

GOVERNMENT OF PAKISTAN  
MINISTRY OF HOUSING AND WORKS

No. F. 2(1)/86-Policy

Islamabad, the 15<sup>th</sup> April, 2013

To,

**The Estate Officer,  
Estate Office,  
Islamabad.**

**Subject: ALLOTMENT OF GOVERNMENT OWNED RESIDENTIAL ACCOMMODATION.**

I am directed to say that on the direction of the Honourable Supreme Court of Pakistan in CRP No. 174 of 2013 in CP No. 849 of 2012, physical inspection of govt. owned residential accommodation was conducted. During physical inspection, certain discrepancies were observed in allotment of govt. owned residential accommodation.

2. In order to ensure transparency and allotments on merit as per rules, Estate Office is directed to observe following steps/procedure in allotment of government owned residential accommodation: -

- (i) Record of all housing units at the pool of Estate Office may be updated and streamlined immediately.
- (ii) All allotment letters shall henceforth will be signed and stamped by the concerned officers. Entries in the Allotment Register will be signed and stamped by the JEO concerned as well as by the Additional Estate Officer.
- (iii) To maintain meritocracy in the allotment of govt. owned residential accommodation, verification/revalidation of the allotments will be made by the concerned Section Officers in the Ministry.
- (iv) Estate Office may place General Waiting Lists on the Web Site which shall be updated periodically.
- (v) The Record of the day to day allotments may invariably be placed on the Web Site of the Ministry.
- (vi) The concerned Inquiry Officers (CDA/PWD) may be directed to send a monthly report of vacation and occupation of Government houses to the Deputy Secretary (Estate), Ministry of Housing and Works for record.
- (vii) Estate Office will ensure that a hard copy of every allotment will invariably be endorsed to the concerned Sections of Ministry of Housing and receipt thereof may be ensured by the Estate Office.

- (viii) Software may be installed in the Computer Cell of Estate Office to generate allotment letters affixing bar code to confirm its authenticity.
- (ix) Allotment of govt. accommodation may only be made at the eve of retirement, death and dismissal from the service of the allottee.
- (x) Estate Office may furnish periodically a hard copy of category-wise General Waiting Lists to the concerned dealing Sections of this Ministry.
- (xi) Allotments made under Rule 29-A and have not been in possession of the house, these orders may be treated as cancelled to ensure allotments on merit on the basis of GWL as per Supreme Court's order.

(Muhammad Iqbal)  
Deputy Secretary (Estate)

Copy to:

- i. PS to Minister for Housing & Works, Islamabad.
- ii. PS to Secretary, Housing & Works, Islamabad.
- iii. Joint Secretary, M/o Housing & Works, Islamabad.
- iv. Deputy Secretary (Estate), M/o Housing & Works.
- v. All officers of Estate Wing, M/o Housing & Works, Islamabad.
- vi. Additional Estate Officer, Estate Office, Karachi / Lahore / Peshawar / Quetta.

  
Deputy Secretary (Estate)