



Office of the
AUDITOR-GENERAL OF PAKISTAN
Audit House, Constitution Avenue, G-5,
Islamabad.

July 14th, 2017.

Subject:- Standing Operating Procedure (SOP), 2010 for Allotment of Residential Accommodation (Amended upto July, 2017).

Department of the Auditor General of Pakistan (DAGP) has been following the Accommodation Allocation Rules, 2002, issued by the Ministry of Housing & Works, Government of Pakistan for allotment of houses/flats to the entitled officers/officials of the department, out of the pool of accommodations available with the department to ensure judicious allotment of residential accommodation:-

- 1) **Accommodation:** means residential accommodation including house or flat owned by the DAGP.
- 2) **Entitlement:** PA&AS Officer who does not own a private house in his/her name or in the name his/her spouse/children at Lahore station.
- 3) **Federal Government Servant:** means a person who is appointed in the DAGP against a regular post, excluding incumbents of posts filled on daily wages, work charge basis, hired from contingency and/or on ad-hoc basis.
- 4) **General Waiting List:** Two separate seniority lists of officers, BS-17, 18 & 19 and BS-20 & 21 will be maintained, if any.
- 5) **Standard Rent:** means the rent fixed by the government and notified from time to time.
- 6) **Occupant:** means any officer/official who has been appropriately allotted official residential accommodation and has moved in.
Up-gradation will be taken to mean promotion to next grade and entitlement of higher category of house.
- 7) **Un-authorized Occupation:** means an officer/official whose allotment is no longer valid under this SOP/Allocation Rules 2002.
- 8) **Eligibility:** Following Federal Government Servants are eligible for residential accommodation:-
 - a) All FGS appearing in GWL at the station will be considered working in DAGP if posted against IDC/cadre post.
 - b) Those Federal Government Servants who are serving outside the DAGP and serving in PMAD & Railways Accounts shall not be allotted the house but their seniority in the General Waiting List will remain intact.
 - c) The houses in AOR, Faisal Town, Lahore will be allotted as fresh allotments, in accordance with GWL

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- d) For AOR, Gulberg-III, Lahore, houses will be allotted on seniority basis as per entitlement. For up-gradation of house, the restrictions of sub-clause (b) above, will not be applicable. There will be no fresh allotment until the allottees of AOR, Faisal Town are adjusted in AOR, Gulberg-III in terms of seniority for this purpose.
- e) In case both husband and wife are employed at the same station, only one of them shall be eligible. Persons employed or re-employed on contract in Government Pay scales shall also be eligible.
- f) Persons employed or re-employed on contract in Government pay scale in an eligible Government Department.
- g) Unmarried FGSs shall be eligible for house rent allowance or single or bachelor accommodation so earmarked for them. However, unmarried FGSs will be eligible for government accommodation provided he is living with his dependent parents.
- h) The officer on his promotion to next grade will apply for allotment of accommodation according to his entitled category.
- i) The houses will be allotted from the actual date of vacation.
- 9) Federal Government Servants shall at the time of allotment of a residence submit an affidavit that he/she neither owns a house in his/her own name nor in the name of spouse/children.
- 10) **Classification and entitlement for accommodation shall be as follows:**
- i) The entitlement of the FGSs to various categories and classes of accommodation at AOR, Gulberg-III, Lahore shall be as follows:-

Basic Pay Scale of FGS	Class of Accommodation / House No.
Reserved for BS-20 & above officers.	H#B-I, AOR, Gulberg-III, Lahore.
	H#B-II, AOR, Gulberg-III, Lahore.
	H#B-III, AOR, Gulberg-III, Lahore.
	H#B-IV, AOR, Gulberg-III, Lahore.
	H#C-I, AOR, Gulberg-III, Lahore.
	H#C-II, AOR, Gulberg-III, Lahore.
	H#69-L(B), AOR, Gulberg-III, Lahore.
Reserved for:- i) BS-20 officers; and ii) Senior BS-19 officers	H#D-I, AOR, Gulberg-III, Lahore.
	H#D-II, AOR, Gulberg-III, Lahore.
	H#D-III, AOR, Gulberg-III, Lahore.
	H#D-IV, AOR, Gulberg-III, Lahore.
	H#D-V, AOR, Gulberg-III, Lahore.
	H#D-VI, AOR, Gulberg-III, Lahore.
	H#D-VII, AOR, Gulberg-III, Lahore.
	H#D-VIII, AOR, Gulberg-III, Lahore.
	H#D-IX, AOR, Gulberg-III, Lahore.
	H#D-X, AOR, Gulberg-III, Lahore.
	H#D-XI, AOR, Gulberg-III, Lahore.
	H#D-XII, AOR, Gulberg-III, Lahore.

- ii) Houses at AOR, Faisal Town, Lahore will be allotted to BS-20, 19, 18 & 17 officers as per seniority & merit.
- 11) **Priority:** Priority in allotment of residential accommodation shall be given to Federal Government Servants in BS-21 and BS-22. However, out of turn / Priority list will not be maintained.
- 12) **Occupation of Allotted Accommodation:** Concerned section of the department, while issuing allotment letter of residential accommodation, shall ask the officer/official concerned to occupy the residence immediately. The officer/official concerned shall occupy the said residence immediately after vacation. In case a Federal Government Servant does not accept the said allotment or fails to occupy the allotted residence within fifteen (15) days, such allotment shall stand cancelled. If an officer at the top of GWL refuses the allotment, he shall go to the bottom in GWL.
- 13) Replacement of allotted houses of same category will be considered only in justifiable cases after due diligence by the committee. Houses will be allotted on the basis of General Waiting List (GWL). Mutual exchange in same category house will be allowed only on the basis of justifiable reasons on the recommendation of allotment committee and after approval of the competent authority.
- 14) **Retention after Retirement:** An allottee, on his retirement or expiry of contract period, shall be entitled to retain the accommodation under his occupation for a period not exceeding six (06) months, on payment of normal rent and this facility will be available to FGS once only.
- a) No extension in retention of official accommodation will be granted beyond the prescribed limit (i.e. six months) in any circumstances to anybody.
- b) However, the superannuated officer, whose own house is under construction, can be allowed to retain the government accommodation for further four (04) months. But he has to submit an affidavit to this effect and will have to pay the advance standard rent in lump-sum for the period of four (04) months and stating that no further extension will be demanded and house be vacated on expiry of extended period in addition to the period mentioned in Clause 14(a) above. Afterward, all legal measures will be adopted for vacation including disconnection of utilities.
- 15) **Criteria for Out-of-Turn Allotment:** For 'Out-of-Turn Allotment' the Committee will consider the requests of the eligible Federal Government Servants when the employee is certified disable, declared by the Medical Superintendent or Civil Surgeon under the Disabled (Employment and Rehabilitation) Ordinance, 1981.

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