

**GOVERNMENT OF PAKISTAN
MINISTRY OF HOUSING AND WORKS**

No. F. 12(65)/2011-Policy

Islamabad, the 7th March, 2017

OFFICE MEMORANDUM

Subject: REVISION OF HIRING RATES FOR OFFICE ACCOMMODATION BY THE FEDERAL GOVERNMENT MINISTRIES /DIVISIONS /DEPARTMENTS.

In supersession of this Ministry's O.M. No 2(1)/2000-Policy, dated 14.04.2008, the undersigned is directed to state that the Standing Committee on Revision of Hiring Rates of Office Accommodation in its meeting held on 2.11.2016, under the Chairmanship of Secretary, M/o Housing and Works approved the following rates for office accommodation: -

Sr#	Station	Area	Type of Building	Existing rates (per sq.ft.)	Revised rates (per sq.ft.)
1	Islamabad/ Rawalpindi	Blue Area, Super/Jinnah Super Market, F-8 Markaz, F-10 Markaz, & E-7 Other Areas	Commercial		
			Basement	Rs. 25/-	Rs. 50/-
			Other floors	Rs. 40/-	Rs. 80/-
			Basement	Rs. 20/-	Rs. 40/-
2.	KPK	All areas	Commercial	Rs. 30/-	Rs. 60/-
			Basement	Rs. 10/-	Rs. 20/-
			Other floors	Rs. 12/-	Rs. 35/-
			Residential		
3.	Karachi	Shahrah-e-Faisal, M.A. Jinnah Road, I.I. Chundrigar Road, Gulshan-e-Iqbal, North Nazimabad, Saddar, Clifton, PECHS Other Areas	Basement	Rs. 10/-	Rs. 20/-
			Other floors	Rs. 12/-	Rs. 25/-
			Commercial		
			Basement	Rs. 14/-	Rs. 35/-
4.	Lahore	DHA, Gulberg, Mall Road	Other floors	Rs. 22/-	Rs. 50/-
			Commercial		
			Basement	Rs. 10/-	Rs. 25/-
			Other floors	Rs. 15/-	Rs. 35/-
5.	Lahore	DHA, Gulberg, Mall Road	Basement	Rs. 15/-	Rs. 25/-
			Other floors	Rs. 20/-	Rs. 35/-
			Commercial		
			Basement	Rs. 15/-	Rs. 35/-
6.	Lahore	DHA, Gulberg, Mall Road	Other floors	Rs. 30/-	Rs. 60/-
			Residential		
			Basement	Rs. 15/-	Rs. 30/-
			Other floors	Rs. 25/-	Rs. 55/-

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	Faisal Town, Model Town, Muslim Town, Sadr Cantt., Allama Iqbal Town, Main Sanda Road, Johar Town	Commercial Basement Other floors	Rs. 15/- Rs. 25/-	Rs. 30/- Rs. 55/-
	Ferozpur Road, Davis Road, Baghbanpura Main Samanabad Other areas	Residential Basement Other floors Commercial Basement Other floors Commercial Basement Other floors Residential Basement Other floors Commercial Basement Other floors Residential Basement Other floors Commercial Basement Other floors Residential Basement Other floors	Rs. 10/- Rs. 20/- Rs. 15/- Rs. 25/- Rs. 15/- Rs. 25/- Rs. 10/- Rs. 20/- Rs. 12/- Rs. 15/- Rs. 08/- Rs. 10/- Rs. 12/- Rs. 22/- Rs. 12/- Rs. 15/-	Rs. 20/- Rs. 45/- Rs. 25/- Rs. 55/- Rs. 25/- Rs. 40/- Rs. 15/- Rs. 35/- Rs. 20/- Rs. 25/- Rs. 20/- Rs. 35/- Rs. 20/- Rs. 30/-
5.	Quetta	All areas		
6.	Other cities	All areas as per assessment of Pak PWD		

2. The above rates are subject to the following conditions: -
- i. 25% extra rent will be admissible for high rise centrally air conditioned buildings at all cities.
 - ii. The revised rates will be applicable with immediate effect including fresh cases of hiring subject to the conditions laid down.
 - iii. Cases of buildings/houses already hired and qualifying for increase in rent on the expiry of lease will be processed and decided in accordance with the prevailing instructions of the government.
 - iv. Cases of buildings proposed to be hired beyond prescribed enhanced rate will be continued to be referred to Finance Division (Regulation Wing) through FA's Organization after completion of all procedural formalities as per Finance Division's O.M. No. 8(68)R-14/83-2001-452, dated. 18.10.2001 (Annex-I).

v. Preconditions for hiring of commercial buildings and residential houses are at Annex-II.

3. This issues with the concurrence of Finance Division vide their u.o. No. 4(7)R-14/2/2007-87/S/FS, dated. 31.01.2017.

(Falak Sher Virk)
Deputy Secretary (Estate)
Ph. 051-9209192

1. President's Secretariat, Islamabad.
2. Prime Minister's Office, Islamabad.
3. National Assembly Secretariat, Islamabad.
4. Senate Secretariat, Islamabad.
5. Wafaqi Mohtasib Secretariat, Islamabad.
6. All Ministries/Divisions, Islamabad.
7. Press Information Department, Islamabad.

Copy for information :-

- i. PS to Secretary, Housing & Works, Islamabad.
- ii. APS to Joint Secretary (Admn), M/o Housing and Works, Islamabad.
- iii. DG Pak PWD, Islamabad.
- iv. DFA (Works), Islamabad.
- v. All officers of the Estate Wing, M/o Housing & Works, Islamabad.
- vi. The Estate Officer, Estate Office, Islamabad.
- vii. Network Administrator, M/o Housing & Works, Islamabad with the request to upload the notification on the website of this Ministry for convenience.


Deputy Secretary (Estate)

GOVERNMENT OF PAKISTAN
Finance Division
(Regulation Wing)

PROF. 3(69) 14/83/2001-452

OFFICE MEMORANDUM

Islamabad, the October 10, 2001

Subject: HIRING OF PRIVATE PROPERTIES FOR OFFICE ACCOMMODATION BY THE FEDERAL GOVERNMENT

The undersigned is directed to refer to the instructions issued by the Finance Division through its O.M. No.F.6(69)k. 14/83-930/99, dated 30-08-1999 and subsequent O.M. No.F.8(69)R. 14/83, dated 24-01-2000 on the above subject and to state that it has been observed that Ministries/ Divisions/ Departments/F.A. Organizations are not following the instructions in letter and spirit. Instances have come to the notice of Finance Division where certain Ministries/ Divisions/ Departments have entered into lease agreements to hire private buildings on exorbitant rent rates in disregard of the laid down instructions and without seeking prior approval of Finance Division (Regulation Wing). In many cases when steps to enforce instructions in such cases were asked to be taken by the Division, the owners of the premises went to Courts of Law for implementation of the already executed lease agreement, situations of which were endorsed by our F.A. Organization. It is placed the Government in an embarrassing position.

Ministries/ Divisions/ Departments are accordingly once again requested to strictly follow the above instructional procedure and not to enter into any lease agreement with a private party involving higher rental rates than the permissible ones, without prior permission of Finance Division (Regulation Wing). In future, no approval will be granted by the Finance Division (Regulation Wing) to such type of lease agreements and the officers responsible for violating the procedure will have to face the consequences.

In future cases of initial hiring as well as subsequent increase in rent beyond the prescribed limit should be forwarded to Finance Division (Regulation Wing) with the approval of Secretary Incharge of the Ministry/Division concerned through respective F.A. Organization supported by the following documents:

- i) Consent of the owner.
- ii) Statement of space entitlement along with details of existing and sanctioned requirements of officers/officials duly approved by Works Division as per their letter No.1094/F.A. dated the 17th August, 1971.
- iii) Hiring particulars on the Standard Format duly signed by Grade-20 officer or equivalent with complete entries.
- iv) Assessment Certificate issued by Pak-PWD in accordance with special provisions of the premises.
- v) Authentic copy of the map of the premises in question.
- vi) Copies of previous lease agreements in cases of enhancement.
- vii) Self-contained note along with specific recommendations of F.A. concerned. Remarks supporting or otherwise of the case should also be recorded.

It may please be noted that in future incomplete proposals missing any one of the above documents and received without specific views/justifications of F.A. concerned would not be entertained and returned at initial stage without examination.

This issues with the approval of competent authority.

Sd/-
(Mr. Sikandar Iqbal)
Deputy Secretary (R.I.V)

22/10/2001

All Ministries/Divisions/Departments/F.A's Organization

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**PRE-CONDITIONS OF HIRING COMMERCIAL BUILDING AND
RESIDENTIAL HOUSES FOR OFFICE ACCOMMODATION**

The revised rental rates for hiring of Commercial Buildings and Residential Houses at Islamabad and other specified stations are subject to the following pre-conditions: -

- i). The building or part thereof must have independent approach.
- ii). Adequate toilet facilities should be available within the building, being hired.
- iii). Partitioning of halls according to the requirement of the hiring department, shall be done by the owner.
- iv). The building or Portion thereof being hired shall be provided with separate meters for gas, electricity and water by the owner.
- v). The building or portion thereof being hired should have been constructed according to the structural/architectural drawing approved by the agency concerned.
- vi). The building or Portion thereof being hired shall have independent underground as well as over head water storage arrangement.
- vii). In case of more than two storeys, facility of operational lift with operator will be provided by the owner.
- viii). Marble of Mosaic/Mosaic tiles with white cement in floors.
- ix). Aluminum or Teak wood frames and teak veneered/paneled shutters in doors and glazing in windows.
- x). Fly proofing having used the same material as for doors/windows.
- xi). Concealed wiring, fancy fittings and tube lights, fans and power points in all rooms.
- xii). Gas installations including boilers and heaters in all rooms.
- xiii). Oil bound distemper/plastic emulsion paint inside, show-com/weather shield/any permanent finish outside.

(Fayyaz-ul-Haq)
Section Officer (Policy)
