

GOVERNMENT OF PAKISTAN
ESTATE OFFICE
APPLICATION FORM FOR ALLOTMENT OF HIRED ACCOMMODATION

FOR OFFICE USE

APPLICATION NO. _____ STATION _____

DIARY NO. _____ SECTION: _____ DATE _____

- NOTE:**
- i) Fill the form in Capital Letters preferably use typewriter.
 - ii) Use only one box for one character as

A	B	C					
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 - iii) Cross the relevant Box.
 - iv) Please write N.A. in the column not applicable.
 - v) Attach three photos with the form



PART-I TO BE FILLED BY FEDERAL GOVERNMENT SERVANT

(A) GENERAL INFORMATION

1. Name of the Federal Government Servant (FGS) _____

2. Designation: _____

3. BPS No: _____
(Regular)

5. Status of Service a) Permanent b) Temporary c) Adhoc d) Contract

6. Name of Department: _____

7. N.I.C. NO. _____ 8. Date of Birth _____

9. Domicile: a) Punjab/Islamabad. b) Sind (R) c) Sind (U) d) NWFP e) Baluchistan

f) FANA/FATA g) Azad Kashmir

10. Sex: a) Male b) Female 11. Marital Status: a) Married: b) Unmarried:

12. Details of family members: (Additional sheet can be used for more than 5 members).

S.No.	Name	Relation	Age
1	_____	_____	____
2	_____	_____	____
3	_____	_____	____
4	_____	_____	____
5	_____	_____	____

13. Date of entry into Govt. Service: _____ 14. Date of posting at present station: _____

(B) PARTICULARS OF ACCOMMODATION ALREADY ALLOTTED TO FGS

16. House/Flat No: _____ Block No.: _____ Street No: _____ Sector: _____

Mohallah: _____ City: _____

17. Status of house: a) Govt. owned b) Hired house: 18. Date of Occupation: _____

19. Expected date of vacation / vacated the present accommodation on: _____

(B) PARTICULARS OF ACCOMMODATION ALREADY ALLOTTED TO SPOUSE

20. House/Flat No: Block No.: Street No: Sector:

Mohallah: City:

21. Status of house: a) Govt.owned b) Hired house: 22. Date of Occupation:

23. Expected date of vacation / vacated the present accommodation on:

(C) PARTICULARS OF HOUSE TO BE GOT ALLOTTED/HIRED THROUGH ESTATE OFFICE

24. House/Flat No: Block No.: Street No: Sector:

Mohallah: City:

25. Relation with the owner a) Self b) Husband/Wife c) Father/Mother d) Son/Daughter e) No

(D) HOUSES OWNED BY FGS/FAMILY AT PLACE OF POSTING

26. House/Flat No: Block No.: Street No: Sector:

Mohallah: City:

27. Relation with the owner a) Self b) Husband/Wife c) Father/Mother d) Son/Daughter e) No

28. Date of completion of house

29. Please ensure that the THREE COPIES of following documents have been attached with application in the following order duly attested:

	Yes	No
a) Vacation report of previous house:	<input type="checkbox"/>	<input type="checkbox"/>
b) Copy of N.I.C. of allottee (FGS):	<input type="checkbox"/>	<input type="checkbox"/>
c) Copy of N.I.C. of Owner of house:	<input type="checkbox"/>	<input type="checkbox"/>
d) Copy of ownership documents / Power of attorney:	<input type="checkbox"/>	<input type="checkbox"/>
e) Copy of Map of house:	<input type="checkbox"/>	<input type="checkbox"/>
f) Copy of last pay slip / last pay bill:	<input type="checkbox"/>	<input type="checkbox"/>
g) Three Photos including the pasted one	<input type="checkbox"/>	<input type="checkbox"/>

(D) UNDER TAKING OF FEDERAL GOVERNMENT SERVANT

I Mr./Mrs./Miss.

S/o, D/o, W/o

do hereby undertake that:-

a) Non provision of accommodation by Estate Office:

I am not an allottee/in occupation of any Govt.owned/Hired accommodation on the pool of Estate Office, except following houses/ Flat No. _____ which I have vacated on _____ or am vacating on _____. I own a house in my place of posting in the name of _____ which was purchase/constructed on _____

b) Adherence to the conditions of hiring procedure:

The house will be hired if it is found complete in all respects as per consent signed by the owner and will thereafter be assessed by the Assessment Board in accordance with the Government instructions on the subject. I also understand that the rent of the house is to be fixed by the Government as per value assessed by the Assessment Board/owner's demand or my rental ceiling which ever is less. The payment to the owner cannot be made by the Govt. untill and unless the owner has produced ownership documents etc. and he/she (owner) has signed the lease agreement with the Estate Office.

c) Payment of difference of rent:

I shall pay the difference of rent between the rent sanctioned by Works Division / Estate Office and my entitlement to meet the owner's demand to him and that the Works Division / Estate Office shall not be a party in this transaction.

d) Payment of rent to owner in case of non-hiring:

If for any reason the house is not hired by the Govt. even if I have been allowed to occupy it, I shall be responsible for payment of rent to the owner. Thus I assume entire responsibility whatsoever in this regard.

e) Handing over of possession of house/flat on vacation:

At the time of vacation of the house, I shall not hand over the house directly to the owner but will hand over its possession to the Pak.P.W.D. Enquiry Office in accordance with the inventory signed by me at the time of taking over of possession of the house. I further under take that I shall pay for any breakages/damages cost to the property and utility bills for the period of my occupation of house.

f) Non sub-letting of accommodation:

I shall not sub-let the residence or the out houses attached thereto. For the breach of any rules or conditions of allotment I under take to abide by any decision given by the competent authority.

I certify that the information given above is correct to best of my knowledge and belief. I agree to abide by the rules framed or which may be framed by Govt. for allotment of accommodation.

Dated: _____

Signature of F.G.S _____

PART-II FOR USE BY THE DEPARTMENT(EMPLOYER OF THE FEDERAL GOVERNMENT SERVANT)

NOTE: The application of employees of Federal Govt. Institutions should be forwarded by the Federal Directorate of Education.

NO _____

DATE _____

- i) Forwarded Mr./Miss/Mrs. _____ is employed in this department since _____ he/she holds a temporary/permanent/ad-hoc/contract post under the Federal Govt. (Strike out not applicable). His/her date of retirement is _____
- ii) The above official has never been allotted any house/flat (if allotted please indicate the house/flat No. _____)
- iii) The department in which the FGS is serving is eligible to get accommodation from Estate Offices Pool.
- iv) It is certified that the information given by the Federal Government Servant is correct.

Signature _____

Name _____
Designation and Department with complete address (Official stamp to be fixed)

PART-III TO BE FILLED BY THE OWNER

a) GENERAL INFORMATION:

- i) Name of owner:
- ii) Legal position: a) Self: b) Attorney: c) NIC No:
- iii) Postal Address:
a) House/Flat No: Block No.: Street No: Sector:
Mohallah: City:
- b) Telephone No: (OFF) (RES)
- iv) Bank A/C No: a) PLS A/C: OR Current A/C:
- c) Name of Bank:
- d) Branch : e) City:
- v) Three Specimen Signature: _____

b) CONSENT OF THE OWNER: (This is not required in case of self hiring)

i) Rent demanded

I Mr./Miss/Mrs./ M/S.
owner of house/flat No. _____

do hereby give my consent to rent out my house to Mr./Miss/Mrs. _____
_____ through Estate Office, Islamabad at a monthly rent of Rs. _____ with
_____ year(s) advance rent.

ii) Status of difference of rent.

If the rent demanded by me is higher than the rent sanctioned by the Works Division/Estate Office, the difference shall be payable by the above official direct to me. The Govt. shall not be a party in this transaction. Moreover, I shall never claim the difference of rent from the Government.

iii) Period of lease agreement.

I shall execute lease agreement for a period of three years at the rates sanctioned by the Government.

iv) Refund of advance rent.

In case the house after having been hired by the Govt. is vacated by the above mentioned official during the currency of agreed lease period I shall refund the balance of advance rent, if any out standing for the remaining period in order to get back the possession of the house/flat. If I fail to make this refund the Estate Office may utilize the house for another Government employee for the residual period on the rent as agreed by me in the lease agreement.

v) Condition of house.

It is hereby affirmed/declared that the house is complete in all respects and fully habitable. If, it is, not found so on inspection, the permission of occupation allowed by the Government shall automatically stand withdrawn.

vi) Non renting of house/flat to Estate Office earlier.

The house was not previously rented out through Estate Office, if yes please give details with dates & reference

Signature of owner: _____

PART-IV LEASE AGREEMENT FOR EXECUTION BETWEEN OWNER AND GOVERNMENT.

NOTE: i) Please donot fill in the left over blanks) The same shall be filled at the time of execution of the lease agreement.

ii) The owner should personally appear in Estate Office to execute lease agreement on issuance of sanction.

1. THIS INDENTURE is made and entered into at _____ on this day the _____ between _____ hereinafter referred to as the "the lessor" (Which expression shall unless repugnant to the context, mean and include his heirs assigness executors administrators and legal representatives) of the one part and President of Pakistan _____ herein after referred to as "the lessee" (Which expression shall where the context admits be deemed to include the assignees of the President of Pakistan) of the other part.

2. WHEREAS the said lessor is the owner and in possession of and has agreed to give on lease a ____ storied bungalow on plot No. _____ MEASURING _____ Sq. Ft., and the lessee has agreed to take on lease for a period of _____ year/years the said bungalow consisting of _____ hereinafter called the said premises for the office/residential accommodation of the officers of the lessee.

3. NOW THIS INDENTURE WITNESSETH THAT pursuant to the aforesaid agreement and in consideration of the rent herein reserved and of the covenants and conditions herein contained the lessor do-hereby grant and demise into the lessee the said premises for the period of _____ year/years commencing from _____ which period can be extended if necessary for a further period of one year on the same terms and conditions if the lessee notifies the lessor one month prior to the termination of the lease : otherwise the lease shall terminate automatically.

4. The rent of the said premises shall be Rs. _____ (Rupees _____) per month inclusive of fittings and fixtures (which will be adjusted at the monthly rate of Rs. _____ against the rent in in respect of the said premises until full adjustment thereof. The rent of _____ months has been kept in reserve to meet the repair charges etc. ; which shall be used by the lessee in case the lessor fails to carry out the repairs etc., after he has been served with a notice 30 days. If any balance is left out of the said reserve after the expiry of the lease period. In case the lessee is obliged to incurr expense in excess of _____ months rent it will be recoverable from the lessor. The lessee shall have to render the account to the lessor of the expenditure incurred on repair etc., on his behalf.

5. The lessor hereby covenants with lessee as follows:-

- (i) The lessor will pay all rates, taxes and assessment including urban property taxes etc. as assessed and revised on the said premises by Government or Municipal authority or any other local Provincial or Central Authorities.
- (ii) The lessor shall provide Gas connection upto kitchen and drawing-cum dining room and _____ Geysers for supply of hot water to _____ bath room/ rooms and also _____ of ceiling fans, Gas cooking range _____ gas burners shall be provided in the Kitchen. The aforesaid rent includes rent for these fixtures and the lessor shall not claim rent separately for the same.
- (iii) The lessor shall have the said premises white washed and repaired every year at his own cost. Distempering shall be done once every two years. If he/she does not do so, the work will be carried out at his cost by Pak -PWD after 30 days notice. The charge shall be met from the reserve money referred to at Para-4. In case of any dispute between the lessor and lessee over the expenditure of repairs incurred by the Pak-PWD on the behalf of the owner, the matter shall be referred to an arbitration, Secretary Works being sole arbitrator. The award given by the arbitrator shall be final and binding on the both the parties.
- (iv) The lessor shall take over peaceful possession of the said premises after the expiry of the lease period if it is desired by the Government, if the lessor fail to take over the premises, the Government Chowkidar will be posted in the premises at his own cost.

6. The lessee do hereby covenant with the lessor as follows:-

- (i) The lessee shall not carry out any alterations or additions to the premises or demolish any part there of without the consent of the lessor in writing, except non structural repairs these to including minor repairs to sanitary, water and electrical installations which shall be the responsibility of the lessee.
- (ii) The lessee shall be responsible for charges and consumption of electricity, Sui Gas, water and conservancy charges during the subsistence of lease.
- (iii) The lessee shall deliver peaceful and vacant possession of the said premises after the expiry of the lease period in the original condition as far as possible and subject to normal wear and tear.

7. And is also hereby covenanted between the lessor and the lessee as follows:-

- (i) Whenever the said premises or any essential part thereof is destroyed or damaged by fire earthquake, war civil disturbance or any other natural calamity or due to faulty constructions so as to make it unfit for further tenancy, the lease shall stand terminated at once.
- (ii) The opinion of the lessee that the premises or part there of have become unfit for further tenancy, shall be final.
- (iii) If for the reasons stated in sub-para (i) the premises is partially damaged, the lease shall be terminable on the part of the lessee by 30 days notice.

No rent shall be payable to the lessor from the date of such termination of the lease; and lessor shall refund to the lessee the unadjusted portion of the advance rent paid. If he does not do so, the matter shall be referred to an arbitration, Secretary, Housing and Works being the sole arbitrator, the award given by the arbitration shall be final and shall be acceptable to the lessor and the lessee both.

8. THE LESSEE as well as the lessor do hereby irrevocably commit themselves not to dispute or raise any objection to the agreed amount of rent and the terms and conditions of this lease through the lease period.

9. IN WITNESS WHEREOF THE lessor and the lease have executed this indenture of and hereinto subscribed there names and set their respective seal as the date first above written.

FOR AND ON BEHALF OF

WITNESS:

1. _____

ESTATE OFFICE _____

ADDRESS _____

LESSEE

2. _____

OWNER _____

ADDRESS _____

LESSOR