

Procedure for Grant of Permission – PARD Campus Sports Facilities.

The sports facility will be extended to Govt. officials and known applicants.

Following procedure will be followed:-

- a. A proper application form, which can be downloaded from PARD web site will be filled for grant of permission to use Academy sports facilities (Form with Instructions at Flag-A).
 - b. Application form will be received from CSO office and submitted with desired documents for DG's approval.
 - c. An interview will be conducted by CSO to ensure that the applicant qualify and deserve to be permitted to use the facility.
 - d. Ground check and verification of applicant from concerned Head of his department where needed will be carried out by SO/ CSO.
 - e. After CSO approval, the applicant will be allowed to use the sports facilities and will be issued with the Academy entry card.
 - f. The applicant will strictly follow the instructions given below:-
1. Following document and Fee will be submitted with the application to the office of Chief Security Officer.
 - a. Copy of CNIC
 - b. Copy of vehicle number
 - c. Copy of cell number.
 - d. Registration Fee Rs: 1,000/-.
 - e. Security Fee Rs: 4,000/- (Refundable)
 - f. Monthly Fee Rs: 500/- per sports
 - g. (Children below 15 years free).
 2. Instructions for the Applicant
 - a. No entry in the Academy campus without the Academy entry card issued from CSO office.
 - b. Proper entry will be made at the entry gate by security staff.
 - c. The Campus sports facilities include following sports:-
 - (1) Lawn Tennis
 - (2) Badminton
 - (3) Table Tennis
 - (4) Squash
 - (5) Gymnasium

- d. Sports facilities can be used as following :-
 - (1) In Summer – 1700 hours from 2100 hours
 - (2) In Winter – 1600 hours from 2000 hours in the evening.
- e. One person can play more than one sports but has to pay for each sports.
- f. Proper sports dress will be worn with sports shoes.
- g. Only sports dress is allowed.
- h. Coaching Staff available will assist and provide necessary coaching where required to any sports person.
- i. It is expected that sports person will maintain respect level with the coach.
- j. All sports persons will bring their own sports gear/rackets and sports items to play the sports.
- k. Course participants in the Academy will get priority for the sports facility during official sports timings.
- l. The individual having got the permission will be responsible for good conduct and self-discipline.
- m. Academy entry card will be cancelled on any misconduct.
- n. A proper respect to the ladies for sports will be given.
- o. The Academy entry card holder will not be allowed to damage academy fields, property or involve in any theft and move around in the Academy except the sports complex.
- p. CCTV Operator will also keep an eye from entry gate till the person leaves the academy gate and report any violation of instructions.
- q. CSO/Security Officer can check the identity of the person with respect at random in sports Complex for security.
- r. Corona SOPs will be observed strictly and on any violation entry at the IN gate will be denied.
- s. The card holder will park his vehicle in Masjid car parking area only.
- t. The private driver with the transport (if any) will be restricted to stay in the parking area only.
- u. Following documents of the driver will also be submitted with the application.
 - (1) Copy of CNIC
 - (2) Copy of Driving License
- v. Any kind of weapon and Pets will not be allowed inside the Academy.
- w. Academy Administration has the right to change and implement any instruction given above without prior intimation.