



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

Subject: Standing Operating Procedure (SOP), 2021 for Allotment of Residential Accommodation (Amended up to July, 2021).

Department of the Auditor General of Pakistan (DAGP) has generally 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.

2. These shall be called the Standard Operating Procedure (SOP) for Allotment of Accommodation Rules for DAGP. They shall apply to allotment of accommodation at Islamabad and other stations.
3. This SOP / Rules will come into force with immediate effect and supersede all previous SOPs / orders of the DAGP mentioned therein on the subject.
4. **Accommodation:** means residential accommodation including house or flat owned by the DAGP.
5. **Entitlement:** PA&AS / Departmental Cadre Officer / Official who does not own a private house in his / her name or in the name his / her spouse / children at the station of his posting.
6. **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.
7. **General Waiting List:** Combined seniority list of officers from BPS-17 to BPS-21 will be maintained for allotment of accommodation.
 - i) The applications for allotment of Government accommodation shall be received on the application form certifying that the particulars given in the form are correct.
 - ii) The application for accommodation as and when received from an applicant, shall be acknowledged by issuing a confirmation letter by Administration wing of AGP Office.
 - iii) The DAGP shall maintain GWL of all officers / officials who have applied for government accommodation.

8. **Standard Rent:** means the rent fixed by the government and notified from time to time.
9. **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.
10. **Un-authorized Occupation:** means an officer / official whose allotment is no longer valid under this SOP / Accommodation Allocation Rules 2002.
- i) The ejection of trespassers / non entitled / unauthorized occupants from the allotted accommodation shall be carried out by the DAGP, immediately without serving any notice on the trespasser and First Information Report shall be lodged against the trespasser by the DAGP.
11. **Family:** means spouse, legitimate children and step children of a Government servant residing with him and wholly dependent upon him and includes his parents, real unmarried sisters and minor brothers, if residing with him and dependent upon him.
12. **Allottee:** means a Government servant possessing a valid allotment letter duly issued by the DAGP for an accommodation in his occupation.
13. **Seniority:** If the date of entitlement of two or more FGSs is the same, the seniority shall be determined on the basis of length of service in the BPS and if the length of service in BPS is the same then the seniority shall be determined from the date of birth.
- i) The office shall maintain his eligibility and seniority at previous station of posting provided that he has to furnish proof that his family is residing at the previous station and will furnish evidence of school / college enrollment of his / her children
14. **Eligibility:** Following Federal Government Servants are eligible for residential accommodation: -
- a) BPS-20 and BPS-21 officers (in the GWL) will be considered for allotment of a vacant house (B and C type) in the AOR, Gulberg-III, Lahore, as per their merit in the GWL.
- b) In case both husband and wife are employed at the same station, only one of them shall be eligible.
- c) 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/she is living with his dependent parents.
- d) The houses will be allotted from the actual date of vacation.

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