



Office of the
AUDITOR GENERAL OF PAKISTAN
Constitution Avenue,
Islamabad

10th March, 2010

Subject:- Standing Operating Procedure for Allotment of Residential Accommodation (Amended March, 2017)

Department of the Auditor General of Pakistan (DAGP) has been following the "Accommodation Allocation Rules, 2002" framed 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. Following clauses of the Allocation Rules 2002 are highlighted 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 adhoc basis.
- 4) **General Waiting List:** Two separate seniority lists of officers, BS-17 18 & 19 and of 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.
- 7) **Un-authorized Occupation:** means an officer/official whose allotment is no longer valid under this SOP/Allocation Rules 2002.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 shall not be allotted the house but their seniority in the General Waiting List will remain intact. They will be allotted house in accordance with GWL if they submit fresh application after joining the Department.
- c) 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.
- d) Persons employed or re-employed on contract in Government pay scale in an eligible Government Department.
- e) 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.
- f) Every officer is entitled for the house of his category.
- g) The officer on his promotion to next grade will apply for allotment of accommodation according to his entitled category.

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.

- a) The houses will be allotted on actual date of vacation.

10) **Classification and entitlement for accommodation shall be as follows:** The entitlement of the FGSs to various categories and classes of accommodation at Islamabad and Rawalpindi shall be as follows:-

Basic Pay Scale of FGS	Class of Accommodation	Category of Accommodation
1-4	A	V-VI
5-6	B	V
7-10	C	V
11-15	D	IV
16-17	E	III
18	F	III
19	G	II
20	H	I
21-22	I	I

The existing classes of accommodation at other stations shall be as follows:-

Basic Pay Scale of FGS	Old Classification	New Classification
1-4	H	A
5-6	G	B
7-10	F	C
11-15	E	D
16-17	D	E
18	C	F
19	B	G
20	A	H
21-22	A	I

The allotment of A to I class of accommodation shall be made in accordance with the pay scale of the Federal Government Servants as per their entitlement.

- 11) **Priority:** priority in allotment of residential accommodation shall be given to Federal Government Servants in BPS-22.
 - a) The house can be allotted on priority basis in accordance with para-16 of SOP. 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 seven-days, such allotment shall stand cancelled.
 - a) If an officer at the top of GWL refuses the allotment, he shall go to the bottom in GWL.
- 13) Replacement of allotted houses will be considered only in justifiable cases. 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 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 (six months) in any circumstances to anybody.

