



SERVICES & GENERAL ADMIN: DEPARTMENT
(CIVIL ESTATE OFFICE)

Dated Quetta, the 23rd November, 2020.

NOTIFICATION.

No. CEO (S&GAD)1-10/Rule/2020/01-50 In exercise of the powers conferred by rule 45 of the Fundamental Rules, 1922 the Government of Balochistan is pleased to make the following Rules for the allotment of residential accommodation situated at Hanna Road Sector G-8/4, Islamabad, to the Civil Servants belonging to the Balochistan Province, namely :-

1. **SHORT TITLE AND COMMENCEMENT.** (1) These rules may be called the Balochistan Residential Accommodation in Sector G-8/4, Islamabad (Procedure for Allotment) Rules, 2020.

(2) They shall come into force at once.

2. **DEFINITIONS.** In these rules, unless there is anything repugnant in the subject or context :-

- (a) "Accommodation" means residential accommodation owned by the Balochistan Province at Islamabad;
- (b) "Allottee" means a Government servant in whose favour a residential accommodation out of the Estate Office pool is allotted;
- (c) "Allotment" means a Local or Domicile serving (active) civil servant belonging to this Province having in possession of valid Local or Domicile Certificate issued by the respective Deputy Commissioner and posted in Islamabad/Rawalpindi;
- (d) "Committee" means the House Allotment Committee constituted by the Chief Secretary under rule 5 (1);
- (e) "Competent Authority" means the Chairman House Allotment Committee;
- (f) "Estate Officer" means Civil Estate Officer as mentioned under rule 5 (2);
- (g) "Government" means the Government of Balochistan; and
- (h) "Government Servant" means a Civil Servant eligible for allotment of residential accommodation at Islamabad.

3. **ELIGIBILITY.** The Government Servants belonging to Balochistan Province and posted at Islamabad/Rawalpindi on transfer or on deputation as well as Federal Employees having valid Local or Domicile Certificate of any of the Districts of this Province issued by the concerned Deputy Commissioner of the District of the Province, at the time of submission of application (as per Form-A, appended with these rules) for allotment of residential accommodation, shall be eligible for allotment of accommodation (against reserved quota), with the condition that the employees of Federal Government, having local/domicile of Balochistan, shall get their local/domicile certificates verified from the concerned districts, otherwise such employees shall not be considered for allocation of accommodation:

Provided that in case both husband and wife are in Government Service and posted at Islamabad/Rawalpindi, only one of the spouse shall be eligible for allotment of the accommodation:



Provided further that those employees of the Services & General Administration Department, Government of Balochistan, who belong to other Provinces and working/posted in the Balochistan House Islamabad & G-8/4 flats are also eligible.

4. **CLASSIFICATION OF RESIDENTIAL ACCOMMODATION AND ENTITLEMENT.**

(1) The entitlement of a Government Servant for allotment of accommodation at Islamabad shall be as under :-

Entitlement

Sr.No	Type of Accommodation	Entitlement
(i)	Family Suite	Officers of B-17 and above
(ii)	Bachelor Flat/Hall	Officers/Officials of B-01 to B-16

Quota/Allocation

- | | |
|------|--|
| (i) | 90% quota reserved for provincial government employees who are on deputation/posted at Islamabad/Rawalpindi. |
| (ii) | 10% quota reserved for Federal Employees who are belonging to Balochistan Province and posted at Rawalpindi/Islamabad. |

(2) A Government servant shall be eligible for a residential accommodation as per entitlement mentioned in rule 4 (1) above:

Provided that nothing contained in this rule shall debar a Government servant from the allotment of an accommodation inferior than the one to which he is entitled if such Government servant has no objection to allotment of such inferior accommodation.

5. **ALLOTMENT COMMITTEE.** (1) There shall be a House Allotment Committee constituted by the Chief Secretary, consisting of a Chairman and four members.

(2) The Civil Estate Officer in the Services & General Administration Department shall act as Secretary of the Committee and perform such functions as determined by the Committee.

(3) The Committee shall meet as and when required.

6. **ALLOTMENT.** (1) Subject to the availability of accommodation, at Islamabad a Government servant may be allotted a Residential Accommodation by the Competent Authority, in accordance with the provision of these rules and in order of merit assigned to him/her by the Civil Estate Officer;

(2) The allotment order, after having approved by the Competent Authority, shall be issued under the signature of Civil Estate Officer;

(3) The appeal against the decision of Chairman Housing Allotment Committee shall be made to the Chief Secretary Balochistan who may pass such orders as he deems fit under the Rules;

7. **PROCEDURE FOR ALLOTMENT.** (1) A Government servant eligible for allotment of residential accommodation under these rules, may make an application addressed to the Chairman House Allotment Committee for allotment of residential accommodation through proper channel and shall invariably enclose copy of his/her local/domicile certificate as mentioned in rule-3 above and the Civil Estate Officer shall give an acknowledgement receipt to the applicant/Government servant as per Form-B, appended with these rules.

(2) Applications received under sub- rule 7 (1) shall be entertained by the Civil Estate Officer and the names of the applicants shall be entered in the appropriate waiting list, to be maintained for the purpose in the order in which the applications are received.

(3) The competent authority shall pass order of allotment on the basis of "first come, first served" basis and his/her orders shall not be challenged by any authority.

8. **OCCUPATION AND VACATION.** (1) On receipt of the allotment order from the Civil Estate Office, an allottee shall take over possession of the accommodation from Assistant Comptroller G-8/4 Islamabad within 10 days of allotment and sign a receipt for all fixtures and fittings;

(2) The Assistant Comptroller G-8/4 Islamabad shall send the occupation report to the Civil Estate Officer in triplicate within three days of occupation;

(3) On vacation the allottee shall hand over possession of the accommodation to the Assistant Comptroller G-8/4 Islamabad and obtain a receipt in duplicate which shall include an inventory of the fixtures and fittings available in the



house. The allottee shall send one of the receipts to the Civil Estate Officer for necessary action. This will however not absolve the Assistant Comptroller G-8/4 of his/her responsibility of sending a vacation report to the Estate Office within three days of the vacation of the house;

(4) The allottee shall be liable to pay rent for the period upto the date of handing over possession to the Assistant Comptroller G-8/4 Islamabad and for any loss fixtures and fittings for any damage caused to the building beyond normal wear and tear, the cost of which will be recovered from him;

(5) In case an allottee vacates the residential accommodation without giving its possession to the Assistant Comptroller G-8/4 Islamabad, the list of missing, damaged or destroyed fixtures and fittings prepared by the said office shall be final.

9. CANCELLATION (1) The allotment of an accommodation to a Government servant is not transferable. If an allottee or his family do not ordinarily reside in the accommodation allotted to him and allows other person to live in the house without permission of the Civil Estate Officer, it may be deemed to have been transferred by the allottee and the allotment shall be liable to cancellation;

(2) The allottee shall pay rent at the prescribed rate regularly every month. If he does not pay the rent for three consecutive months, the allotment order shall stand cancelled;

(3) Exchange of accommodation between two allottees can be made with the prior permission of the Competent Authority;

(4) If it is proved that an allottee has sublet the accommodation, the Civil Estate Officer shall with the approval of the competent authority cancel the allotment and report the matter to the head of allottee's department, who shall take disciplinary action against him/her under the relevant Rules;

(5) In the event of the death of an allottee the Accommodation shall be vacated by the widow of the allottee on the expiry of IDDAT period i.e. 4 months. In case there is no widow, by his family after the expiry of two months;

(6) In the event of dismissal, removal, termination, resignation, transfer and retirement the accommodation shall be vacated within two months;

(7) If further retention of the accommodation is required for the completion of the education of the children in the event of death, resignation, retirement or transfer of an allottee, permission may be granted to retain the accommodation on payment of normal rent not exceeding six (6) months, at the discretion of house allotment committee;

(8) An allottee proceeding on leave preparatory to retirement may retain residential accommodation for the period of leave preparatory to retirement and two (2) months beyond that;

(9) When an allottee who is dismissed, removed, terminated or compulsorily retired from service, files an appeal under the relevant rules to the competent authority against the orders of dismissal, removal, termination or compulsory retirement; he/she may retain the accommodation on payment of normal rent as long as his appeal is not disposed off.

(10) A Government servant who is allotted an accommodation he/she and any member of his/her family shall abstain from all actions which are likely to cause a nuisance. If his/her behavior or that of any of family member or trouble in the locality, the Civil Estate Officer shall cancel his/her allotment. Keeping of pets or cattle in the Government colonies may be treated as nuisance in terms of this rule if it causes offence, harm or trouble to residents of the colony;

(11) In case an Accommodation is occupied unauthorizedly or retained unauthorizedly, action may be taken against the defaulter under the Efficiency and Disciplinary Rules and the Civil Estate Office shall charge and recover penal rent as defined in rule 10 from the occupants for the period of unauthorized occupation/retention and take steps to evict him expeditiously;

(12) In order to expedite his eviction, Civil Estate Officer may also take the following action:-

- (a) May lodge FIR in the concerned Police Station against him/her (if required);
- (b) Disconnect water and electricity supply;



- (c) Disqualify him/her from allotment of Government accommodation for a specified period not exceeding two years and report to the head of officer to take Disciplinary action against him/her on the charges of "Misconduct" under intimation to the Services and General Administration Department, Government of Balochistan.

10. RENT RATE & PROCEDURE FOR RECOVERY. (1) The rent of the accommodation allotted to a Government Servant, shall be the amount fixed by the Government (Pakistan/Balochistan) as House Requisition Allowance/Ceiling Allowance or House Rent alongwith 5% maintenance cost in respect of BPS-16 & above as per Rules/Policy framed from time to time; **OR**
The allottee shall pay the rent as mentioned above of the Accommodation, to the Assistant Comptroller G-8/4 Islamabad under proper receipt on monthly basis;

(2) In case of unauthorized occupation/retention of Government accommodation, penal rent should be charged which may extend to ten times of the normal rent. Such occupant may also be ejected forcibly;

(3) Other charges such as electricity, Gas and Water conservancy etc, shall be paid directly by the allottee to the relevant Authorities/ Institutions and furnish a copy of the said bills to the Assistant Comptroller G-8/4 Islamabad.

11. NO DEMAND CERTIFICATE. When a Government servant is transferred, retired, dismissed, removed or terminated vacate the Accommodation allotted to him, the Assistant Comptroller G-8/4 Islamabad may issue the "No Demand Certificate" within two months of the demand for such a certificate by the allottee from the date of event come to the notice.

12. RULE ARE IN ADDITION TO. These rules shall be in addition to and not in derogation of any instructions or orders issued by the Government from time to time or which hereafter be issued.

13. REPEAL AND SAVINGS. (1) The Residential Accommodation in Sector G-8/4, Islamabad (Procedure for Allotment) Rules, 2003, are hereby repealed.

(2) Notwithstanding anything contained in these rules, all allotments made, orders passed, proceedings commenced and actions taken under the rules repealed in sub-rule (1) shall be deemed to have been validly done, made, passed, commenced and taken, as if this rule was enforced on the day on which such thing, action or order was done, taken or made.

**BY ORDER OF
GOVERNOR BALOCHISTAN**

CHIEF SECRETARY

No. CEO (S&GAD)1-10 Rule/2020/

Dated Quetta the 23/ 11 /2020

Copy forwarded for information to :-

1. The Registrar, Hon'ble High Court of Balochistan, Quetta.
2. The Senior Member, Board of Revenue, Government of Balochistan, Quetta.
3. The Additional Chief Secretary (Development) Government of Balochistan, Quetta.
4. The Chairman BPSC/BDA/CMIT Balochistan.
5. The Principal Secretary to Governor Balochistan, Quetta.
6. The Principal Secretary to Chief Minister Balochistan, Quetta.
7. All Administrative Secretaries, Government of Balochistan, Quetta.
8. All Heads of Attached Departments, Government of Balochistan, Quetta.
9. The Director General Public Relation (DGPR) Quetta.
10. The Chief Printing Press, Quetta, with the requested to publish the Notification in the Extra Ordinary Gazette of Balochistan and supply 100 copies for official use in this department.
11. All Deputy Commissioner in Balochistan.
12. The Private Secretary to Chief Secretary/Secretary S&GAD/All Members.
13. The P.S to Advocate General Balochistan, Quetta.

GOVERNMENT OF BALOCHISTAN
(NISAR AHMED ZEHRI)
CIVIL ESTATE OFFICER, S&GAD
GOVERNMENT OF BALOCHISTAN

FORM 'A'

(See rule 3)

**APPLICATION FORM FOR ALLOTMENT OF
GOVERNMENT RESIDENTIAL ACCOMMODATION AT G-8/4 ISLAMABAD.**

GOVERNMENT OF BALOCHISTAN, CIVIL ESTATE OFFICE

No. _____

Date of issue: _____

1. Full name (in Block letters). _____
2. Designation/Department. _____
3. National pay scale & pay. _____
4. Date of joining at Islamabad/Rawalpindi. _____
5. Whether owns residential Accommodation at Islamabad/Rawalpindi. _____

6. Whether married or single. _____

Certified that the information given above is correct to the best of my knowledge and belief. I agree to abide by the rules framed or which may be framed by the Government for Allotment of residential accommodation.

If Government residential accommodation is allotted to me, I under take not to sublet the same.

Signature of the Applicant. _____

Forwarded to the Civil Estate Officer, Government of Balochistan Services and General Administration Department, this application is substantially correct.

SIGNATURE / DESIGNATION
OF THE HEAD OF THE
DEPARTMENT

FORM "B"

(See rule 7)

ACKNOWLEDGEMENT.

Received application of Mr./Ms. _____

dated _____ the date of the applicant has been entered in

_____ category at serial No. _____.

**CIVIL ESTATE OFFICER
S&GAD.**