

Security Project Proposal & SOPs

Dated: 16 May 2025

Allah will give us strength and unity to carry out all these efforts for the security and well-being of our group members and their families.

In my opinion, a few points need to be addressed before we move forward.

Leadership

We must elect **a person as ADMIN/Leader** who will lead us, develop consensus among members, and coordinate all activities. Along with the Admin, **a secretary** should also be selected.

I suggest Mr. Basharat as Admin and Mr. Sabir as Secretary. This appointment might be re-evaluated/shaffled after six months.

Agreement on Representation

1. We all agree that the decisions, efforts, and actions being taken are on behalf of the 11 houses/units, who must remain united for the success of this security project, which has now been **successfully completed**.
2. Now, we are able to **ask each homeowner to deposit Rs. 4,000** into the designated JazzCash account for the procurement of the security guard cabin and other essentials.

Account Title: Basharat Hussain

JazzCash (Mobile): 03005106398

JazzCash (Raast/IBAN): PK95 JCMA 2804 9230 0510 6398

Budget & SOPs

Estimated One-Time Cost:

Item	Cost (PKR)
Cabin	30,000
Chair	500
Pedestal Fan & Light	6,000
Miscellaneous	3,500
Total	40,000

Monthly Costs:

- Security Guard Salary: Rs. 22,000 – 25,000
- Nominal electricity charges
- These monthly costs will be divided equally among the 13 group members.

Proposed SOPs for Security Guard:

- A. The Security Guard (SG) will only follow instructions from the Admin and must remain neutral in all respects. His salary will be fixed by the Admin.
- B. The Admin will define working hours for summer and winter, including routine patrolling schedules and break times (either inside or outside the cabin).
- C. If any group member observes the SG not following the SOPs or performing poorly, they may report it in the group.
- D. If affordable, hiring an SG from a licensed security company is preferable. A company-provided guard may come with a licensed weapon and the company would be responsible for providing a substitute in case of absence.
- E. Security cameras, some of which are already installed, may be extended to cover the cabin and patrolling route, allowing members to monitor the SG's activities as needed, which will help keep him alert.
- F. During duty hours, the SG must not engage in other jobs, such as car washing, gardening, etc.

All suggestions for additions or changes to these points are welcomed from our respected group members.