

**SPECIFICATIONS OF GOVERNMENT OWNED HOUSES OF VARIOUS
CATEGORIES**

Category	Built up area (In Sq Ft.)	Details of accommodation
1	2	3

I	3000	1 drawing room , 1 dining room , 3 bed room with attached bath , 1 guest room without attached bath, 1 kitchen, 1 pantry, 1 lounge, 1 store, 1 box, 1 garage, and 2 servant quarters with toilet and verandah.
II	2500	1 drawing room, 1 dining room, 3 bed rooms with attached baths, 1 kitchen, 1 store, 1 box , 1 lounge 1 garage, and 1 servant quarter with toilet/bath room
III	1500	1 drawing cum dining room, 2 bed rooms with attached baths, 1 kitchen, 1 store, 1 box and 1 lounge.
IV	1000	1 living room, 2 bed rooms, 1 kitchen, back verandah, 1 bath and 1 toilet
V	567	2 rooms 1 kitchen, back verandah, 1 bath and 1 toilet

**GOVERNMENT OF PAKISTAN
ESTATE OFFICE**

REGISTRATION CARD

FGE No. _____ Reg. for _____

Name: _____

Designation: _____

Department: _____

Date of Registration: _____

Date of Issuance: _____

Issuance Officer

**GOVERNMENT OF PAKISTAN
ESTATE OFFICE**

No. _____, the _____

(Station)

(Date)

To

_____.

Photo

Subject: **ALLOTMENT OF GOVERNMENT OWNED RESIDENTIAL
ACCOMMODATION**

Sir,

The Federal Government is pleased to allot House/Quarter No. _____ to Mr. _____ of your Ministry/ Division/ Department w.e.f _____ under rule 7 of AAR 2002 and other provisions made in Accommodation Allocation Rule 2002 in general and the following conditions in particular, namely:-

- (a) if the allottee fails to accept the allotment within seven days, without cogent reason, or does not occupy the house within ten days from the date of allotment, the allotment shall be cancelled and his name shall be brought at the bottom of the GWL.
- (b) he shall make good the losses, if any, caused to the property and or its fittings/fixtures, during his occupancy, beyond normal wear and tear otherwise the cost of such damages/deficiencies will be recovered from his pay/pension.
- (c) he shall be responsible for the payment of monthly rent at the prescribed rate.
- (d) he shall pay services charges i.e., the bills pertaining to electricity, water and gas supplies and telephone direct to the agencies concerned; and

- (e). the Ministry / Division / department of allottee shall be responsible to intimate to the Estate Office about his transfer immediately on occurrence.

Note: Recovery of above mentioned dues shall be made effective from the date of taking over physical possession of the accommodation by the allottee upto the date of handing over vacant possession thereof to the Enquiry Office.

JOINT ESTATE OFFICER

Copy to:

1. Mr/Mrs. _____
2. Comp. Cell, Estate Office, Concerned.
3. S.D.O (E), WAPDA, Sui Gas, Telephone, Concerned
4. Rent Section, Estate Office, Concerned.
5. Enquiry Office, CDA/PAK PWD, Concerned.
6. A.G.P.R. /D.G.P.R Concerned.
7. The S.O Works Division, Islamabad
8. M/Admn Concerned, _____

JOINT ESTATE OFFICER.

SPECIFICATION FOR HIRED HOUSES

S #	Category of accommodation entitlement (BASIC SCALE OF PAY)	COVERED AREA(Sq Ft)	SPECIFICATIONS
1	2	3	4
1	BPS-1 and BPS-2, (if entitled to rent –free accommodation)	300	One to two rooms with cooking area, bath/ WC
2	BPS-3 and BPS-4 (if not entitled) 400to rent –free accommodation) and BPS-5 to BPS 6	500	- do -
3	BPS-7 to BPS-10	500	Two to three rooms kitchen, bath/WC
4	BPS-11 to BPS-13	600	-do-
5	BPS-14 to BPS-16	700	Drawing cum dining room two bed rooms Kitchen, Bath/WC
6	BPS-17 AND BPS-18	1100	-do-
7	BPS-19	1300	Drawing cum dining room, two to three bed rooms with two baths, kitchen, the servant quarter with toilet.
8	BPS-20	1800	-do-
9	BPS-21	2200	Drawing cum dining room, three bed rooms with three baths, kitchen, one servant quarter with toilet.
10	BPS-22	2500	-do-
11	Minister of State	3000	Drawing cum dining room, four bed rooms with attached baths, verandah, Lounge/garage/car porch, store room, two servant quarters with one toilet
12	Federal Minister	3200	- do -

**GOVERNMENT OF PAKISTAN
ESTATE OFFICE**

REPORT OF THE ASSESSMENT BOARD

1. House/Flat No
2. To be Hired for (a) (Name) (b) Designation
(c) BPS..... (d) Department
3. Owners Name and Address.....
(a) Rent Demanded..... (b) Negotiated Rent.....

4. DETAILS OF ACCOMMODATION

- i. Covered area ii. Bed Rooms (a) Attached Bathrooms
(b) Other Bathrooms
- iii. Drawing cum dining Verandah (Front/Back).....
- iv. Pantry/Kitchen.....Verandah (Front/Back).....
- v. Servant Quarter with Bath & W.C.
- vi. Garages/Car Porch.....

5. DETAILS OF AMENITIES

- i. Ceiling Fans ii. Gas Burner..... iii. Fly Proofing.....
- iv. Grills v. Water Motors vi. Water Pumping Set
- vii. Call Bell viii. Gas Boiler
- ix. Gas connection for Heating in drawing room.....
6. Storages
7. Excess
8. Date of Inspection

9. RECOMMENDATION

- i. Category of house in terms of actual scale of accommodation/covered area.....
- ii. Rent assessed on the basis of actual of accommodation covered area.....
- iii. Category of house to which appointment is entitled
- iv. Rent recommended as for the appointment is entitled
- v. Remarks (if any)

(Name to be printed)

(Name to be printed)

(Name to be printed)

Under rule _____ of AAR-2002.

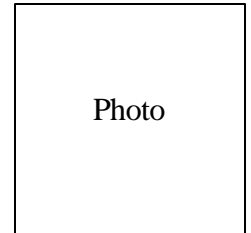
GOVERNMENT OF PAKISTAN
ESTATE OFFICE

No. _____, the _____
(Station)

(Date)

To

_____.



Subject: **ALLOTMENT OF HIRED HOUSES**

Sir,

The Federal Government is pleased to allot House No. _____ to Mr. _____ of your Ministry/Division/ Department w.e.f _____ under rule 8 or as the case may be, rule 9 of AAR 2002 and other provisions made in Accommodation Allocation Rules 2002 in general and the following conditions in particular:-

- (a) if the allottee fails to accept the allotment within seven days, without cogent reason, or does not occupy the house, within ten days the allotment shall be withdrawn from the date of allotment, the allotment shall be withdrawn;
- (b) he shall make good the losses, if any, caused to the property and or its fittings/fixtures, during his occupancy, beyond normal wear and tear direct to the owner and his vacation report shall be counter-signed by the inquiry office at the time of vacation.

- (c). difference of rent, if any, committed by the allottee with the owner, shall be paid by the allottee himself. The Government shall not be a party to this transaction;
- (d). he shall pay services charges i.e., the bills pertaining to electricity, water, gas supplies and telephone direct to the agencies concerned; and
- (e). the Ministry / Division / department of allottee shall be responsible to intimate to the Estate Office about his transfer immediately on occurrence.

Note: Recovery of dues against clause and (c) above shall be made from the date of taking over physical possession of the accommodation by the allottee upto the date of handing over vacant possession thereof to the Enquiry Office.

JOINT ESTATE OFFICER

Copy to:

- 1. Mr/Mrs. _____
- 2. Comp. Cell, Estate Office, Concerned.
- 3. S.D.O (E), WAPDA, Sui Gas, Telephone, Concerned
- 3 Rent Section, Estate Office, Concerned
- 4. Enquiry Office, Concerned
- 5. A.G.P.R./DGPR Concerned
- 5. Computer Cell, Estate Office, Concerned
- 6. M/Admn Concerned, _____
- 7. File concerned

JOINT ESTATE OFFICER.

**GOVERNMENT OF PAKISTAN
ESTATE OFFICE**

No. _____, the _____

(Station)

(Date)

To

_____.

Subject:

**CANCELLATION OR VACATION OF GOVERNMENT
ACCOMMODATION – FINAL NOTIOCE**

Mr. _____ allottee of House
No. _____ of your Ministry/Division/ department is hereby
given grace period by the competent authority of _____ months
(from _____ to _____) to retain subject accommodation on the eve of his
superannuation / posting out / death / leave / proceeding on training / deputation etc. under the
rule _____ of AAR-2002. The above mentioned accommodation stands cancelled
w.e.f _____ .

This may be treated as final notice for vacation of the house and it includes the 14
days ejectment notice under section 4 and 5 of the Land and Building (Recovery of Possession)
Ordinance 1965 (LIV and 1965). No further notice shall be issued for vacation. The allottee is
required to vacate the house latest by _____ failing which the allottee shall be evicted
from the accommodation by force on the same day.

Joint Estate Officer

Copy to :

1. Mr/Mrs. _____
2. Comp. Cell, Estate Office, Concerned
3. S.D.O (E), WAPDA, Sui Gas, Telephone, Concerned
4. Rent Section, Estate Office, Concerned
5. Enquiry Office, G-8/2/I-10/4/G/7, Concerned
6. A.G.P.R./D.G.P.R Concerned
7. Computer Cell, Estate Office, Concerned
8. M/Admn Concerned, _____
9. File concerned

Joint Estate Officer