

*Hostel Rules*

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**PART II**

**Statutory Notifications (S.R.O.)**

GOVERNMENT OF PAKISTAN

**MINISTRY OF HOUSING AND WORKS**

**NOTIFICATION**

*Islamabad, the 30th October, 2019*

**S. R. O. 1665(I)/2019.**—In exercise of the powers conferred by Fundamental Rule 45 of the Fundamental and Supplementary Rules, the Ministry of Housing and Works is pleased to make the following Rules for allotment of accommodation in the Hostels of the Federal Government, namely:—

1. **Short title and commencement.**—(1) These rules may be called the Allotment of Semi-Permanent Accommodation in Federal Government Hostels Rules, 2019.

(2) They shall come into force at once.

(3103)

*Price : Rs. 10.00*

[2071(2019)/Ex. Gaz.]

2. **Definitions.**—In these Rules, unless there is anything repugnant in the subject or context.—

- (a) **“accommodation”** means single room or family suite of the respective Hostel;
- (b) **“allottee”** means a person possessing valid allotment letter duly issued by the Ministry concerned;
- (c) **“competent authority”** means the Secretary of the Ministry or an Officer duly authorized by him;
- (d) **“Government”** means the Federal Government;
- (e) **“Hostel”** means Federal Government Hostel specified in schedule;
- (f) **“Ministry”** means the Ministry concerned to which the subject of Housing and Works is allocated;
- (g) **“trespasser”** means a person or group of persons who occupy accommodation without valid allotment letter issued by the Ministry; and
- (h) **“unauthorized occupant”** means a person who occupies the Hostel on valid allotment letter and then over-stay beyond the permissible duration.

3. **Control and Management.**—(1) The Hostel shall be under overall control of the Ministry.

(2) The Comptroller or as the case may be the Assistant Comptroller at the respective Hostel shall be responsible for maintaining proper record of vacation and occupation, payment of rent, service charges etc and its proper up-keep.

(3) Annual and special repair works of Hostel shall be the responsibility of Pakistan Public Works Department.

(4) Subject to Sub-rule (3), routine up-keep of accommodation shall be carried out by respective Comptroller or Assistant Comptroller at their own level. The expenses shall be borne out of service charges and the same is intimated to the Ministry.

(5) Allotment of accommodation shall be made by the authorities specified in column 3 of the Schedule.

4. **Eligibility.**—(1) Accommodation (except 48-Family Suites) shall be allotted on semi-permanent basis to the Federal Government employees, holding substantive posts in BS-17 and above on regular basis, for the period and within the quota as specified below in order of priority,—

- (a) employees of Ministries, Divisions and Attached Departments, posted at respective station of Hostel, for a period of twelve months, extendable for further six months for the Federal Lodges and for a period of eighteen months, extendable for further six months for the family suites in Gulshen-e-Jinnah subject to revalidation of the allotment after every six months;
- (b) subject to availability, employees of constitutional and statutory bodies, posted at respective station of Hostel, for the period and subject to condition mentioned at clause (a). Overall quota of allotment shall not exceed five percent of the respective Hostel; and
- (c) subject to availability, employees of Public Sector Companies or Corporations registered under the relevant laws, posted at respective station of Hostel, for the period and subject to condition mentioned at clause (a) overall quota of allotment shall not exceed five percent of the respective Hostel.

(2) Accommodation at 48-Family Suites Complex, Islamabad shall be allotted only to the officers of occupational groups posted at Islamabad and holding substantive pay scale of BS-20 or above on regular basis.

(3) Cases of persons availing government/hired accommodation shall be dealt as under:

- (a) the Federal Government employees in occupation of any Government accommodation at any station other than place of posting of the officer shall be eligible for bachelor accommodation only; and
- (b) officers availing government accommodation or hiring facility at the place of his place of posting shall be ineligible for allotment of Hostel.

5. **Charges.**—(1) The person to whom accommodation is allotted in the hostel shall pay the rent and service charges at the rates as determined by the Ministry in consultation with Finance Division from time to time.

(2) The occupant shall be responsible to pay electricity charges on monthly basis directly to the Electric Supply Company concerned.

(3) For the purposes of rent the day shall be calculated from mid-day to a mid-day and the rent shall become payable if accommodation is occupied for any part of the day.

(4) No extra beds shall be provided in fully furnished Hostel accommodation.

**6. Allotment of accommodation.—**(1) A written request for allotment of accommodation shall be made to the competent authority (Secretary) in the Ministry giving his name, designation, official address and anticipated duration of stay along-with attested copies of notification or office order indicating substantive scale of pay, pay slip and CNIC.

(2) The Secretary of the Ministry or officer authorized by him from time to time shall subject to availability allot the Hostel accommodation to the applicant.

(3) If the allotted accommodation is not occupied within one week from the time of allotment, the allotment shall be deemed to have been cancelled.

(4) At the time of occupying the accommodation, the allottee shall submit prescribed form to be obtained from the Comptroller or Assistant Comptroller concerned, duly authenticated and forwarded by his controlling officer and shall register his name, designation, full address, date and time of occupying the accommodation in the Reception Office of Hostel concerned.

(5) The Reception Office shall remain open on all working days at the following hours except Sundays,

WINTER:	8:30 AM	to	9:00 PM
SUMMER:	7:30 AM	to	9:30 PM

**7. Arrangements for catering and supplies, etc.—**(1) Where canteen is not provided, the residents/allottees may avail themselves of the free services of the cook on payment of actual cost of the supplies by the allottee.

(2) Cooking shall not be permissible in the hostel rooms except in a family suite where such facility is available.

(3) The room bearers, farashes and sweepers at fully furnished hostels if any, shall be responsible for looking after the residents/allottees but shall not be used by the residents/allottees for their personal services.

(4) Official telephone, where provided, may be used by the residents/allottees on payment of necessary charges to the receptionist against a signed receipt.

8. **Loss and damages, etc.**—Any loss, damage or breakage caused by the residents/allottees to the furniture, fittings or crockery shall be made good by the allottee and the receptionist shall enter in the appropriate register the particulars of such loss, damage or breakage and shall prepare a bill for such damage and serve it on the allottee concerned for immediate payment.

9. **Decorum.**—(1) The residents/allottees shall keep the premises, furniture and beddings in clean and tidy condition.

(2) Corridors and passages shall not be used for storing luggage or for parking cycles.

(3) No animals shall be allowed in the premises.

(4) No electric appliances other than radio, T.V. and iron shall be used by the residents/allottees.

(5) It shall not be permissible to keep family friends or guests in the accommodation on permanent basis.

10. **Payment of dues.**—(1) The rent of the accommodation shall be paid in cash by the allottees in advance on fortnightly basis or actual period of stay if the period is less than fortnight to the receptionist against signed receipt.

(2) Other charges on account of food, damages and loss shall be made good by the allottee on receipts of bill from the receptionist.

(3) In case of non-payment of rent for two consecutive months, allotment shall be liable to cancellation and allottee along-with resident shall be liable to ejectment by the competent authority.

(4) If a person staying in the hostel is twice found to be a defaulter, he shall render himself in-eligible for allotment of accommodation in future.

(5) The allottee and resident not interested to use heater or air conditioner shall inform in writing to the Incharge of the Hostel and get these services discontinued failing which it will be presumed that they are using the same and shall be liable to pay the prescribed charges.

(6) If an allottee or resident does not hand-over the key at the time of vacation in the prescribed manner, he shall be liable to pay all dues as per rules till the key of the accommodation is handed over to the Incharge of Hostel.

(7) If the key of the room is lost, the matter shall immediately be reported to the Incharge of the Hostel and a duplicate key shall be issued on payment of two hundred rupees.

(8) The semi-permanent allottees shall inform about their absence beyond one week in writing to the Incharge of the Hostel, otherwise, allotment shall be liable to cancellation.

11. **Complaint.**—Any complaint may either be brought in writing to the notice of the officer-in-charge or entered in the "Comments Register" available with the receptionist.

12. **Cancellation.**—(1) An allottee found delinquent shall be liable for cancellation of his allotment at any time without assigning any reason by the competent authority.

(2) Any violation of these rules shall render the allottee liable to cancellation of his allotment and ejection from the accommodation.

(3) The allotment is non transferable.

(4) If the allottee does not stay in the accommodation reserved for him and allows illegally any other person to stay therein, it shall be deemed that the allotment has been transferred and it shall be cancelled and the allottee shall be required to pay four times the normal rent for the entire period and shall also be debarred from further allotment of Hostel for a period of five years.

13. **Eviction.**—(1) The Comptroller or Assistant Comptroller concerned shall carry out evictions of unauthorized occupants from the accommodation under the Federal Government Land and Building (Recovery of Possession) Ordinance, 1965 (LIV of 1965).

(2) The eviction of trespassers from Hostels accommodation shall be carried out by the Comptroller or Assistant Comptroller concerned, immediately without serving any notice on the trespasser and First Information Report shall be lodged against the trespasser by the Comptroller or Assistant Comptroller concerned.

(3) In order to expedite the eviction under sub-rule (1), the Comptroller or Assistant Comptroller concerned shall arrange the disconnection of services like water supply, sui-gas, electricity and telephone of the room/family suite under illegal occupation.

(4) The Comptroller or Assistant Comptroller concerned shall approach Incharge of Police Station concerned to depute police official for assistance in eviction process.

(5) Upon eviction of unauthorized occupant or trespasser, the

Comptroller or Assistant Comptroller concerned shall prepare inventory (in triplicate) of all articles found inside the accommodation and forward copy thereof along-with his detailed report to the competent authority in the Ministry for record.

(6) In case an accommodation is occupied or retained without valid allotment or is trespassed, the Comptroller or Assistant Comptroller concerned shall charge rent at the rates given below from the occupant for the period of unauthorized occupation or retention,

- (a) in case of unauthorized retention beyond legally allotted period, two times of normal rent shall be charged for each month for the entire period of unauthorized stay; or
- (b) in case of trespassing or unauthorized occupation, four times of normal rent be charged for each month for the entire period of unauthorized stay.

(7) A Federal Government employee against whom action is taken under this rule shall be liable to disciplinary action under the relevant rules or law. A person other than Federal Government employee shall be liable to criminal proceedings for being in illegal possession of Government property.

14. **Accommodation for touring officers.**—The allotment of accommodation allotted for the touring officers, if any, in a Hostel shall be governed under the Allotment of Accommodation in Rest Houses Rules, 1985.

15. **Repeal.**—Allotment of accommodation in Federal Government Hostels Rules, 1983, and all others policies or instructions on the subject issued from time to time are hereby repealed.

#### SCHEDULE

[see rule 2]

Sl. No. (1)	Names of the Hostels (2)
1.	48-Family Suites Complex, Islamabad
2.	40-Female Officers Hostel (Ghazi Illum Din Shaheed), Islamabad.
3.	40-Female Officers Hostel (Fatima Jinnah Hostel), Islamabad.
4.	Federal Lodge No. I (Shah Abdul Latif Bhitai), Islamabad.
5.	Federal Lodge No. II (Lal Shahbaz Qalandar), Islamabad.
6.	Officers Hostel (H. No.304, St. 18, E-7), Islamabad.
7.	108-Family Suites Complex (Gulshan-e-Jinnah), Islamabad.

8.	72-Family Suites Complex (Gulshan-e-Jinnah), Islamabad.
9.	21-Family Suites Complex (Gulshan-e-Jinnah), Islamabad.
10.	Officers Hostel, Garden Road, Karachi.
11.	Of ficers Hostel Zarghon Road, Quetta.
12.	Federal Government Chummary Hostel, G-8/1, Islamabad.

[F. No. 2(1)/2018-Policy.]

MUHAMMAD BAKHSH SANGI,  
*Deputy Secretary (Estate).*