

SBP Employees Welfare Trust

**9th Floor, SBP, Main Building,
I. I. Chundrigar Road, Karachi.**

Policy # PP-05	Title: Pilgrim Policy	Approval Date: 8th Feb, 2019
Revision #		Effective Date: 20th Feb, 2019

1. Philosophy

SBP Employees Welfare Trust (EWT) is making its best efforts to improve facilities and benefits for its members.

With this objective, Board of Trustees (BoT), in its 32nd meeting dated: 10th July, 2017, approved 5 packages to perform pilgrim journey for members of the Trust. Accordingly, the Pilgrim Policy is formalized which encompasses all the key features, instructions and procedure for imparting clarity to the members.

2. Eligibility Criteria:

- 2.1. All serving & retired members are eligible to be considered for five (05) economy packages each year for self and their spouse or any blood relation (or as prescribed by the Board of Trustees) for Pilgrim Journey.
- 2.2. Three (03) packages will be awarded to retired members while two (02) packages to serving members.
- 2.3. The member availing Pilgrim package once shall not be eligible for future draws.

3. Procedure:

- 3.1. To get data from Payroll/Pension/SWTMS System for all serving/retired members each year.
- 3.2. To check the current membership status and exclude the members who have cancelled their membership.
- 3.3. To sort the candidates list in ascending order of PIN and allot serial number to each member starting from 0001.

- 3.4. To place the list on SBPWEB, and email to SBP-ALL to check for discrepancies within two weeks.
- 3.5. If required, office wise list may be provided to Admin/Staff Matters units of all concerned offices.
- 3.6. If any member don't want to get this facility from the trust, he/she may refuses in writing before balloting and such members will be excluded from the draw
- 3.7. Manual/automated balloting to be held to pick the successful candidates.
- 3.8. To place the list of successful candidates on SBPWEB, and email to SBP-ALL.
- 3.9. Intimation letters to be issued to successful members.
- 3.10. The package amount maximum of Rs. 200,000/- (all inclusive both for member and his/her spouse or other blood relation) to be disbursed through cheque/advice.

4. Decision Making Authority:

The Scrutinizing Committee (SC) of the SBP Employees Welfare Trust is authorized:

- To interpret and decide regarding various clauses of the policy (in case of any ambiguity) during its implementation.
- For selection of eligible candidates and release of package amount.

Decision of The SC will be final for all matters regarding this scheme.
