

STANDING OPERATING PROCEDURE (SOP)
FOR MANAGEMENT OF SHEEBA PARK

1. Following Standard Operating Procedure (SOP) is formulized for management of Sheeba Park 'Y' block Phase III, DHA Lahore. It will be ensured that members are provided with conducive environment through regular maintenance / up keep of green areas and jogging track.

2. Residents being priority, DHA reserves the rights of admission into Sheeba Park through entry passes being issued to them on request. For the right to allow / disallow any resident / non-resident for issuance of entry pass, following procedure will be adopted:-

a. Applicant will apply for entry pass to Maintenance Branch with following documents:-

- (1) 1 x Photocopy of CNIC.
- (2) 3 x Photographs (Passport Size).
- (3) Copy of allotment letter.
- (4) Contract deed of the house (in case of rented house).
- (5) Affidavit in case of blood relation living with owner of property.

b. Entry pass having one year validity will be issued.

c. Life time entry pass will only be issued to senior citizens (60 years & above) less tenants.

d. Entry pass charges will be as under

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| (1) Member | Rs. 500.00 / year |
| (2) Residents (living in rented accommodation) | Rs. 1,000.00 / year |
| (3) DHA Employees (Grade 17 & Above) | Rs. 250.00 / year |
| (4) Army Officers (Serving/Retired) | Rs. 250.00 / year |
| (5) Senior Citizens | Rs. Free |
| (6) Rs. 100.00 will also be deposited for the card (Lamination & Printing Charges) | by each of the above mentioned category. |

e. **Timings.** Following timings will be observed:-

(1) **Summer**

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|-------------|---|----------|---|----------|
| (a) Morning | : | 04:00 AM | - | 09:00 AM |
| (b) Evening | : | 05:00 PM | - | 10:00 PM |

(2) **Winter**

(a) Morning : 06:00 AM - 09:00 AM

(b) Evening : 03:00 PM - 09:00 PM

f. **Dress Code**

(1) Gents - Decent Casual/Sports Kit/Track Suit/Jogging Suit.

(2) Ladies - Decent Casual/Sports/Jogging Suit.

g. Pets are not allowed inside the Park.

h. Guests accompanying members will be allowed inside the Park upon permission in advance with Rs 50.00 per week.

j. Combined exercises like yoga etc will only be allowed under an instructor duly approved by DHA.