

HIRING POLICY

In suppression of Office Order No.02 (2004), dated 19-10-2004, Hiring Policy for Residential Accommodation in respect of Survey of Pakistan is as below.

A. PERMISSION FOR HIRING

Application

1. Government employee shall locate a house according to his / her entitlement (Annex-A) and submit an application along with following documents for permission from his office (Deputy Surveyor General-I in case of SGO and Director concerned in case of other offices) to occupy the house: -

- a. Application on prescribed form, Part I to III & Consent of the Owner (Annex-B)
- b. Ownership documents.
- c. Copy of NIC of the Owner.
- d. Copy of the map of house.
- e. Vacation Report in respect of previous house.
- f. Copy of NIC of employee.
- g. Clear picture of house.
- h. Affidavit from employee that:
 - (i) His/her spouse is not a federal Govt. employee.
 - OR
 - (ii) His spouse has not been provided any Govt. or hired Accommodation (in case he / she is a Govt. servant).
- i. An undertaking from the employee that he himself will pay the difference of rent, if any, directly to the owner of the house without involving Government.
- j. An NOC from his previous office regarding vacation of previously hired / allotted house and clearance of all claims / dues / utility bills.

Permission

2. The concerned office will scrutinize submitted documents and permission letter will be issued by DSG-I in case of SGO (proper) and Director in case of Directorate (Annex-C).

3. This permission shall be valid for a period of 10 days from the date of such issue. In case the employee, without any cogent reasons, does not take occupation of the house within ten days, such permission shall stand cancelled.

B. OCCUPATION OF ACCOMMODATION

4. Applicant on receipt of Permission from his office will take occupation of the house and submit following documents: -

- a. Occupation report having signatures of the allottee and owner (Annex-D)
- b. A certificate from the employee that he has not availed/is not availing any hired accommodation before occupation of the present house.
- c. Inventory of the proposed house. (Annex-E)
- d. Vacation report of previously allotted house having signatures of the allottee and owner.
- e. Certificate from the owner of previously allotted house that no outstanding utility bills or unpaid cost of damages or deficiencies is pending against the allottee.

C. ASSESSMENT COMMITTEE / REPORT

5. Entire case along with documents as mentioned in Para-4 ante and letter of permission shall be submitted to the concerned office. The case will be referred to Assessment Committee(s).

6. The committee shall assess:
- a. Covered area as per specs.
 - b. Rental value in the light of rental ceilings / covered area of the house.

D. WORKING OF ASSESSMENT COMMITTEE

7. The committee will carry out inspection, study map of the house, take necessary measurements etc. and will prepare and sign Assessment Report. However, if due to commitments of the Chairman, he is unable to visit the station then the two members will do the work of behalf of the committee and Assessment Report including recommendation will be sent directly to the Chairman for his signatures. Annex-F)

E. ALLOTMENT LETTER & SANCTION

8. After receipt of the report duly signed by the Chairman, entire case will be submitted to the Surveyor General of Pakistan for issuance of Allotment letter (Annex-G) and sanction for payment of the rent.

9. Hiring will be allowed from the date of occupation of new house or date of vacation of the previous house whichever is later.

F. FORMAL LEASE AGREEMENT

10. On issuance of Allotment letter and sanction by the Surveyor General of Pakistan, formal lease agreement as per prescribed form will be signed between the owner and the designated officer of the office (Part-IV of Application Form).

11. The period of lease agreement shall ordinarily be for 03 years, which may be extended by the Competent Authority with the consent of owner and allottee.

12. In case the house after having been hired by the employee is vacated by him during currency of agreed lease period, the owner will refund balance of advance rent, if any, outstanding for the remaining period and get back possession of the house. If fails to make this refund the office may utilize the house for another Govt. employee for the residual period on the rent as already agreed in the lease agreement.

G. DELAY IN PAYMENT OF RENT

13. In case of limited funds, the payment shall be made judiciously as per following devised criteria.

1ST priority will be given to the officers / officials who are residing in hired houses with their family.

2nd priority to those who have self-hired houses.

3rd priority to those who are bachelor / single.

As per procedure, normally the house will be hired for a period of 03 years. Keeping in view budgetary position 1st payment will be made for one year and remaining payment will be made on six month basis, till completion of 03 years. In case, the funds are insufficient, the payment of one year will be reduced to 06 months and payment of 06 months will be reduced to 03 months.

14 Director / O.C concerned will responsible to follow the above criteria and manage the payment of rent in respect of all owners within the budget allocation. Compliance report in this regard is required to be submitted on quarterly basis to SGO.

15. If funds are not available the payment process shall be delayed till the receipt of funds from Finance.

H. SUBMISSION OF BILL AND PAYMENT

15. Bill along with necessary documents will be submitted by the designated offices to concerned AGPR. Bill shall contain clear mention of net rent payable to the owner of the house and deduction of income tax. Clear instructions for issue of two under mentioned cheques shall also be mentioned:

- a. Cheque of rent in favour of owner of the house. Cheque will be forwarded to the manager of the bank declared by the owner for the purpose.
- b. Cheque in favour of concerned Income Tax Office. Concerned office will deposit this Cheque on Tax Payment Receipt (I.T.31 (Rev) sample copy attached) to concerned Income Tax office. Receipt of deposit will be provided to the owner of the house for his / her record.

16. Each office responsible for making payment etc. shall prepare and maintain a proper ledger/register. This register shall include complete record including details of payments, lease period, extension of agreements etc. in respect of each of the allottees.

I. EXTENSION OF LEASE AGREEMENT

17. An allottee of a hired house shall, three months before expiry of the lease agreement, either persuade the owner for its renewal and produce his consent for extension or he may locate a new house and process fresh hiring.

J. ENHANCEMENT OF RENTAL CEILING

18. On enhancement of the rental ceiling of a hired house, the occupant shall apply to his office for increase in the rent per month. Such application will be scrutinized by the office in the light of specified covered area, specifications and assessment report / recommendation of the Assess Committee and the difference being paid by the occupant. Final recommendation by the office will be forwarded to the Surveyor General of Pakistan for necessary sanction.

K. MISCELLANEOUS

19. On transfer of employee from one station to another or deputation within the country or abroad, concerned account office shall not release house rent till issuance of NOC from his department. Transfer from one office/department to another on the same station shall call for transfer of relevant file to the new office/department.
20. If an employee on his / her transfer from corporation / autonomous or semi-autonomous organizations is allowed by such organization to retain the accommodation in his occupation, such accommodation may be taken over by his new office on payment of its rent as approved by such organization or a sum equal to the occupant's rental ceiling whichever is less.
21. When both husband and wife are employed at the same station, only one shall be entitled for hired accommodation and one of them will not be paid house rent.
22. In case husband and wife are working at different stations one will be allowed hired accommodation whereas other will be allowed house rent.
23. Director/Office in Charge/Drawing and Disbursing Officer shall ensure the stoppages of house rent allowance from the allottee.
24. Hiring shall be allowed to employees working on contract basis. However, lease agreements shall be restricted to the period of contract employment.
25. Pak PWD shall not be responsible for any repair / maintenance for the houses hired by the department.
26. Hiring in rural areas of Islamabad / Rawalpindi may be allowed. However, assessment of such houses may be calculated one step below.
27. Assessment Committee(s) shall ensure that this facility is not misused in any form by any employee.
28. Surprise checking committee(s) shall carry out the surprise checking of the hired houses / accommodations on regular basis.

The above procedure shall be followed in letter and spirit.

This issues with the approval of the Surveyor General of Pakistan.

Authority: -

Ministry of Housing and Works O.M No.F.2(2)/2003/Policy, dated 31st July 2004 issued in concurrence of the Finance Division's U.O. No. F.8 (27) R-14/2002-665/2004 dated 31st July 2004.