



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

31st October, 2018

Standing Operating Procedure (SOP), for unauthorized occupants to vacate the Government accommodation.

Department of the Auditor General of Pakistan (DAGP) is following the Accommodation Allocation Rules, 2002, issued by the Ministry of Housing & Works, Government of Pakistan as well as in the light of SOPs on the subject of the department, for allotment of residential accommodation (houses/flats) to the entitled officers/officials of the department. With the passage of time following issues have emerged which need early redressal to optimize utilization of houses:

1. After retirement most allottees delay or refuse to vacate the official accommodation even after expiry of six months retention period allowed as per prevailing rules. To overcome this problem, following SOP for unauthorized occupants to vacate government property is developed.
 - a) Immediately after retirement a letter with the signatures of Audit Officer (Admn-I) will be issued from H.Q intimating date of retirement and date to vacate the accommodation.
 - b) Next letter / notice with the signatures of Audit Officer (Admn-I) will be issued to the occupant within seven days on completion of six months grace period after retirement for vacation of Government accommodation.
 - c) In case of non-compliance, a reminder will be issued within fifteen days with the signatures of Assistant Auditor General (Personnel) to vacate the Government accommodation within a fortnight.
 - d) Standard rent equivalent to one month rental ceiling of the category of his/her entitlement or the category of the house under occupation, whichever is more, shall be charged for each month for the entire period of unauthorized

occupation as per prevailing rules starting from a week from the date of retirement.

e) Final notice shall be issued within one month, with the signature of Director General (Budget & Administration) to deposit Standard rent into Govt. treasury under intimation to this office. In case of noncompliance, the case will be reported to CGA/AGPR for compulsory deduction from pension.

(i). In order to expedite the eviction process, services like water supply, gas, and electricity will be disconnected one month after expiry of unauthorized occupation of the house.

(ii). The vacation of unauthorized occupants from the government owned or hired accommodation will be initiated within thirty days under Federal Government Land and Buildings (Recovery of Possession) Ordinance 1965 (LIV of 1965).

2. In case of non-occupation of allotted houses or subletting, in violation of applicable rules and procedure, such allottees will be given 15 days notice to rectify, failing which a final one month notice will be served and allotment of these house will stand cancelled henceforth.

3. Caretaker posted at Camp office, OAGP, Lahore will verify occupation/vacation of the allotted houses and forward a copy of handing/ taking over report to this office at Islamabad within a week of the issuance of allotment letter. However, periodically a team of this office will also visit AOR, Lahore and check the status of houses physically. The Caretaker, Camp Office, Lahore will accompany the team.

