

CHECKLIST

ALLOTMENT OF GOVERNEMENT QUARTER/FLAT UNDER RULE 15(2)&15(1)B. S.R.O.668(I)/2004 Islamabad, the 4th Augist,2004.

“Provided that the serving Spouse or Children living with FGS may be allotted the same accommodation. If he is eligible or otherwise entitled for accommodation within six months of the retirement of the FGS...

i	Copies of all contact/regular office orders of appointment of the beneficiary duly attested by his/her parent department.
ii	Copy of NOC (issued by Accounts Section, Estate office) duly attested by Joint Estate officer (Accounts).
iii	Copy of office order of retirement of the existing allottee duly attested by his parent department.
iv	Affidavit from the beneficiary to the effect that upon allotment of Government quarter in her name under rule 15(2) (b) of AAR-2002,his parents shall stay with him. In case he dispossesses his parents, allotment in question shall stand cancelled from his name.
v	Affidavit forms the existing allottee in favour of beneficiary.
vi	Copy of allotment letter duly attested by Joint Estate Officer concerned (Allotment).
vii	Copy of occupation report duly attested by Enquiry concerned.
viii	Copy of last pay slip duly attested by DDO concerned.
ix	Attested copy of CNIC of the beneficiary.
x	Attested copy of CNIC of the existing allottee.
xi	Census form duly attested by her parent department.
xii	On sport verification report duly attested by Joint Estate Officer concerned.
xiii	Rent may be recovered upto Latest,_____ and copy of rent deposit Challan duly attested by Accounts Section be provided.
xiv	Deceased Death Certificate from NADRA under Rule 15(1).

Beneficiaries are requested to furnish the above information /documents at the earliest.