



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

Subject: Standing Operating Procedure (SOP), 2024 for Allotment of Residential Accommodation (Amended up to September 2024).

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 office of the Auditor General of Pakistan within 15 days.
 - iii) The DAGP shall maintain GWL of all officers / officials who have applied for government accommodation and upload on its website at least every quarter.

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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.
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.
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.

- e) The allotment of Government owned accommodation shall be made to the most senior FGS on GWL of a particular class or category of accommodation.
- h) In case a house of his entitlement is not available, an officer may be offered / allotted an accommodation of a class or category lower than his entitlement.
15. 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 at the station a residence is being allotted to him
16. **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 BPS-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 BPS-19 and above 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 BPS-20, BPS-19, BPS-18 & BPS-17 officers as per GWL.

“Provided that if an officer is allotted a house in AOR, Faisal Town, Lahore but he / she refuses to occupy due to certain reasons with a request to allot a bigger house in AOR, Gulberg, his seniority for allotment of house in AOR, Gulberg-III, Lahore will remain intact.

17. **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.



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18. **Allotment and occupation of Government Accommodation:** The following shall be the process for allotment and occupation of government accommodation.
- a) The accommodation shall be allotted subject to vacation, six months prior to its vacation as per the GWL.
 - b) The allottee shall give his consent in writing within 07 days and occupy the house within 10 days of issuance of allotment letter, failing which it will be presumed that he has regretted the offer of the allotment.
 - c) In this case, his allotment shall stand cancelled and his name shall go to the bottom of GWL. Further, the same house shall be allotted to the next officer in the GWL.
 - d) Consequent upon the consent of the FGS to occupy the house subject to vacation, the house shall remain allotted in his name.
 - e) On vacation of the allotted house, the FGS shall takeover possession of the accommodation from DAGP and sign a receipt for all fittings & fixtures under intimation to DAGP.
 - f) If a FGS who occupied the Government accommodation, proceeded on posting/studying abroad, he may vacate the allotted accommodation (if desires). He will be provided 1st available accommodation on his return (in case of vacation at the time to proceed to assignment) from posting /study abroad
 - g) The allotment letter will be issued with the approval of DG (B&A) and signed by AAG (P).
19. **Vacation of Accommodation:** At the time of vacation of allotted Government accommodation, the allottee shall hand over its possession to the DAGP and obtain a receipt thereof in duplicate which shall include an inventory of the fixtures and fittings available in such accommodation and up to date position of the service charges paid by him.

i)	Immediately after retirement a letter with the signatures of Audit Officer (Admn-I) will be issued from HQ intimating date of retirement and date to vacate the accommodation.
ii)	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.
iii)	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.
iv)	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.
v)	Final notice shall be issued within one month, with the signature of Director General (B&A) to deposit standard rent into Govt. treasury under

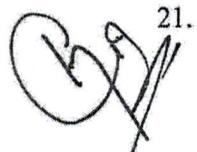

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	intimation to this office. In case of non-compliance, the case will be reported to CGA / AGPR for compulsory deduction from pension.
vi)	In order to expedite the eviction process, services like water supply, gas and electricity will be disconnected one month after expiry of unauthorized occupation of the house.
vii)	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 houses will stand cancelled henceforth.
viii)	Caretaker posted at Camp office, 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.
ix)	The outgoing allottee shall produce up to date paid utility bills and make payment for deficiencies or damages caused to the accommodation beyond normal wear and tear at the time of handing over possession of the house or flat to the DAGP. In case he fails to do so, the outstanding dues may be referred to the AGPR for recovery from the pension of the officer.
x)	The handing or taking over by DAGP and allottee shall not be delayed for want of clearance of utility bills or for making up of deficiencies or damages in the said house.
xi)	On vacation of allotted accommodation the FGS shall obtain an NOC from DAGP upon production of the vacation report and inventory of the DAGP.
xii)	Where a FGS is in heavy arrears of rent or other dues, including unpaid cost of damages or deficiencies caused to the property during his occupancy and utility bills left unpaid by him, the DAGP will refer the case to AGPR for recovery of outstanding dues from the pension of the officer concerned.
xiii)	The DAGP shall refer the case of defaulters to the AGPR, for the recovery of dues from the salary of the defaulting allottees at source.
xiv)	In order to allow the processing of pension case of the retiring or expired allottees the No Demand Certificate shall be issued.
xv)	He shall clear all the dues including utility bills or damages or deficiencies up to the date of retirement or date of vacation whichever is later.
xvi)	where the retired or deceased allottee or his family is allowed to retain the accommodation for the prescribed period, the FGS shall submit a valid undertaking that in case of non-clearance of utility bills, damages or deficiencies reported in the accommodation, the amount may be recovered from his pension.

20. **Use of allotted accommodation:** The whole or any part of allotted accommodation shall not be used by the FGS or his family for a purpose other than that for which it has been allotted.

21. **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 copy of Treasury Challan depositing the

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normal rent into the Government Treasury may be provided to the DAGP for attachment of the same with pension papers of the officer, otherwise Pension Cell will be intimated to deduct the same from the pension of the officer.

- 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) The family of allottee shall be entitled to retain Government owned accommodation under their occupation till the age of superannuation of the deceased employee or as prescribed in Prime Minister's Assistance Package for families of Government Servants who die in service, as amended from time to time, whichever shall be less, on payment of normal rent.
- c) An allottee who has resigned or is dismissed, removed, compulsorily retired from service may retain accommodation under his occupation for a period of two months.

22. **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.

23. **Appeal and revision / Relaxation of Rules:** The Auditor-General of Pakistan may relax any rule governing allotment of accommodation to eligible FGS in public interest for deserving and hardship cases and on compassionate grounds for reasons to be recorded in writing for such relaxation.

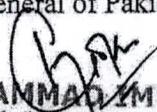
24. **Subletting:** The accommodation shall not be sublet by the allottee. If an allottee is found guilty of subletting his accommodation the allotment shall be cancelled from the date of taking over possession of the house and he shall be charged monthly rent at the rate of one rental ceiling of his entitlement for the entire period and such allottee shall be disqualified for future allotment of accommodation for five years. On becoming eligible for Government accommodation his name shall be placed at the bottom of the GWL on that date, provided he applies.

25. A Committee for Accommodation Allocation, comprising on the following officers, are hereby nominated: -

i.	Director General (B&A)	Chairman
ii.	Director (Administration)	Member
iii.	Director (Establishment)	Member
iv.	Asstt. Auditor General (Personnel)	Secretary

26. The Committee will only process cases that are deemed to be of special consideration; the recommendations of the Committee shall be submitted to **Additional Auditor General (H.Qs)** for final approval.

27. Decision of the **Additional Auditor General (H.Qs)** shall be final in all cases. However appeal or verdict on difference of opinion, if any, will be decided by the Auditor-General of Pakistan.


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