BUILDING & MAINTENANCE WING

Sr.#	Description	Circular/ Notification No.	Page
1.	Standard Operating Procedures for maintenance and use of the rest houses and common pool vehicles in the District Judiciary.	Notification No. 558/Bldgs/B.A-VII, dated 14.05.2025.	1
		with previous letter on the subject No. 22001/Misc., dated 03.07.2013.	2
2.	Instructions/Guidelines regarding Development schemes of judiciary.	No.594-Bldgs/B.A.V, dated 23.05.2025.	6
3.	Complete switching off all electrical and gas appliances installed in this Court before leaving offices and Courts.	Circular No. 1161-Maint./LHC, dated 12.11.2025.	10
4.	Standard Operating Procedures (SOPs) for the Occupation and Management of Gazetted Officers' Suites at Murree.	Notification No. 83/B&M, dated 29.01.2026.	11

LAHORE HIGH COURT, LAHORE

(Building & Maintenance Wing) Ph.No.042-99212951-70 (Ext:328)
E-Mail: arbuilding@lhc.gov.pk

No. 558 /Bldgs/B.A-VII

From

The Registrar,
Lahore High Court,
Lahore.

To

All the District & Sessions Judges,
In the Punjab.

Dated Lahore, the 14th May, 2025.

Subject: ***STANDARD OPERATING PROCEDURES FOR MAINTENANCE AND USE OF THE REST HOUSES AND COMMON POOL VEHICLES IN THE DISTRICT JUDICIARY.***

Dear Sir,

I am directed to refer to this Court's letter No.22001/Misc dated 03.07.2013 (copy enclosed) on the subject cited above and to state that the Competent Authority has been pleased to incorporate the clause 5(d) in the existing SOPs conveyed through this Court's above referred letter, in the following manner:-

> Subject to availability, the District & Sessions Judge concerned may allot accommodation in the Rest House for a maximum period of four (4) days to retired Judicial Officer(s) who have previously served under the administrative jurisdiction of the Lahore High Court. This allotment shall be subject to the prevailing usual terms and conditions, as amended from time a time

Yours faithfully,

(Sajjad Ahmad)
Additional Registrar (B&M)
For Registrar

No. & Date Even:

Copy is forwarded for information and necessary action to:-

1. The Secretary to Hon'ble Chief Justice, Lahore High Court, Lahore;
2. The Staff Officer to learned Registrar, Lahore High Court, Lahore;
3. The P.A to Director General, Directorate of District Judiciary, Lahore High Court, Lahore;
4. The P.A to D&SJ (H.R-DJ), Lahore High Court, Lahore;
5. The Additional Registrar (Budget & Finance), Lahore High Court, Lahore.

Additional Registrar (B&M)

LAHORE HIGH COURT, LAHORE

From

The Registrar,
Lahore High Court,
Lahore.

To

The District & Sessions Judges,
In the Punjab.

No. 22001 /Misc Dated 03.07. 2013

Subject: Standard Operating Procedures for Maintenance and Use of the Rest Houses and Common Pool Vehicles in the District Judiciary

The Competent Authority has been pleased to approve the following Standard Operating Procedures (SOPs) for proper maintenance and use of the Rest Houses and Vehicles in the Common Pool / District Judiciary.

Purpose

a) The rest house will serve as the accommodation of single or bachelor Judicial Officer(s) on their posting at the respective District and will also be used for the stay of touring Judicial Officer(s).

b) The Vehicle is to provide locally a safe, cheap and respectable conveyance to the Judicial Officers.

2. Control & Surveillance of Rest House

The rest house will be under control and surveillance of the District & Sessions Judge. He will be assisted by the Care-taker, Sweeper and Cook. They will be engaged on daily wages basis, as stop gap arrangement, unless regular incumbent are appointed against posts to be created by the Competent Authority.

3-7-13

3. Record of Occupancy

A register will be maintained by the Care-taker for proper record of the occupancy of the room(s) of the rest house by the Judicial Officer for the relevant period.

4. Maintenance of Proper Inventory System

The inventory of the routine articles as well as Physical Assets of the Rest House will be entered in proper ledger form. Items / furnishing etc., will not be removed except through written approval of Lahore High Court, if such removal is absolutely necessary due to some unavoidable circumstances.

5. Allotment of Room in the Rest House

a) The D&SJ will allot a room in the Rest House, subject to availability, to the Judicial Officer posted in the respective District;

b) Room rent will be charged @ Rs.5000/- per head per month and Rs.3000/- per head per month in case of shared room or as fixed by the Lahore High Court, Lahore from time to time. Additional Rs.1000/-per month per head will be charged in case an air-conditioned room is provided; and

c) The rent so collected will be deposited by the Caretaker in the Government Treasury under head C026-Law and Order Receipts-C02612-Collection of the Payments of Service Rendered.

6. **Duties of Care-Taker**

a) Hold charge of all items of the Rest House;

b) Maintain registers of Expendable and non Expendable items. Inventory of newly purchased items will be made immediately;

c) Be present to receive the Judicial Officer on arrival and also at the time of departure;

d) Maintain a complaint register and have the complaints carried out;

e) Issue items against receipt after getting permission of the authority (viz., D&SJ);

f) Ensure timely provision of the meals to the occupants;

g) Be responsible for the maintenance of accounting record of occupancy of rooms and use of Vehicles; and

h) Will be responsible for his work and conduct to the D&SJ.

7. **Duties of Sweeper**

a) Good housekeeping will be a part of his job to protect against slipping, tripping and other hazards.

b) Will put any scrap papers, boxes, etc., into the proper garbage containers or recycling bins and keep rest rooms, dining-rooms and the entire rest house as clean and neat as possible.

c) Will be responsible for his work and conduct to the D&SJ.

8. **Duties of Cook**

a) He will work as per directions of the D&SJ for proper maintenance of kitchen and for qualitative and standardized mess system in the Rest House;

b) A weekly menu of dishes will be prescribed as per approval of the D&SJ;

c) Will cook the food in hygienic, neat and clean environment;

3.7.13

d) In time cooking of food will be his prime responsibility;

e) Will fairly specify the rates of the food items/ meal after approval of the D&SJ, as the kitchen / mess system will be on no profit no loss basis and the entire expenditure will be borne by the person eating food; and

f) The Kitchen will be run on no profit and no loss basis.

Instructions regarding Vehicles

a) The Vehicle(s) provided for Districts will remain in the Pool and under the control and surveillance of the respective District & Sessions Judges;

b) The usage of the vehicle(s) will only be for official purposes;

c) Subject to availability, the pick and drop of the Judicial Officer and private use of the vehicles will be on payment of charges @ Rs.3 per K.M for Suzuki Van and Rs.10 per K.M for Toyota Hiace or the rate approved by the Lahore High Court, Lahore from time to time;

d) The charges so collected will be deposited by the Caretaker in the Government Treasury under head C026-Law and Order Receipts-C02612-Collection of the Payments of Service Rendered;

e) A log book will be maintained by the Driver under the supervision of the D&SJ;

f) Driver will be responsible for cleanliness, maintenance, safety and use of vehicle(s) completely in accordance with the Traffic Rules and Regulations. Following aspects will be especially kept in view for the purpose:

- Proper upkeep and cleanliness of the vehicle(s);
- Careful driving;
- Economize Fuel consumption and maintain average mileage of fuel consumed;
- Taking precautions against possible mishaps / accidents especially in hazardous conditions such as rain, thunder storm, snowfall, dilapidated roads or any other extra-ordinary condition;
- Wearing seat belts;
- Abstaining from smoking, use of mobile/cell phones, overloading, CD/DVD watching etc., while driving; and
- Will be responsible for maintaining good health and fitness especially with respect to sight, night and color blindness, etc; and
- The Driver will be engaged on daily wages basis till a post is created by the Competent Authority and a regular incumbent joins as such.

3.7.13

g) The expenditure pertaining to the POL and repair & maintenance of the vehicle(s) will be charged to the relevant Object of the budget allocated to the Sessions Court.

Sd-
(RAB NAWAZ)
Addl. Registrar (Finance)
For Registrar

No. & Date Even:

Copy is forwarded for information and necessary action to:-

1. *The P.S to Hon'ble Chief Justice, Lahore High Court, Lahore.*
2. *The Staff Officer to Registrar, Lahore High Court, Lahore.*
3. *The P.A to Staff Officer to Hon'ble Chief Justice, Lahore High Court, Lahore.*
4. *The P.A to Member Inspection Team, Lahore High Court, Lahore.*
5. *The Additional Registrars P&D and Transport, Lahore High Court, Lahore.*
6. *All the Senior Civil Judges in the Punjab.*

5.7.13

Addl. Registrar (Finance)
For Registrar

LAHORE HIGH COURT, LAHORE

BUILDING & MAINTENANCE WING

No. 594 -Bldgs/B.A.V
Dated: 23rd May, 2025
Ph.#042-99214561-70, Ext.#375

From

The Registrar,
Lahore High Court,
Lahore.

To

1. **The Senior Additional Registrar,**
Lahore High Court Benches
(i) Bahawalpur,
(ii) Multan,
(iii) Rawalpindi

2. **All the District & Sessions Judge,**
In the Punjab

Subject: **INSTRUCTIONS / GUIDELINES REGARDING DEVELOPMENT SCHEMES OF JUDICIARY.**

In continuation of this Court's letters bearing No.1122-Bldgs/B.A.V dated 20.06.2023 and No. 846-LHC/Bldgs. dated 02.07.2024 (Annexures-**A**& **B**), the **Hon'ble Administration Judge (Buildings) Mr. Justice Sadaqat Ali Khan** has been pleased to approve that the Sr. Additional Registrars, Lahore High Court Benches (Bahawalpur, Multan & Rawalpindi) and all the District & Sessions Judges in the Punjab, shall also observe the following instructions/guidelines in future for development schemes/projects or addition/ alteration/renovation works of Judiciary;-

i. The Sr. Additional Registrars at Lahore High Court Benches (Bahawalpur, Multan & Rawalpindi) and all the District & Sessions Judges in the Punjab, shall submit the new/revised rough cost estimates of development schemes/projects or addition/alteration/renovation works for seeking Administrative Approval of the competent approving forum as per followings procedure;

   a) The rough cost estimate shall be got prepared from the Executive Engineers concerned of the Building Department (C&W);

   b) The Rough Cost Estimate shall be based on Plinth Area rates issued by the Chief Engineer concerned of Punjab

Building Department or MRS Rates issued by the Finance Department, Government of the Punjab and in case of non-MRS items are required to be taken in the estimate then the said non-MRS items shall be prepared in accordance with the prevailing market rates supported by the authentic quotations and rate analysis;

c) All Rough Cost Estimates shall be vetted by the competent forum of Buildings Department;

d) Layout plans/drawings shall be prepared by the Architecture Wing of C&W Department in accordance with the instructions already conveyed vide this Court's letter No. 1122-Bldgs/B.A.V dated 20.06.2023 (Annex-**A**). Moreover, the master layout plan must also be attached in all schemes/projects or renovation works, wherein, the proposed site should be highlighted;

e) Documents of Revenue Department showing ownership of Judiciary regarding available land (site) on which new proposed scheme/project is required, shall be submitted to this Court;

f) In case of revision based on price variation, a certificate regarding price variation on prescribed proforma of P&D Board duly signed by the competent forum of Buildings Department shall be submitted;

g) In case of revision of scheme/project due to change in scope of work or any other reason(s), the Executive Engineer shall prepare the revised estimate on detail basis mentioning the rough cost, T.S Cost & Revised Cost (Excess/ Savings) and submit to this Court through the concerned D&SJ or the Sr. Additional Registrar, Lahore High Court Benches for Administrative Approval from the Competent forum;

h) No works, related to the development scheme/projects or addition/alteration and improvement works of buildings, shall be executed prior to its Administrative Approval from the Competent Authority as already conveyed vide this Court's letter No.669-Maint./MA.I dated 17.05.2024 (Annex-**C**);

i) In case of renovation/ improvement of existing structure/courts/residences, etc. the colored photographs showing the proposed works shall be submitted along with rough cost estimate;

j) A certificate regarding genuineness & necessity of the scheme and genuineness of rates in accordance with this Court's letter No.846-LHC/Bldgs. dated 02.07.2024, must be attached while forwarding the rough cost estimates to this Court;

ii. After issuance of administrative approval (new/revised) of the scheme/project from this Court, the legible copies of following

documents shall be submitted to this Court after obtaining the same from the Executive Engineer concerned at the earliest;-

a) Detail basis estimate and Technical Sanction (T.S) of the Competent Authority of Building Department;

b) Contract Awarded Agreement;

c) Work Schedule within the project/scheme gestation period duly signed and stamped by the Executive Engineer concerned;

iii. The Sr. Additional Registrars, Lahore High Court Benches (Bahawalpur, Multan & Rawalpindi) and all District & Sessions Judges in the Punjab, shall ensure that the monthly progress reports of ongoing schemes/projects, under their administrative control, be submitted to this Court as per instructions already conveyed through this Court's letter bearing No.1122-Bldgs/B.A.V dated 20.06.2023;

iv. A quarterly satisfaction report be submitted to this Court in accordance with the instructions already conveyed through this Court's letter No. No.846-LHC/Bldgs. dated 02.07.2024

v. The Sr. Additional Registrars, Lahore High Court Benches (Bahawalpur, Multan & Rawalpindi) and all the District & Sessions Judges in the Punjab, shall ensure that the projects/schemes being executed at site shall be completed within its approved gestation period;

vi. In case the gestation period of project/scheme has been lapsed, the development funds shall not be utilized till extension of time (EOT) from the competent forum of C&W Department and the copy of the same also be submitted to this Court for review and further necessary action;

vii. The funds of development schemes/projects of Judiciary shall be released as per work awarded cost (original or revised) plus other admissible charges (i.e WAPDA, PHA, Contingency etc.). Moreover, in case the cost has been increased from the original/revised work awarded cost plus other admissible charges, the request for release of balance funds shall be submitted to this Court after obtaining tangible reasons/justifications of enhanced and extra work/cost from the Executive Engineer concerned.

02. The Sr. Additional Registrars, Lahore High Court Benches (Bahawalpur, Multan & Rawalpindi) and all the District & Sessions Judges in the Punjab, shall comply with the above mentioned instructions/guidelines in future, in letter and spirit.

(AMJAD IQBAL RANJHA)
REGISTRAR

NO. & DATE EVEN:

Copy forwarded for information and necessary action;-

i) The **Deputy Registrar (Buildings and Maintenance),** Lahore High Court, Lahore, with the directions to ensure that all the dealing assistants of the Building Branch shall process the case according to above said instructions/guidelines in future;
ii) The **Chief Engineers,** Punjab Building Department, North, South & Central Zones, Lahore;
iii) The **Chief Architect**, C&W Department, Government of Punjab, Lahore;
iv) All the **Director Architectures**, in the Divisional Headquarters of Punjab;
v) All the **Executive Engineers**, Buildings Divisions, C&W Department, Government of Punjab, Lahore.

REGISTRAR

LAHORE HIGH COURT, LAHORE

BUILDING & MAINTENANCE WING) Ph. No.042-99212951-66 (Ext:242)
E-Mail: arbuilding@lhc.gov.pk

CIRCULAR

Endst: No. 1161 **-Maint./LHC.** **Dated:** 12 /11/2025

It has been observed that the directives issued vide Circulars Endst. No. 18501 dated 23.11.2021 and Endst. No. 1485 dated 06.09.2023 regarding switching off all electrical and gas-operated appliances after office hours are not being properly followed. Instances of air conditioners, geysers and exhaust fans remaining operational beyond working hours persist, leading to unnecessary energy consumption and increased risk of electrical hazards.

02. Hence, all the Supervisory Officers of this Court are once again directed to ensure the complete switching off all electrical and gas appliances before leaving their respective Offices and Courts. Additionally, the Security Wing of this Court is also directed to ensure that the following instructions are being complied by the Watchmen of this Court:

- SWITCHING OFF electric lights and fans installed in the corridors/ verandahs of this Court after working hours;
- SWITCHING ON and OFF the security flood lights during day and night;
- SWITCHING OFF the electric geysers and exhaust fans installed in the general/public washrooms after office hours.

(A.D Khalid)
DEPUTY REGISTRAR (B&M)
for Registrar

NO. & DATE EVEN:

Copy forwarded for information and necessary action;-

i) The **Director General**, Directorate of District Judiciary, Lahore High Court, Lahore;
ii) The **District & Sessions Judge (HR-DJ)**, Lahore High Court, Lahore;
iii) The **Director General**, Judicial & Case Management, Lahore High Court, Lahore;
iv) The **Senior Research Officer**, Lahore High Court;
v) All the **Additional Registrars**, **Deputy Registrars** & **Assistant Registrars**, Lahore High Court, Lahore;
vi) The **Secretary/Private Secretary-I** to the Hon'ble Chief Justice, Lahore High Court, Lahore
vii) All the **Additional Registrar (C.S)/Sr. Private Secretaries** to the Hon'ble Judges of Lahore High Court, Lahore;
viii) The **Staff Officer** to the Worthy Registrar, Lahore High Court, Lahore;
ix) The **Head Judgement Writer**, Lahore High Court, Lahore;
x) The **Librarian**, Judges Library, Lahore High Court, Lahore;
xi) The **Deputy Manager (F&B)**, Lahore High Court, Lahore;
xii) Office Record.

DEPUTY REGISTRAR (B&M)

LAHORE HIGH COURT, LAHORE

No. 83 /B&M Dated Lahore, the 29th January, 2026.

CIRCULAR

The Hon'ble Chief Justice has been pleased to approve the Standard Operating Procedures (SOPs) for the occupation and management of Gazetted Officers' Suites at Murree (enclosed herewith).

(SAJJAD AHMAD)
ADDITIONAL REGISTRAR (B&M)
For Registrar

No. & Date Even:

Copy is forwarded for information and necessary action to:-

1. *The Secretary to Hon'ble Chief Justice, Lahore High Court, Lahore.*
2. *All the Additional Registrars (C.S)/Court/Sr. Private Secretaries to Hon'ble Judges of Lahore High Court.*
3. *The Senior Additional Registrars, Lahore High Court Bahawalpur, Multan and Rawalpindi Benches.*
4. *All the Additional Registrars Lahore High Court, Lahore.*
5. *The Additional Registrar (Protocol), Lahore High Court, Lahore.*
6. *All the Deputy Registrars Lahore High Court, Lahore.*
7. *The Staff Officer to Worthy Registrar, Lahore High Court, Lahore.*
8. *The P.A to Director General, Directorate of District Judiciary, Lahore High Court, Lahore.*
9. *The P.A to D&SJ (H.R-DJ), Lahore High Court, Lahore.*
10. *Office record.*

(SAJJAD AHMAD)
ADDITIONAL REGISTRAR (B&M)
For Registrar

THE STANDARD OPERATING PROCEDURES (SOPs) FOR THE OCCUPATION AND MANAGEMENT OF GAZETTED OFFICERS' SUITES AT MURREE

1. *Whereas the matters relating to the reservation, entitlement, stay, and management of the Gazetted Officers' Suites at Murree need to be regularized through the formulation of SOPs. These SOPs may be called "The Standard Operating Procedures (SOPs) for the Occupation and Management of Gazetted Officers' Suites at Murree."*

2. *These SOPs shall come into force on the date of circulation by the Lahore High Court, Lahore, and shall repeal all the existing SOPs, orders and instructions on the subject.*

3. ***Definitions:*** *In these SOPs, the following terms shall have the meaning unless a different intention is expressed:*

   a) *"**Competent Authority**" means the Registrar, Lahore High Court, Lahore.*

   b) *"**The Gazetted Officers' Suites at Murree**" means and refers to the suites No.1 & 2 constructed alongside Judicial Lodge, Pine Villa, Murree.*

   c) ***"Gazetted Officer"** means and refers to all officers (including both regular and posted) at the Lahore High Court within the BPS-20 to BPS-21 pay scales.*

   d) *"**Reservation**" means and includes a booking for the purpose of the stay.*

   e) *"**Immediate family**" would mean the spouse, issues, siblings, and parents of the Gazetted Officer.*

   f) *"**Caretaker**" means such official responsible for the proper upkeep and maintenance of the Gazetted Officers' Suites at Murree.*

   g) *"**Close relatives**" would mean grandchildren of the Gazetted Officer.*

4. ***Persons entitled to accommodation in the Gazetted Officers' Suites at Murree as per policy are as follows:*** *Gazetted Officers, their immediate family members, and close relatives are entitled to accommodation.*

5. ***Duration of occupation of the room:***

   i. ***Non-Vacation Period:*** *The Gazetted Officers, their immediate family, and close relatives will be eligible for reservation for a maximum period of 03 days, extendable for a further 02 days on special reasons in writing made by the applicant, subject to availability, except during summer and winter vacations. The said reservation will be non-transferable.*

   ii. ***Vacation Period:*** *During the summer and winter vacations, the Gazetted Officers and their immediate*

family shall send their requisitions for the reservation for a maximum period of 02 days at a time, extendable for a further 02 days on special reasons in writing made by the applicant, so that all the Gazetted Officers may be accommodated within the vacation period. However, any reservation of additional rooms and extension of stay will be subject to the availability of accommodation and approval by the Authority. The said reservation will be non-transferable.

iii. More than one room may be reserved, subject to the availability of accommodation, in the Gazetted Officers' Suites at Murree for any of the entitled persons specified in sub-clauses (i) and (ii) of clause 5, if a specific request is made for such a reservation.

6. **Control and reservation of accommodation:**

i. Control of accommodation in the Gazetted Officers' Suites at Murree shall rest with the Competent Authority, and the Gazetted Officers requiring accommodation shall obtain reservation in advance from him through written application.

ii. More than one suite may be reserved, subject to the availability of accommodation, if a specific request is made for such a reservation.

iii. Ordinarily, a reservation shall be made on a "first-come, first- served" basis.

iv. Persons in occupation of the room are not allowed to use the Gazetted Officers' Suites at Murree for any purpose other than for their stay.

7. **Allotment/Reservation/Intimation of occupation and cancellation of reservation:**

i. No person will be entitled to occupy the Gazetted Officers' Suites at Murree without the prior permission of the Competent Authority.

ii. Permission for stay in the Gazetted Officers' Suites at Murree beyond the period of reservation shall not be given, provided the Competent Authority may grant such permission in cases where the said Suites have no reservations on the subsequent dates.

iii. A person for whom accommodation is reserved must inform the Competent Authority ordinarily at least twenty-four hours to forty-eight hours before the scheduled time of occupation in case he does not intend to occupy the accommodation reserved for him. In case he does not avail the reservation on the first day of such reservation, the reservation made shall be cancelled, and allotment in the name of one person cannot be used by the other person to whom the allotment was not made. After the cancellation of the reservation, the

Caretaker will inform the Competent Authority to entertain pending requests.

iv. A confirmed reservation will not be cancelled without an extreme excuse and intimation to the said applicant which can be adjusted immediately after removal of such exigency if he so desired.

8. **Duration of occupation:** Reservation and check-in/check-out timings ordinarily shall be restricted to the following limits, except where the Authority directs otherwise through a special order:

- Check-In Time: 14:00 hours
- Check-Out Time Before 12:00 hours

9. **Responsibility for losses/damages:** Occupants shall be liable for any loss or damage to suite property, including crockery, bedding, fixtures and fittings, resulting from their stay. The cost of such damages will be charged to the occupant accordingly.

10. **Occupancy Register:**

i. An occupancy register shall be maintained by the Caretaker in the Gazetted Officers' Suites at Murree in the prescribed form as per Appendix 'A'.

ii. An occupant's name and designation, legibly together with the date and time, is required to be entered therein immediately on arrival. The date and time of departure shall be entered at the time of departure.

11. **Checking of Registers:** The occupancy register in respect of the Gazetted Officers' Suites at Murree shall be put up once in a month before the Competent Authority for his perusal and necessary action, if any, after the entries are checked only by the Additional Registrar (Protocol) of the Lahore High Court, Lahore.

12. **Custodian of Suites Key:** Every room of the Suites shall remain locked and the keys shall remain with the Caretaker and the keys shall be given to the person accommodated and whenever the Guest goes out of the Suites, the key shall be left in the custody of the attendant.

13. **House Keeping Standards & Duties of Caretaker:**

a) The Caretaker shall be responsible for the overall maintenance and cleanliness of the suites, which includes ensuring the provision of water, gas, and electricity round the clock. The major items for usage in the suites will be purchased centrally at the principal seat; however, daily usage items will be purchased locally. The Building Wing of this Court shall promptly process the requisitions related to the maintenance of the suites.

b) *The Caretaker shall ensure that the rooms are at all times in perfect order. He will give special care to these matters:*

i. *Rooms, dining rooms, lounges, kitchens, and bathrooms are in working order, neat, and clean. These need to be disinfected on a daily basis.*

ii. *Bed sheets and pillow covers, etc. are neat and clean. These need to be disinfected on a daily basis.*

iii. *Lights, fans, and other available electrical appliances, are in order.*

iv. *Bathroom fittings, e.g. shower, basin taps, etc. are in order.*

v. *The concerned caretaker will also submit a quarterly report regarding the work and conduct of the staff of the Gazetted Officers' Suites at Murree to the Senior Additional Registrar, Rawalpindi Bench and the Additional Registrar (HR) at the principal seat.*

vi. *The concerned caretaker will also submit quarterly report regarding condition of the suites to the Incharge/Administrative Judge (Building) through the Registrar.*

vii. *On arrival, the Caretaker shall ensure that the guest(s) are received and housed in the allotted suites and will intimate the office that the guest(s) have been lodged in a hassle-free manner.*

viii. *To take care of the premises and contents and to prevent as far as possible, any damage to the structure, furniture, fittings, and equipment.*

ix. *To be responsible for the opening and closing of the buildings as required.*

x. *To keep the suites' premises, furniture, and equipment secure.*

xi. *To keep the suites' premises, furniture, and fittings in a clean condition (this includes bathrooms on a continual basis throughout the day in accordance with the requirements of the Environmental Health).*

xii. *To keep in a clean condition all glass doors, windows, etc., and to carry out painting of walls, woodwork, and window frames as directed by the Competent Authority.*

xiii. *To see to the heating and cooling requirements of the suites and to safeguard the heating and water pipes year-round.*

xiv. *To keep in safe custody the keys of both the suites in the building and to ensure that no unauthorized person has access to any part of the suites.*

xv. *To keep the suites grounds in good order, including mowing, weeding, strimming, and maintenance of paths, parking areas, and all access routes.*

xvi. *To perform such similar duties as may be required and generally to carry out such duties as may be required from time to time by the Competent Authority.*

xvii. *To complete relevant documentation as required under Health and Safety requirements.*

xviii. *To carry out any other duties appropriate to the position.*

xix. *The Caretaker shall maintain books of account and will be responsible for record keeping and stock registers, etc.*

xx. *He shall maintain a complete and transparent record of reservations in the relevant register for inspection.*

xxi. *Any breach of these SOPs must be reported promptly by the Caretaker to the Competent Authority. The Competent Authority will then refer the matter to the Hon'ble Chief Justice for appropriate orders, including imposing a ban on future bookings for the guests involved.*

14. ***Unforeseen Events:*** *In case of unforeseen events like power failure, rain, snow/hailstorms, landslides, etc., the Suites staff will not be responsible for any inconvenience or discomfort to the occupants.*

15. ***Maintenance of Decorum and Privacy of Suites:*** *No video, photograph, or post of the Gazetted Officers' Suites at Murree shall be uploaded to social media by any officer, occupant, or staff. Strict adherence to these policies is required; any deviation will be deemed a breach of the SOPs.*

16. ***Amendment of SOPs:*** *Any amendment of the SOPs can be made by the orders of the Hon'ble Chief Justice, Lahore High Court, Lahore, without any notice.*

APPENDIX-A

(Occupancy Register)

Sr. No.	Relation with Officer & designation of the visitor	Reserved Room No.	Date & time of arrival	Date & time of departure	Remarks if any	Signatures