



SINDH JUDICIAL ACADEMY

Ref. No. SJA/ADM002-02/SFM-9364

Dated: 02/07/2025

CIRCULAR

With the approval of the Competent Authority, the procedures for hostel accommodations at Sindh Judicial Academy are hereby notified for strict compliance. This revision has been necessitated due to the recent comprehensive renovation of the hostel facilities, which have now been upgraded with modern amenities and improved furnishings to enhance comfort and convenience for all guests:

Accommodation for Accompanying with Personnel:

- Drivers, gunmen, or other personnel accompanying a judicial officer, trainee, or paying guest may stay in the designated common room at a rate of Rs. 2,000/- per night.
- Lady servants, maids, or domestic helpers requiring separate accommodation will be charged Rs. 3,000/- per night.

Meal Charges:

- Accompanying personnel: Rs. 2,000/- per day (includes three meals)
- Children: Rs. 1,500/- per day
- One-time meal (optional): Rs. 1,000/-

Booking Procedure & Security Protocol:

- All guests must apply for hostel accommodation through the online booking portal available on the official Sindh Judicial Academy website: www.sja.gos.pk.
- Guests must notify the Academy at least two days (48 hours) in advance if accompanied by a driver or domestic servant, and must obtain necessary approval.
- Strictly no weapons are allowed on the premises under any circumstances.

Inventory Responsibility:

- Judicial Officers must inspect and receive all necessary items at the time of check-in.
- At check-out, all such items must be returned to the designated staff in same proper condition.
- Any loss or damage to Academy property shall be chargeable to the concerned officer.
- No officer will be allowed to leave the hostel/Academy without obtaining clearance from the designated staff.

Studio Apartments 1 & 2, Ferozenana Road, Bath Island, Clifton, Karachi, Pakistan
Telephone: 021-99250629 / 021-35183703 Cell No. 0333-3927039
Email: admin@sja.gos.pk & sindhjudicial@gmail.com, URL: www.sja.gos.pk



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Payment Instructions:

Guests obtaining online approval must forward proof of payment (Bank Transfer Receipt) to any of the following:

1. Mr. Abdul Shakoor Abbasi, I.C Accounts: 0321-2473468
2. Mr. Muhammad Ahsan, Caretaker, SJA: 0334-3642005
3. Mr. Nadir Hussain, I.C Protocol Officer, SJA: 0333-3440145

Bank Details:

Bank: Habib Bank Limited (High Court Branch)

Account Title: D G S J A T C

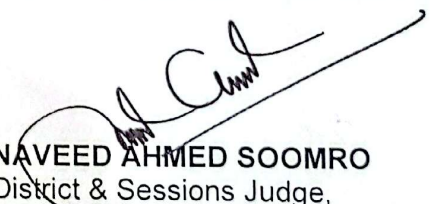
Account No.: 0606-7000102103

General Check-In / Check-Out Policy:

- Check-In Time: 06:00 PM
- Check-Out Time: 05:00 PM

Note: After check-out time, full-day charges shall apply.

These policies shall take immediate effect. Compliance with the above instructions is mandatory, and any deviation shall be dealt with in accordance with rules and regulations prescribed by the Academy.


NAVEED AHMED SOOMRO
District & Sessions Judge,
Senior Faculty Member
Sindh Judicial Academy

Copy to:

1. Mr. Kamran Gohir, I.C Superintendent (Admin)
2. Notice Boards (Administration, Hostel and Reception).
3. Office File.

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