



THE KHYBER PAKHTUNKHWA JUDICIAL OFFICERS MESS

STANDARD OPERATING PROCEDURES (SOPs)

WHEREAS, Block-II of the Khyber Pakhtunkhwa Judicial Academy Hostel, comprising twelve (12) bed rooms, including four (04) suites, a common room, dining hall, and kitchen, is hereby declared as "The Khyber Pakhtunkhwa Judicial Officers Mess (KP-JOM)";

AND WHEREAS, these Standard Operating Procedures (SOPs) have been formulated to govern the operational management of the KP-JOM, and shall be adhered to in all aspects;

AND WHEREAS, these SOPs have been duly approved by the Chairman, Board of Governors (BoG) of the Khyber Pakhtunkhwa Judicial Academy;

NOW, THEREFORE, these SOPs, including the terms and conditions herein, shall be binding upon and applicable to all members and management of the KP-JOM.

1. Management of KP-JOM ---(1) For the purposes of governance and management of the KP-JOM, the following officers shall be designated as follows;

- a.** the **Director General**, Khyber Pakhtunkhwa Judicial Academy (KPJA), shall serve as the *ex-officio* **General Manager** of the KP-JOM, and shall provide overall guidance, supervision, and direction;
- b.** the **Senior Director Administration**, KPJA, shall serve as the *ex-officio* **Manager** of the KP-JOM, and shall be responsible for the day-to-day management, operations, and administration;
- c.** the **Director Administration**, KPJA, shall serve as the *ex-officio* **Assistant Manager** of the KP-JOM, and shall assist the Manager in the discharge of his duties and responsibilities;
- d.** the **Warden**, KPJA, shall serve as the *ex-officio* **Caretaker** of the KP-JOM, and shall be responsible for the maintenance, upkeep, and supervision of the premises and staff.

(2) These designations shall be effective immediately, and shall continue until further order.



The designated officers shall perform their duties in accordance with the provisions of these Standard Operating Procedures, and shall be responsible for ensuring the efficient and effective management of the KP-JOM.

2. Management Committee --- (1) There shall be a 'Management Committee' of the KP-JOM, with the following composition;

a. Manager	Chairperson
b. Assistant Manager	Member
c. Caretaker	Member
d. Budget & Accounts Officer, KPJA	Member
e. Superintendent, KPJA	Member-cum-Secretary

(2) The Committee shall meet at least once in a month or the Chairperson or the General Manager may convene a meeting of the Committee at any time on the requisition of the one-third (1/3) of the members.

(3) The quorum for meeting of the Committee shall be one-half of the total number of members.

(4) Question arising at any meeting of the Committee shall be determined by two-third majority of members present. In case of an equal vote, the Chairperson shall have a second or casting vote.

(5) The recommendations of the Committee shall be submitted/forwarded to the General Manager for formal approval.

(6) The Secretary of the Committee shall maintain minutes of the meeting and after approval of the Chairperson, same shall be circulated to all concerned, and shall be placed before the General Manager for formal approval, information and implementation.

(7) If the General Manager is not in agreement with the recommendations of the Committee, the same shall be placed before the Chairman, BoG of the Academy for final decision.

3. Functions of the Management Committee--- The Management Committee shall:

- a. Manage the affairs of the KP-JOM.



- b. Oversee the overall operations and administration of the KP-JOM.
- c. Ensure the maintenance and upkeep of the premises.
- d. Scrutinize the membership applications based on the eligibility criteria and shall make recommendation(s) for approval or rejection of the application to the General Manager.
- e. Formulate and implement policies and decisions.
- f. Manage finances and expenditures of the KP-JOM.
- g. Approve new memberships and renewals.
- h. Resolve disputes and address grievances.

4. Membership--- (1) Membership of the KP-JOM is open to all judicial officers currently serving or having previously served in the district judiciary under the jurisdiction of any of the High Courts.

(2) Membership of the KP-JOM is also open to serving officers of BPS-17 and above in any of the judicial academies in Pakistan, including the Gilgit-Baltistan Judicial Academy, as well as to those serving in any of the superior courts of Pakistan, Gilgit-Baltistan, and Azad Jammu & Kashmir.

(3) The applicants are required to submit their application for membership on the prescribed form, duly completed and accompanied by the following documents:

- a. A receipt of payment of the membership fee, made payable to the Director General, Khyber Pakhtunkhwa Judicial Academy, through a crossed-cheque or demand draft;
- b. A copy of Computerized National Identity Card (CNIC); and
- c. A copy of service card or pension document.

The application and supporting documents shall be forwarded to the Assistant Manager, KP-JOM/Director Administration, KPJA. The aforementioned membership applications shall be subject to approval by the General Manager, upon the recommendations of the Management Committee of the KP-JOM, which reserves the right to accept or reject applications at its sole discretion, based on the prescribed eligibility criteria.

(4) The one-time, non-refundable membership fee is Rs. 5000/-.



- (5) The cost to renew a membership card is Rs. 1000/-.
- (6) The membership is non-transferable and lifelong, until cancelled by the Management Committee.

5. Facility Usage/Allotment Policy:

- i. Priority Access:** Members shall enjoy priority access to KP-JOM facilities on a first-come, first-served basis, subject to availability.
- ii. Authorized Users:** Facility allotment shall be restricted to members, their families, and guests, with mandatory presentation of the original Membership Card for check-in.
- iii. Exceptions:** Non-members may be granted facility access with the General Manager's explicit approval on such terms and conditions as determined by the General Manager.
- iv. Room Allocation:** Guest-rooms shall be allotted for a maximum of five consecutive days, with a limit of three rooms or two rooms and a suite or two suites per member.
- v. Check-in/Check-out:** Standard check-in time is 1400 hours, and check-out time is 1200 hours, with flexible timing accommodated up to two hours subject to availability, beyond which half-day rental charges shall apply.
- vi. Advance Booking:** Bookings can be made up to five days in advance, with cancellations within 24 hours of check-in time incurring a one-day rental charge.
- vii. Booking Procedures:** Requests shall be accepted in writing, by phone, or via email to the Caretaker, who shall maintain a computerized waiting list and facilitate booking processes.
- viii. Caretaker's Authority:** The Caretaker shall oversee booking confirmations, facility allotment, dues collection, complaint resolution, disciplinary reporting, and check-in/check-out procedures.

6. Food and Beverage Services:

- i. Catering:** Mess shall provide the catering services, meals and snacks to in-house guests on a payment of cash-only basis.



- ii. **Meal Ordering Procedure:** In-house guests are required to place their main course meal orders at least three hours prior to the scheduled serving time. Orders must be selected from the approved menu only.
 - iii. **Payment Terms:** In-house guests shall settle their food bills in cash, in accordance with the established rates.
- 7. Additional Amenities ---** The following amenities shall be made available to in-house guests:
- i. **Fitness Center:** Access to the Gymnasium shall be provided for the convenience of in-house guests.
 - ii. **Internet Connectivity:** Complimentary Wi-Fi access shall be available to in-house guests.
 - iii. **Filtered Water:** Fresh filtered water shall be provided free of charge.
 - iv. **Ironing Facility:** Ironing equipment and facilities shall be made available for guest use.
 - v. **In-Room Entertainment:** LED screens shall be installed in each room for guest entertainment.
 - vi. **Shoe Cleaning Facility:** A shoe cleaning service shall be provided for guest's convenience.
 - vii. **Toiletries:** Soap and other essential toiletries shall be made available for guest use.
- 8. Obligations and Financial Responsibilities:**
- i. **Advance Payment:** Members, their dependents, and guests shall deposit advance rent for the booked duration at check-in, subject to adjustment at check-out.
 - ii. **Settlement of Accounts:** Members shall settle all outstanding charges, including rent, mess, and damage, for themselves, their dependents, and guests before departing KP-JOM.
 - iii. **Overdue Accounts:** Unpaid dues exceeding thirty days may result in membership cancellation. The Management Committee shall determine the recovery process for outstanding amounts.
 - iv. **Payment Receipts:** All payments made to KP-JOM by members, their dependents, and guests shall be acknowledged with a duly numbered and stamped receipt.



- v. **Occupancy Policy:** Accompanying children above 10 years shall be considered double occupancy.
- vi. **Bedding Arrangements:** No extra bedding or mattresses shall be provided for single occupancy. However, up to two extra mattresses shall be provided free of charge for double occupancy.

9. Room Rent Schedule: The following room rent rates shall apply:

S.No	Description	Rate per night
1	Room with Single Occupancy	Rs. 2000/-
2	Room with Double Occupancy	Rs. 2500/-
3	Suite with Single Occupancy	Rs. 3000/-
4	Suite with Double Occupancy	Rs. 4000/-

10. Code of Conduct and Discipline:

- i. **Expected Behavior:** Members, their dependents, and guests shall conduct themselves in a manner consistent with the highest standards of officer-like behavior and gentlemanly conduct while residing at KP-JOM.
- ii. **Disciplinary Breaches:** Any disturbance, noise, or unbecoming conduct shall be reported as a breach of discipline. The privacy and comfort of fellow inmates shall be respected at all times.
- iii. **Dress Code:** Decent attire shall be worn in lounges and dining areas. The wearing of shorts and indecent clothing shall constitute a breach of discipline.
- iv. **Prohibited Activities:** The following shall be reported as disciplinary breaches:
- Playing football and running in lawns
 - Damaging plants and planters
 - Wastage of water and electricity
 - Misuse of fixtures and fittings
 - Intolerant behavior towards staff



v. Visitor Policy:

- A record of visiting guests shall be maintained
- Visiting guests must depart KP-JOM by 10:00 pm

vi. Prohibited Items: The following are **strictly** prohibited within KP-JOM premises:

- Weapons
- Alcoholic beverages
- Gaming articles
- Pets

vii. Entry and Parking: All entry and parking instructions shall be strictly adhered to.

11. Utilities and Maintenance:

- Utility Payments and Maintenance:** The Khyber Pakhtunkhwa Judicial Academy shall be responsible for settling all utility bills and performing necessary maintenance tasks at KP-JOM, utilizing its allocated budget.
- Housekeeping Expenses:** The Director General, KPJA/General Manager shall incur expenses on housekeeping consumables within the permissible limit.
- Security and Janitorial Services:** The KPJA shall provide security and janitorial services to KP-JOM, leveraging its existing human resources.
- Standby Generator:** A 24/7 standby generator shall be available whenever KP-JOM is occupied, ensuring uninterrupted power supply.
- Inventory Management:** A comprehensive inventory of furniture and fixtures shall be maintained for each room/suite, signed by the Caretaker and prominently displayed at the entrance.



12. Financial Management:

- i. **Fund Deposits:** All payments received from members and guests shall be credited to the Khyber Pakhtunkhwa Judicial Academy Endowment Fund account, which shall be subject to audit.
- ii. **Daily Deposits:** The Caretaker shall ensure that all collected sums are deposited into the Endowment Fund on a daily basis, through the Budget & Accounts Officer, KPJA.
- iii. **Financial Transparency and Reconciliation:** The Management Committee shall ensure financial transparency and shall conduct monthly reconciliations of all deposits into the Endowment Fund. The Budget & Accounts Officer, KPJA shall issue a certificate verifying the reconciliations, which shall be maintained as part of the KP-JOM's financial records.

- 13. Miscellaneous Provisions --- (1)** Any matters relating to the KP-JOM, its use, allotment and tariff thereof, not explicitly addressed to in these Standard Operating Procedures (SOPs) shall be resolved by the Management Committee, which shall exercise its discretion and expertise to address such issues. The Management Committee shall subsequently submit a report to the General Manager, detailing the actions taken and the rationale behind them, in a timely and efficient manner, which shall be subject to the final approval by the General Manager.

- (2) In case of need of the accommodation of the hostel for the trainees, all allotments shall stand cancelled.