاریخ.....

**تصدیق نامہ**

میں تصدیق کرتا/کرتی ہوں کہ درخواست دہندہ کی طرف سے فراہم کردہ معلومات میرے علم کے مطابق بالکل درست ہیں اور پاکستان ہوم میں کفالت کا مستحق ہے۔  
دستخط و مہر.....  
تاریخ.....

**افزار نامہ**

میں پاکستان بیت المال سے درخواست کرتا/کرتی ہوں کہ میری کفالت کرنے والوں کی فہرست اپنا پاکستان ہوم میں میری کفالت کی جائے نیز جاننا ضرور کرتا/کرتی ہوں کہ مندرجہ بالا تمام معلومات بالکل درست ہیں اگر یہ معلومات غلط ثابت ہوں تو پاکستان بیت المال میرے خلاف قانونی چارہ جوئی کا حق محفوظ رکھتا ہے۔  
دستخط و مہر.....  
تاریخ.....





## PAKISTAN BAIT-UL-MAL

PBM-QMS-EK-P01

### Annex-B

#### UNDERTAKING

I. Mr. \_\_\_\_\_ S/o \_\_\_\_\_  
resident of \_\_\_\_\_

herein after called beneficiary/ or the guardian/Blood relative hereby undertakes as:-

1. That I/He shall not use intoxicated drugs and anything prohibited by the law.
2. That I/He shall not misbehave with the staff of PBM Old Home/PBM.
3. That I/He shall be responsible for proper look after of rooms, furniture and fixture and other items in particular and the building in general.
4. That I/He shall follow terms and conditions of PBM Old Home and in case of violation I shall be struck off/ expelled from the centre.
5. That Management of Pakistan Bait-ul-Mal shall not be responsible for any mis-happening to the beneficiary which may result in the infirmity/death or any other psychological or emotional trauma.
6. That beneficiary / or any of his guardian shall not file any civil or criminal proceedings against PBM Old Home, Pakistan Bait-ul-Mal or against any its employee for what and ever reason during his stay in PBM Old Home.

The Beneficiary of for on his behalf.

Witness-I

Signature: -----  
Name: -----  
Father Name: -----

Witness-II

CNIC: -----  
Address: -----  
Recommended By: -----