



PBM POLICY

(PBM-QMS-WEC-P01)

(As amended 2022)



CONTENTS

Sr. No.	Item	Page
1	Introduction	3-5
2	Mission	5
3	Objectives	5
4	Salient Features	6
5	Operational Strategy and Implementation Matrix	7-10
6	Logistics	10-15
7	Human Resources	15-19
8	Monitoring and Evaluation	19
9	Budget and Accounts	19-20
10	Audit	20-21
12	Follow-up of passed out trainees	21
13	Upgradation / Diversification / Introduction of Advance skills / courses in Women Empowerment Centers (WEC)	22-23
	Annexes (I to VI)	24
	Annex-I Summary of WEC	25-26
	Annex-II Registration & Admission form of WEC	27-28
	Annex-III Specimen of Certificate of WEC	29-30
	Annex-IV Specimen of Consolidated Monthly Report	31-32
	Annex-V Standard Budget	33-35
	Annex-VI Specimen of Certificate of WEC	36-37



INTRODUCTION

Even more than 50 years after independence, poverty is the most conspicuous factor in the history of Pakistan. The figure cites that every third Pakistani lives below the poverty line. Hunger, malnutrition, disease, illiteracy, poor human capital and a population growth rate by far exceeding the economic growth rate are the major epithets. To mitigate the sufferings of down trodden segment of society, Government of Pakistan established Pakistan Bait-ul-Mal through an Act 1991 (as amended). It is a body corporate, working under the administrative control of Cabinet Division, Government of Pakistan. As per objectives, it provides financial assistance for rehabilitation, institutional care, shelter, medical treatment, and education and imparts vocational training to most marginalized group of people.

The World Bank's "World Development Report 2001, Attacking Poverty" provides an important focus of anti-poverty efforts in three areas, vis-à-vis opportunity, security and empowerment. As we compare the poverty gender wise, the poverty in feminine remains a global phenomenon. Women are still the poorest of the world's poor. Pakistan is no exception although profile is not yet available; the research is unanimous in claiming that women particularly female-headed households form a major group of poor people in Pakistan. Women constitute almost 50% of the total population of the country but in employment market their participation is almost negligible. They are often disadvantaged and exploited because they are overly dependent on families and therefore, certain steps are required to be taken to provide them opportunity, security and empowerment. PBM considering this aspect is also specifically focusing to ameliorating the sufferings of women folk. This guideline will provide information on training courses, being imparted to them in a number of areas with a view that investing on the training of women gives exceptionally high social and economic return. It has also proved to be one of the best means to ensure sustainable



development and economic growth. For the purpose, PBM has established 158 Women Empowerment Centers (WECs) where widows, orphan and poor girls are given training in variety of skills to make them self-sufficient and earn their livelihood in a respectable manner. The primary purpose of vocational training is to prepare girls and women especially the youth in the age group of 15-30 years for the world of work and economically empower them.

PBM in collaboration with Universal Services Fund (USF), has introduced “Information and Communication Technologies (ICTs) for Girls” in 120 Women Empowerment Centers (WEC), in phase manners during the years from 2016 to 2018, whereas 2 WECs were already with IT Lab and name of these vocational centers have been termed as WEC/ WEC-IT. Where, IT Labs containing 20 computers (each) throughout the country have established. 6 months basic and 6 months advance IT course is taught. These centers are providing free vocational training to widows, orphan & poor girls in modern professional skills like, dress designing, embroidery.

Demand based courses specially Beautician, Tie & Dye, Cooking, etc. are also to be imparted, in addition to cutting, drafting, tailoring, hand embroidery / machine embroidery by upgrading these centers. Trainees are paid stipend of Rs.50/day on attendance basis, to semi educated females with a view that training must address and anticipate the future needs.

Vocational training is multi-sectoral by its nature. For a nation that crossed 200 million populations, there cannot be a better source of living than self-employment. These training courses potentially provide women with the opportunity to redress the inequalities, which they currently suffer in employment. These courses also provide them means to enter in traditional as well as non-traditional occupations, to refresh their skills after a career break or to progress to higher levels. Empowerment is the process of increasing the capacity of individuals or groups to make choices into desired actions and outcomes. The



focus on training of women helps to enhance their status with the aims simultaneously addressing question of their empowerment and of the well being of their families and communities. It will also help in the growth of women's self-confidence, which will lead to their security as well.

Above training programmes are also useful in a sense as these are producing optimum results in a minimum time and without putting burden of expenditure on the trainee. After completion of training, PBM also provide equipment to start their own business. Detail of location of WECs is attached as **(Annex-I)**. PBM has further plan to establish more WECs down to Tehsil level on need basis, in phased manners.

WECs have acted as a catalyst to advance, promote develop, and coordinate for provision of opportunities of qualitative vocational training for women. It is envisaged that these centres will create opportunities to achieve prosperity and well being of this neglected segment of society. They will enjoy high quality of life by learning and developing skills and earn their livelihood in a congenial atmosphere. Poverty will be eradicated and current in-equalities will be disappeared by creating security and ultimately providing empowerment to the weaker section of society.

Biometric Attendance System has also been introduced in the WECs in 10 districts on pilot basis.

MISSION

To build-up a good quality formidable work force of women and reduce unemployment amongst them by imparting training in such skills required by the market.

1- OBJECTIVES



- To make poor widows and orphan girls self-reliant.
- To train low-income group of women.
- To increase the capacity of above trainees in traditional and non-traditional skills alongwith their needs and market realities and thus increase the financial security.
- To improve their standard of living.

2- SALIENT FEATURES

- Destitute widows, poor, orphan and needy girls are eligible for admission.
- Selection is made on merit after advertisement in the local newspapers.
- Involvement of local community, NGOs / CBOs, Philanthropists and Social Workers etc, is ensured.
- All the WECs operate on double shift basis.
- Number of trainees as per courses offered in a WEC:

Course	1st Shift	2nd Shift
Embroidery	15	15
Stitching	15	15
Computer / IT Course	20	20
Beautician	15	15
Cooking	15	15
Tie & Dye	15	15
Any other course on center to center basis	15	15

- Raw material is provided free of cost.
- All WECs are to be registered by the respective Provincial Technical Boards.
- Since 1995-96, Pakistan Bail-ul-Mal has established **162** Women Empowerment Centers (WEC) all over the country.



3- OPERATIONAL STRATEGY AND IMPLEMENTATION MATRIX

These Women Empowerment Centers (WEC) are running on the following strategy and implementation matrix.

3.1 Eligibility Criteria

- Feasibility on the basis of two shifts of 30 trainees each with 1 - 30 Instructor-trainees ratio in cutting, drafting, tailoring, hand embroidery, machine embroidery.
- Availability of poor and needy trainees with no support or source of income in the following categories: -
 - Widows with dependent children
 - Orphans
 - Destitute
 - Poorest of the poor
- Involvement of local public representative.
- Admission will be on first come first serve basis.

3.2 Trainees Selection

- Advertisement to be published in newspapers.
- Female Candidates with minimum qualification of 5th class to be selected. Illiterate will also be allowed in Northern Areas and AJK.
- Female Candidates with minimum qualification of Matriculation for Computer Courses to be selected. Illiterate will also be allowed in Northern Areas and AJK.
- For smooth operation of the training sessions and for better results, the following School Management Committee to be constituted: -
 - Asstt Director or Convener



District Officer (if AD is not posted)

- | | |
|-----------------------------------|------------------|
| • A Philanthropist from the area | Member |
| • Instructor Incharge | Member/Secretary |
| • A Rep. of Local NGO/CBO | Member |
| • Provincial Social Welfare Deptt | Member |
| • Parents | Member |

3.3 Admission

- Admission to be made biannually as per the laid down criteria.
- In each course, strength of trainees will be upto thirty trainees on merit basis.
- Application to be processed on the prescribed format (**Annex-II**) along with copy of N.I.C. of husband, father or guardian.
- The trainees of WEC may be allowed to get admission in another trade (not more than two) after completion of training in one trade. However, they may not be entitled to daily stipend for second time.

3.4 Induction of trainee during session

During session if any student discontinues training due to some reasons, any other eligible student from the waiting/ reserve list would be selected to complement the approved strength of that session.

- Proper Performa as per IFA would be filled by each trainee so as to determine the socio-economic status.

3.5 Nature of Courses of WEC

Tailoring and Embroidery Course

Duration of course will be six months on double shift basis having 30 trainees in each. The course will have following three parts: -

- Cutting, Drafting and Tailoring

i) Duration : 3 Months



- ii) Scope : Commercial type training to be imparted in cutting, drafting and tailoring.
- Hand Embroidery / Hand Knitting
 - i) Duration : 2 Months
 - ii) Scope : Commercial knowledge of hand embroidery/hand knitting.
- Machine Embroidery
 - i) Duration : One Month
 - ii) Scope : Commercial knowledge to be imparted.

Full course carries a diploma whereas for each constituent/ part, a certificate is awarded, if attended separately. Specimen of certificate is attached at **(Annex -III)**.

3.6 Class session

During the year two sessions of six months duration shall be conducted as per the following schedule: -

- First Session: 1st July to 31st December
- Second Session: 1st January to 30th June.

3.7 Class Timings

<u>Shift</u>	<u>Trainees</u>	<u>Timings</u>
First	30	0830 to 1130 Hrs.
Second	30	1200 to 1500 Hrs.

Note: The trainees who complete training before the course completion period i.e. 6 months may be allowed to be given qualification certificates (without mentioning duration of the course) and in their place, fresh trainees be allowed for enrollment.

3.8 Incentives to trainees



- Each trainee to be paid a stipend @ Rs.50/- daily on attendance basis to meet traveling expenses, through Bank / Post Office / electronic biometric money transfer, on monthly / quarterly basis.
- All trainees will be presented “The Holy Quran”.
- All trainees will be granted hand operating sewing machine from IFA budget.
- 1st position holder of 6 months basic computer course will be awarded with a “Tab”
- The successful trainees will be provided “Certificates of Proficiency” after completion of each full course or a part.

3.9 Examination

Examinations to be held under the supervision of District Officer concerned as per the following schedule:

First Session:	14 to 24 December
Second Session:	14 to 24 June

3.10 Award of certificates

The certificates will be awarded in a proper ceremony to be presided over by an officer from PBM Head Office or from the Provincial / Regional office concerned.

3.11 Samples Display

A piece of cloth, containing samples of stitches and embroidery, prepared by trainees, to be displayed in the school on a Board titled as "Embroidery Board".

3.12 Record

Complete record of all registered and passed out trainees shall be maintained in each center.

4- LOGISTICS

4.1 Hiring of building



- The building being hired should have sufficient space to fulfill all the school requirements i.e. minimum three rooms (one for office, two for classrooms) one verandah and one bathroom.
- The building hired should be easily accessible and convenient to approach by all trainees.
- Duration of “Lease Agreement” should be at least for one year.
- Responsibility for annual white wash / paint / distemper and necessary repair, shall rest with the landlord.
- Rent increase is allowed on case-to-case basis i.e. 25% after three years.
- Building will be hired within the budget allocation on the subject head. In unavoidable position, building will be hired on high rent with justification, with the prior approval of Managing Director. However, Approval of lease agreement will rest with Director, Prov. /Reg. Office.

4.2 Shifting

A school will initially be opened for a period of five years. After that period necessary arrangements for shifting of centre be made if the required number of poor and deserving candidates is not available.

4.3 Furniture of

For Class Room :-

- | | |
|--|----------|
| • Table alongwith wooden stool
(for embroidery machines) | 04 |
| • Table alongwith wooden stool
(for Discmatic Sewing Machine) | 01 |
| • Table alongwith wooden stool
(for Juke machine) | 01 |
| • Table and Chair (for Instructors) | 01(each) |



• Cutting Table	01
• Tracing table	01
• White Board	01
• Display Board	01
• Chowkies	15
• Machine Stand	15
• Dari/ Mat	01

For Office:-

• Table	01
• Chairs	04
• Steel Almirah (For raw material, finished items)	03
• Steel Cabinet (For office record)	01

4.4 Equipment for WEC

The following number of machines to be provided for sixty trainees (two shifts) in each school.

• Ordinary Sewing Machine	15
• Embroidery Machines	04
• Discmatic Machine	01
• Juke Machine	01
Total:	21

4.5 Purchases

Kind of Tender

- Open Tender
- Limited Tender
- Single Tender

Monetary Limits Rs.

- Rs. 100,000/- & above
- Below Rs. 100,000/-
- Below Rs. 25,000/-

4.6 Purchase Committee

Expenses up to Rs. 10,000/-.



- Asstt Director or District Officer Convener
(if AD is not posted)
- Instructor Incharge Member
- Junior Clerk Distt Office Member

Note: Audit to be carried out by Assistant Director (Accounts) of concerned Provincial / Regional office biannually.

Expenses above Rs. 10,000/.

- Dy. Director Provincial /Regional Office Convenor
- Assistant Director (Accounts or Admin) Member
- Asstt Director or District Officer
(if AD is not posted) Member
- Instructor Incharge(concerned) Member

4.7 Purchase of Raw Material

The raw material is to be purchased through open tender published in Urdu/ English newspaper at the Provincial / Regional Office as per rules by the above "Purchase Committee". The Director, Provincial / Regional office is to ensure that all the material is purchased and provided in time. The raw material includes the following:-

- Butter Papers
- Buttons (Ladies & Gents)
- Cloth
- Collar. Ban
- Carbon Papers
- Embroidery Croatia
- Hand Needles
- Inch Tape
- Kharia
- Knitting Croatia
- Knitting Needles
- Knitting Sticks
- Lead pencils & Sharpeners
- Machine Needles
- Machine Oil
- Spench Sheets
- Thread
- Wool



4.8 Disposal of finished products

Some percentage of the material provided may get wasted during initial stage of training. However, bulk products would be of saleable quality. With the passage of time, it is expected that the quality of finished products would get further improved. A committee for the sale of finished products is constituted as under:-

- Asstt Dir (Projects / Accts) Prov./Reg.Off Convener
- Master Trainer (Female) (Where available) Member
- Asstt Dir (Distt) or District Officer Member
(If AD is not posted)
- Project/Instructor Incharge Member

Trainees as well as people of locality are allowed to buy these items. It would not only create more interest amongst the trainees but also most of the finished items could be sold on higher prices within short period of time. The amount earned to be deposited in respective Vocational / Dastkari School bank account under intimation to provincial as well as Head Office. Stock register would be maintained accordingly.

Finished items, which are non-saleable or saleable at low price be distributed among poor/deserving people in the area, whereas selected finished items will be awarded to trainees of SRCL / trainees of WEC on Eid as Eid Gift or on disasters/ earthquakes etc, with the prior approval of the Director concerned. Comprehensive Policy on disposal of finished items is enclosed.

4.9 Exhibition

Selected finished items would be displayed in National and local level exhibitions.



- Registration /Booking Charges of stall and other miscellaneous expenditure would be paid by the respective Provincial / Regional office from the projects budget.
- Dastkari items will be for presentation as well as for sale.

4.10 Provision of Grate / Stove

Two grates / stoves to be provided to every school. Each school is authorized to spend Rs.1500/- per month during four months of winter i.e. November to February.

4.11 Provision of Bicycle

Attendant will be provided bicycle.

5. Human Resources

All the staff will be on contractual basis and on time scales.

5.1 Instructors (No. of posts: 02)

Senior Instructor (BPS-14)

- Having minimum qualification of Graduation with 3 years Diploma in the field (Tailoring, cutting, sewing & embroidery etc.) from Govt. recognized institute and minimum two years experience with maximum age limitation of 30 year.

Instructor (BPS-11)

- Having minimum qualification of Matric with 3 years Diploma in (Tailoring, cutting, sewing & embroidery etc.) from Govt. recognized institute with maximum age limitation of 30 year.



Junior Instructor (BPS-07)

- Having minimum qualification of Matric with 2 years Diploma in (Tailoring, cutting, sewing & embroidery etc.) from Govt. recognized institute with maximum age limitation of 30 year.
- For other courses, additional staff would be hired as and when required.

Note:

- (i) Three years diploma or certificate covering three years period as qualification of Instructor for WEC in Balochistan Province only.
- (ii) Passed out distinction holder (1st in the course) trainee of WEC having educational qualification of Matric will be appointed against vacant post of Instructor / Junior Instructor, where candidates having prescribed qualifications are not available.
- (iii) Qualification for appointment of Instructors in WEC situated in districts of Punjab will be relaxed and candidates having sufficient vocational experience with Matric certificate will be considered eligible for appointment as Junior Instructor in WEC.

Qaria (Mualimat-ul-Quran)

- (a) One Qaria to be appointed in each school in BPS-07 if she possesses the following qualification:
 - F.A.
 - Certificate holder in Tajveed / Qirat-ul- Quran from registered Madrissah.
(In above case, she shall also be Muhalimt-ul-Quran.)

OR
- (b) If Qaria does not fulfill the above qualification, she may be appointed at fixed pay as determined by Fed. Govt from time to time (poverty line). In this case the minimum qualification will be as under: -
 - Middle preferably Matric



- Certificate Holder in Tajweed / Qiraatul Quran from registered Madrissah.

5.2 Auxiliary staff

- Naib Qasid / Attendant - BPS-01
- Security Guard - BPS-01 or at fixed pay as determined by Fed. Govt from time to time (poverty line) with duty hours from 1500 Hrs to 0800 Hrs of next day. However, pay will be revised as and when increased by the Fed. Govt, from time to time
- Sweeper (Part Time) - Rs. 2000/- per month as wages.

5.3 Job description

Asstt Director or District Officer (if AD is not Posted)

- To be the Administrative Head of the school.
- To operate an account at any scheduled bank jointly with Instructor Incharge.
- To keep close contact with instructor in the management of school.
- To be responsible for arranging admissions in Vocational / Dastkari School.
- To ensure proper selection of trainees for admission.

Instructor Incharge

Senior Instructor shall act as Instructor Incharge

- To make day-to-day expenditure in consultation with District Officer from imprest money and maintain proper record.
- Responsible for safe custody of all the equipment as per inventory.



- To ensure the serviceability of all the machines.
- To distribute student stipend strictly on daily attendance basis.
- To maintain the record of expenditure and the finished products.
- To maintain school discipline.
- To operate a joint Bank Account with District Officer to meet day-to-day financial requirements.
- To train the candidates as per scheduled syllabus.
- To prepare result during vacations and announce the result on last day of December and June respectively.
- To complete the task for fresh candidates to be inducted and to ensure that their training starts from first week of July and January each year.

Qaria

- During study hours, trainees to be taught complete prayer with translation, six Kalama's and two sayings of Holy Prophet (S.A.W.) daily.
- During four years stay, trainees to learn complete "Holy Quran" Nazera.
- To remain in centre full time.

5.4 Leave rules

Staff (appointed on Pay Scale) will be entitled to all kinds of leave;



admissible to other contractual employees of PBM. Whereas, appointed on fixed pay will be allowed leave as determined in their employment letter.

5.5 Induction of Instructor on temporary basis

- On receipt of maternity leave application or resignation from service, the Provincial / Regional Director will initiate case immediately for induction of Instructor on temporary basis (on daily wages) to ensure that incumbent instructor joins school one day before the instructor proceeds on leave or resigns.
- In case of sudden absence or resignation of Instructor, all procedural formalities to fill vacant posts to be completed within fifteen days to avoid loss of trainees training time.

6- MONITORING AND EVALUATION

Monitoring and Evaluation Wing of PBM will carry out planned and surprise visit of Vocational/ Dastkari Schools throughout the country in order to ascertain functioning as per laid down policy and submit report to the Managing Director. Minimum one third of the schools in each province / region shall be visited by M&E Wing during a calendar year.

7- BUDGET AND ACCOUNTS

A bank account to be maintained and operated by PBM District Officer and Instructor Incharge concerned. The amount for one-month trainees stipend to be kept in advance in the account. Finance Branch in Head Office would ensure timely release of funds to the Provinces / Region. All purchases and expenditure incurred in the concerned district are to be made with approval of Provincial/Regional Office. District Officer to forward



monthly expenditure and progress report regularly by the 5th of each month to Provincial/ Regional Office whereas Director Provincial/Regional Office to submit consolidated report of all schools to Head Office by 12th of every month as per specimen **(Annex-IV)**. Budget of WEC is enclosed as **(Annex-V)**.

7.1 Release of Funds

Funds for operation of Projects out of available balances would be released on quarterly basis. Provincial / Regional offices to ensure that demand for release of quarterly funds on the devised proforma alongwith bank statements reaches PBM Head Office (Projects and Finance Branch) by 5th of first month of each quarter i.e. July, October, January and April. Finance Branch (Head Office) will release the funds on actual basis.

7.2 Petty Cash

Each centers shall be allocated Rs.2000/- (Rupees two thousand only) as imprest money to meet day-to-day expenses. The Instructor Incharge shall maintain cash and Bank Books. After verification by the District Officer of the expenditure incurred necessary approval to be obtained from the Provincial / Regional Director. Imprest account may be opened in any scheduled Bank.

8- AUDIT

Purchases to be made after pre-audit by concerned Provincial/Regional Headquarters. Post audit to be conducted by Accounts Section of Provincial/Regional Offices concerned biannually. The Post Audit report



would be submitted to the Projects Branch PBM Head Office accordingly. Audit Section of Head Office will conduct post audit on annual basis.

9- FOLLOW UP OF PASSED OUT TRAINEES

- Proper record of passed out trainees would be maintained. Their field of activities would be monitored, (e.g. government service, institutions, boutique, tailoring shops, or working at home).
- If a vacancy occurs due to Instructor's maternity/ Iddat leave or resignation at her own, the passed-out trainees of the WEC may be preferred against the said vacant post in any of trade.
- District Officer will be awarded honorarium if its 100% trainees get employment.

10- Upgradation/Diversification /Introduction of Advance skills / courses in Women Empowerment Centers (WEC)

It is a hard fact that the world is registering changes at a very fast speed, so are human needs and environment. It necessitates those new skills be acquired / developed to cope with the changed working situations. Under a phased and systematic manner, the PBM has already started diversifying and enlarging the scope of training imparted in the WEC. Initially one WEC in each Province / Region was converted into a model WEC. Courses on demand can be initiated in WECs specially Beautician, Tie & Dye and Cooking etc. All Provincial / Regional Offices will upgrade these centres as per Policy and seeking approval of the Managing Director, on case to case basis. Special awards / certificates will be given to the Provincial / Regional Office who produces best performance and results. The additional skills introduced in the WEC are bringing qualitative changes in the nature of training to meet the market job demands. The new skills include Computer Training, use of other office equipment like Fax, Photocopiers, Printers, Interior Decorations, Cutting, Drafting, Sewing, Knitting, Fishing and Tie &



Dye etc. After completion of the course the trainees would be awarded certificate. Specimen of certificate is attached at **(Annex-VI)**.

10.1 Nature of Courses of WEC

Nature of courses for Women Empowerment Centers is as under:-

10.1.1 Long term courses:

Duration for long courses (3-6 months)

- i. Dress designing / Making
- ii. Machine & Hand Embroidery, Knitting
- iii. Fabric painting
- iv. Screen Printing & Block Printing
- v. Zari work & Mucaish
- vi. Computer literacy
- vii. Any other approved by the Managing Director

10.1.2 Short Term Courses

Duration for short courses (15-30 days)

- i. Beverage making
- ii. Book Binding
- iii. Handicraft making & designing
- iv. Fancy candle making
- v. Tie & Dye
- vi. Any other approved by the Managing Director

10.1.3 Workshops

Duration for workshop (1-2 days /One week)

- i. Candle making
- ii. Surf & soap making
- iii. Home management



10.2 Machinery / Equipment & Furniture for WEC

The machinery, equipment and furniture items for trainees would be purchased as per nature of training organized and as per laid down rules of Government.

10.3 Human Resources (WEC - upgraded)

All the staff will be on contractual basis and on time scales. In addition to the basic staff of WEC, the same will have following staff on upgradation:

Sr. No.	Designation	BPS	Posts (Nos.)
1	Project Incharge	16	1
2	Computer Instructor	15	1
3	Vocational Instructor (Dress Making / Embroidery /Tie & Dye)	14	4
4	Qaria	07	1
5	Accounts Assistant	11	1
6	Field Assistant	11	1
7	Attendant	01	1
8	Security Guard	01	1

Note: i) *The other features / criteria for the WEC IT is same as per the WEC without ITii) The Project Incharges and Dy. Incharges (if any) , appointed on Daily Wages shall be allowed Project Allowance of PKR 2500/- per month (in addition to their Daily Wages)*



**Annexes
(I to VI)**



Annex-I

**PROVINCE/REGION-WISE
DETAIL OF WOMEN
EMPOWERMENT CENTERS
(IT / WITHOUT IT)**



SUMMARY

Province / Region	Detail of WECs		
	WEC (with IT)	WEC (without IT)	Total
Punjab	30	7	37
South Punjab	17	1	18
Sindh	31	2	33
KPK	23	7	30
Balochistan	15	7	22
ICT including AJK	10	6	16
GB	2	4	6
Total:	128	34	162



Annex-II

SPECIMEN OF REGISTRATION & ADMISSION FORM OF WOMEN EMPOWERMENT CENTERS (WEC)



Specimen of Registration Form

رجسٹریشن نمبر _____ رول نمبر _____

پاکستان بیت المال
ووہیمن امپاورمنٹ سینٹر
رجسٹریشن و داخلہ فارم

کورس _____
مدت _____

ذاتی کوائف

نام _____ والد / شوہر کا نام _____

تعلیمی قابلیت _____ عمر _____ تاریخ پیدائش _____

پتہ _____

والد / شوہر کی آمدن _____ فون نمبر _____

خاندان کے افراد کی تعداد _____ والد / شوہر کے دستخط / نشان انگوٹھا _____

تصدیق کنندہ

کام کی نوعیت / مقام _____ کام کا دورانیہ _____ ذاتی صحت _____

تصدیق کنندہ _____ دستخط و مہر _____

ممبر 1 _____ ممبر 2 _____ کمیٹی انچارج _____

پاکستان بیت المال (صوبائی و علاقائی دفتر) (صرف دفتری استعمال کے لیے)

کیفیت _____

کلاس انچارج

اسسٹنٹ ڈائریکٹر

ٹیچر انچارج





Annex-III

**SPECIMEN OF
CERTIFICATE OF
WOMEN EMPOWERMENT
CENTERS (WEC)**



Specimen of Certificate of Women Empowerment Centers (WEC)

Reg: No. _____

 **PAKISTAN BAIT UL MAL**
GOVERNMENT OF PAKISTAN 

WOMEN EMPOWERMENT CENTER (WEC)

District _____


CERTIFICATE OF SKILL DEVELOPMENT TRAINING PROGRAMME

This is to certify that Ms. _____ D/W/o _____
has successfully completed the training in the trade of _____
having duration of _____ months/year from _____ / _____ /20_____ to _____ / _____ /20_____.

She has achieved Grade _____

Date of issue _____ / _____ / 20_____

Instructor Incharge _____ Director _____





Annex-IV

**SPECIMEN OF
CONSOLIDATED
MONTHLY REPORT**



Annex-V

STANDARD BUDGET



STANDARD BUDGET WEC IT

Sr. No.	Head of Account	ALLOCATION Rs.
1	Pay and Allowance	2,400,000
2	Rent of Building	300,000
3	Utilities	100,000
4	POL	30,000
5	Communication & Advertisement	25,000
6	Repair & Maintenance of vehicles/Motorcycle	25,000
7	Course expenses/Workshops	150,000
8	Gadgets (Raw Material)	300,000
9	Purchase of Durable Goods	50,000
10	Misc. & Gen. Expenditures	50,000
11	Stipend Trainees	936,000
12	Contingent paid staff	50,000
13	Medical Charges	45,000
14	Sewing Machine to passed out Trainees	50,000
15	Provision of Holy Quran	50,000
16	Office Stationery	14,000
17	Staff Training	25,000
TOTAL		4,600,000

Note: The budget allocation of WEC-IT will be considered as per allocation of DVDS.



STANDARD BUDGET WEC without IT

Sr. No.	Head of Account	ALLOCATION Rs.
1	Pay and Allowance	1,300,000
2	Purchase of Durable Goods	10,000
3	Repair & Maintenance of Durable Goods	10,000
4	Communication & Advertisement	10,000
5	Utilities	40,000
6	Office Stationary	15,000
7	Rent of Building	200,000
8	Stipend to Traninees	565,000
9	Gadgets (Raw Materail)	250,000
10	Furniture & Fixture/ Furnishing	30,000
11	Miscellaneous Expenditures	60,000
12	Provision of Holy Quran	60,000
13	Sewing Machine for position Holder	90,000
14	Contingent Paid Staff	35,000
15	Staff Tranining/Refreshing Course	25,000
TOTAL		2,700,000

Note: The budget allocation of WEC without IT will be considered as per allocation of VDS



Annex-VI

**SPECIMEN OF CERTIFICATE
OF WOMEN EMPOWERMENT
CENTES (WEC)**



Specimen of Certificate

رجسٹریشن نمبر _____ رول نمبر _____

پاکستان بیت المال

ویمین ایماورمنٹ سینٹر
سرٹیفیکیٹ

تصدیق کی جاتی ہے کہ محترمہ: _____
دختر/زوجہ: _____
ترجمتی مرکز: _____
ترجمتی کورس نمبر شمار _____ میں _____ سے _____ تک شرکت کی۔ مذکورہ طالبہ نے اس ادارے
میں درج ذیل فنون میں اضافی مہارتیں حاصل کی ہیں۔

مضامین	کل نمبر	حاصل کردہ نمبر
1- کمانا پکانے کا فن	_____	_____
2- بیوشن اینڈ پارٹیمنٹ۔	_____	_____
3- نکسی طہاعت اور پاک پر تنگ	_____	_____
4- کپیوٹر کا نصاب۔	_____	_____
5- برقیات سے حعلق نصاب۔	_____	_____
6- حفظان صحت (صحت کی حفاظت)	_____	_____
7- لمبوسات اور رنگدار شیشہ پر مصوری۔	_____	_____
8- ماہی گیری۔	_____	_____
9- لمبوسات کی سلامتی اور ڈیزائننگ	_____	_____
10- آرائش و زیبائش۔	_____	_____

ذاترہکتہ _____ ہراجیکٹ انچارج _____