RULES GOVERNING ALLOTMENT OF HOUSES IN POF RESIDENTIAL ESTATE WAH CANTT

There have been frequent changes in the allotment rules of POF accommodation and accordingly, it has been considered imperative to compile and consolidate all such rules for information of employees. The following allotment rules and notified which will deal with all aspects of POF accommodation: -

2. AUTHORITY FOR ALLOTMENT

- i. Allotment of all types of houses will be made by Estate Officer.
- ii. Allotment of private concerns will be made under the orders of the Director Admin.
- iii. Deviation from the procedure laid down in these rules, where considered necessary on administrative grounds, will be authorized under the orders of the Chairman, POF Board.

3. ENTITLEMENT

- i. In order to streamline the allotment procedure in conformity with Pakistan Allocation Rules. 1993 published Vide S.R.O No. 1006/1/93 dt. 20-10-93. The competent authority has approved the following Allotment Rules in POFs.
- * ii. The residential accommodation shall be categorized into 08 categories related to the grades as under: -

<u>Sr. No</u> .	B.S. NO .	Entitlement at Wah Cantt	Entitlement at SJL and HVN
1.	20 & 21	A or Category I	A or Category I
2.	19	B or Category II	B or Category II
3.	18	C or Category II	C or Category II
4.	16 & 17	D or Category III	D or Category III
5.	11-15	E/EV or Category IV	E or Category IV
6.	07-10	F/FV or Category V	F or Category V
7.	06	HC	G or
8.	01-05	G/H	Category VI

- iii) The above revised entitlement of various categories of POFs employees will be effective with effect from 10-8-1994.
- iv) The employees already allotted higher accommodation according to policy in vogue before 10th August 1994 will not be disturbed.

^{*}Authority vide D.O Pt-I No. 178 Dt. 10-8-1994.

4. MODE OF ALLOTMENT

i. **A-Type Bungalows**

A types bungalows will be allotted to grade 20-22 and equivalent officers. In case the officers in relevant grades are not available for allotment then the left over bungalow will be allotted to officers of Grade 19 on the basis of their combined seniority.

ii. B&C Type Bungalows

The allotment of B/C type bungalows shall be made to Grade 19-18 officers and equivalent grade from the date of their entitlement. In case the entitled officers in grade 19-18 are not available for allotment of B-C type bungalows or equivalent grades either in POFs. Then the allotment of left over bungalow will be made to Grade-17 POFs officers on the basis of their combined seniority.

iii. D Type Bungalows

D type bungalows will be allotted to grade 16-17 and equivalent officers. The allotment of these bungalows shall be regulated through two separate panels of seniority. One panel will contain the seniority of Grade 17 officers and the second panel will comprise the seniority of grade 16 officers. Allocation of bungalows to both the panels will be made equally i.e. one bungalow to each panel in cyclic order.

* iv. **Quarters**

E/EV, F/FV, G/H type quarters shall be allotted to entitled categories as indicated in para-3 (ii) above. Allotment of qtrs will be made strictly in accordance with the seniority list maintained for each type of accommodation as elaborated in para-30. However, a limited number of G/H type qtrs will continue to be allotted to category IV and V as compensation for shortage of their entitled accommodation.

5. Single Persons

Unmarried employees will be allotted single accommodation in singlemen Barracks. Single officers will be allotted single accommodation in ND House / GM House and other officers messes established by the management. Female employees will be eligible for allotment of qtr irrespective of their martial status.** Moreover unmarried sons of the retired/medically boarded out/deceased POFs employees will be allotted accommodation provisionally subject to condition that they will keep their parents / dependents brothers/sisters with them. If he is detected residing single, his allotment will be cancelled forthwith.

^{*} Sub clause iv be inserted vide D.O Pt-I No. 161 dt. 14-3-1983

^{**} Added vide D.O.Pt-I No. 20, dt. 04-9-84

6. RULES FOR ALLOTMENT OF ACCOMMODATION TO PRIVATE CONCERNS

All Allotment to private concerns will be made under the order of Director Administration at Wah Cantt,*MD POF Havelian and MD POF Sanjwal at their respective stations on the following conditions: -

- i. Market rent and allied charges will be paid in advance by the allottee.
- ii. Market rent will always remain subject to revision at any time without any notice and the allottees will be responsible to pay it with retrospective effect if necessary.
- iii. The 2 months rent will be deposited in advance with AM/Finance as security money. This will be refunded to the allottee on clearance of outstanding dues.
- iv. Allottee will abide by all rules and regulations and other instructions issued from time to time in regard to allotment.
- v. The allotments will be purely temporary subject to vacation on one month's notice.
- vi. In case of non-payment of rental dues, Estate Officer will be empowered to cancel the allotment and eject the allottee from the allotted house.
- vii. The house or any portion thereof will not be sublet by the allottee. Infringement of this rule will render the allottee liable to ejectment from the qtr.
- viii. The house will not be used for purpose other than for which allotted.

7. ALLOTMENT OF HIGHER / LOWER TYPE OF ACCOMMODATION

- i. An employee may be allotted accommodation of a class higher than the one he is entitled to, if there is none on the waiting list of that class and if he is prepared to pay the minimum rent payable by a Govt. servant entitled to that class of accommodation.
- ii. "An employee may be allotted accommodation of a class lower to the class to which he is entitled, provided he is willing to accept that class of accommodation on payment of normal rent & ** he fore goes his claim for entitled accommodation permanently".

8. <u>HIRING OF HOUSE OF EMPLOYEES BY POFS</u>

If a Government Servant, who is eligible for allotment of govt. accommodation by Estate Office, own a house or his / her spouse or one or more of his dependent children own a house in Wah Cantt, he may be allowed to live in such a house as if that house was on Estate Office pool and had been allotted to him as his official residence. In that event, house rent payable to him will be restricted to the maximum rent of class of entitlement or the assessed / computed rent of the house which ever is lower.

^{*} Authority: Chief Admin Officer's letter No.5001/25/SFA Coord, dt. 3-10-1983

^{**}Authority: Added at the end of Sub clause ii vide D.O Pt-I No. 161 Dt. 14-3-1983

9. RETENTION OF HOUSES

An employee can retain Govt. accommodation during LPR and *six months thereafter on payment of normal rent. No further extension in such cases will be allowed and the individual will be liable to ejectement thought suitable means in addition to charging of market rent for the period involved. However, Chairman, POF Board can approve further retention of the qtr on extreme compassionate grounds.

- i. In the event of death of an allottee the family of the allottee shall be entitled to retain the accommodation, including accommodation occupied on self-hiring basis, under Rule-8 for a period not exceeding one year, on payment of normal rent.
- ii. In the event of the dismissal, removal, resignation, transfer or retirement the allottee shall be entitled to retain the accommodation, including accommodation occupied on self-hiring basis under Rule-8 for a period not exceeding 06 months, on payment of normal rent.
- ii. An officer of Basic Pay Scale 21 & 22 who opts to retire voluntarily after he has completed 25 years of service qualifying for pension shall, on his retirement as such, be entitled to retain the accommodation already provided to him by the Govt., including the accommodation occupied by him on self hiring basis, under Rule-8 until he attains the age of 60 & half years, on payment of normal rent, in case of death of such retired officer during the course of retention by him, his family shall be entitled to retain the house for the remainder period.
- iii. An allottee who proceeds on leave exceeding six months or joins a training course within or outside Pakistan, may retain the accommodation for the entire period of his leave or training course or for a maximum period of two years, whichever is less, on payment of normal rent.
- iv. The above orders will be effective w.e.f 01-10-1992. However following cases will also be covered under above orders:
 - a. Those employees who have retired and are availing two months retention allowed under previous Rules will continue to hold accommodation upto 06 months from the date of retirement on normal rent.
 - b. Employees who have retired from service and are in occupation of Govt. accommodation on market rent, in the manner indicated here under: -

i) Normal rent 02 months from date of retirement.
 ii) Market rent The period w.e.f the date of expiry of 02 months till 30-9-1992

iii) Normal rent The period from 01-10-1992 till the completion of 06 months w.e.f their date of retirement.

^{*} In place of 02 months vide D.O Pt-I # 178, dt. 29-7-1999

- c. Employees transferred from Wah Cantt to POF Sanjwal/Havelian and vice versa will continue to retain accommodation till they are offered accommodation on these stations.
- d. Widows of employees who are retaining the accommodation during "Iddat" will continue to retain accommodation upto one year from the date of death of her husband on normal rent.
- e. The widows who are in occupation of accommodation on market rent will be charged as under: -

i) Normal rent Upto 04 months 10 days period.

ii) Market rent Period w.e.f the date of expiry of "Iddat" to

30-9-1992

iii) Normal rent The period from 01-10-1992 till the

completion of period of one year from the

date of death of their husbands.

- v. The cases of employees/widows who have already vacated the accommodation upto 30-9-1992 will not be re-opened.
- vi. The employees / widows staying beyond the authorized period will be charged *Local Market rent.

9. a) PROVISION OF GOVERNMANT ACCN TO PERSONS APPOINTED ON CONTRACT.

** Contract employees shall be allotted accommodation as per approval of Chairman POFs Board.

10. OCCUPATION AND VACATION

- i. On receipt of an allotment letter from the Estate Office an allottee shall take over possession of the accommodation from the Estate Office within *** 07 days of allotment and sign a receipt for allotment and sign a receipt for all fixtures and fittings failing which the offer shall be treated as cancelled.
- ii. The Estate Office shall send the occupation / vacation return to COFA rent section on monthly basis.
- iii. On vacation, the allottee shall hand over possession of the house to Estate Office and obtain a receipt thereof, which include an inventory of the fixtures and fitting (B.D Voucher) available in the house.

The allottee shall be liable to pay rent and other service charges electricity, water and Sui gas etc., for the period up to the date of handing over possession to the Estate Office and for any loss of fixtures and fittings and for any damager caused to the building beyond normal wear and tear the cost of which will be realized from him.

^{*} Replaced by penal rent w.e.f. 16-4-2002 vide D.O.Pt-I No. 142, dt. 13-5-2002.

^{**} Authority vide D.O Pt-I No. 178 Dt. 29-7-1999.

^{***} Substitute for 10 days vide D.O.Pt-I No. 667, dt. 03-11-86

11. UNAUTHORIZED OCCUPATION OF QTRS.

- i. No one will occupy Govt. qtr without proper allotment orders from the Estate office. Persons occupying a house without proper allotment order in their names will be treated unauthorized occupants and Estate Officer will be empowered to eject them through suitable means in addition to charging them market rent of qtr.
- ii. Persons found living in the qtr, the allottee of which is absconding or has been discharged from service for any reason whatsoever will be charged market rent of the qtr from the date of discharge of allottee in addition to rent and Barrack Damage charges outstanding against the allottee and ejectment from the qtr. He will have no claim for allotment of the said house.
- iii. The allottee whose allotment is cancelled for infringement of allotment rules or on disciplinary grounds will be treated unauthorized occupant with effect from the date specified in the letter of cancellation and will be liable to be charged market rent with effect from the same date in addition to ejectment from the qtr.
- iv. Allottee will also ensure that persons discharged form service being undesirable is not accommodated for any reasons in their qtrs. Such persons will vacate their accommodation within seven days. Non- compliance of these orders will render them liable to disciplinary action in addition to cancellation of their allotments as well.
- v. In case a qtr is locked for a considerable period or it is known to persons living in the adjoining qtrs. that the allottee has absconded or left the Station forever, men who will inform Estate officer to this effect, will immediately enquire into the matter and will take over the qtr through security / police.

11. (a) REGULARIZATION OF OVERSTAYED BILL PERIOD

- i. * Prior approval of chairman POFs Board/Director Admin will have to be obtained for retention of accommodation beyond authorized period by an Ex-employee.
- ii. In future no ex-post facto sanction for retention of accommodation beyond authorized period will be granted whatsoever the reason may be.
- iii. All such individual who fail to vacate Government Accommodation after expiry of authorized retention period shall be liable to be ejected from government accommodation forcibly and shall pay market rent for the period of over- stayed involved, if any.

^{*} Authority D.O.Pt-I No. 619, dt. 06-10-1982

12. SUBLETTING

- i. Accommodation shall not be sublet by the allottee nor it shall be used for any business or profession. If it is proved that an allottee has sublet the accommodation, the Estate Officer shall cancel the allotment and report the matter to the Head of allottee's department, who will take disciplinary action against him under rule 16-A of the Govt. servants conduct Rules * and allottee will render himself to a major penalty.
- ii. An employee found guilty of subletting shall be debarred from allotment of accommodation permanently.
- iii. An allottee of a family accommodation shall not live single and in case he is not in a position to keep his family with him for four months or more he shall surrender such accommodation tot the Estate officer.

13. RESERVATION OF HOUSE

- i. Residential accommodation of all types in the Estate will not be reserved for any purpose for more than 15 days. Where there is an anticipated requirement of accommodation within next three months to accommodate new arrivals or men of any particular Factory/ Group, reservation of minimum number of houses may be made by the Chairman POFs Board.
- ii. In case some accommodation is reserved for some officers/officials on their request vide Rule 13 of Allotment Rules-1982 then the officers/officials shall pay the normal rent of that accommodation alongwith allied charges, Sui Gas charges upto the date it is not allotted to next incumbent.

14. CAUSING OF NUISANCE AND KEEPING OF PETS

i. **An employee who is allotted an accommodation he and his family members shall abstain from all action which are likely to cause a nuisance. If his behavior or that of any of his family members of any person living with him causes a nuisance or trouble in the locality, the Estate Officer may cancel his allotment or shift him elsewhere. Keeping of pets or cattle in the govt. Colonies may be treated as nuisance in terms of this rule if it causes some offence to harm the residents of the colony.

^{*} Added vide D.O Pt-I No. 161 dt. 14-3-1983

^{**} Added vide approval of Chairman POF Board.

15. SHIFTING FROM DEHIRED HOUSES.

On de-hiring of a house the employee shall be shifted to equivalent flat type accommodation. However, if he falls in seniority, then he will be shifted to detached type of house of the category in which he falls in seniority.

16. OUT OF TURN ALLOTMENT.

Out of turn allotment will be made on compassionate grounds to sons/daughters/wives/husbands of retired/deceased POFs and allied deptts. Serving employees in the following manners: -

A) <u>DEATH AND BOARDED OUT CASES.</u>

* Son/daughter/wise/husband of an employee who dies while in service would be allotted accommodation in the occupation of family by respective Estate Officer of Wah Cantt, Havelian and Sanjwal on recommendation of Heads of the departments subject to entitlement.

B) **RETIREMENT CASES**

- i) The qtr of retired employee shall be transferred to his/her serving son-daughter-wife-husband provided accumulative service father, husband, wife and son is ** 40 years in case of Wah Cantt and 35 years in case of POF Sanjwal and Havelian. In case the serving on/daughter/wife/husband is not entitled to the house in the possession of retiring employees then house of entitlement will be allotted. The above amendment is effective w.e.f 05-12-1998.
- ii) In case a retired employee is widow the accumulative service of both should be 35 years.
- *** iii) 100% of the Army service will be counted towards above calculation.
 - iv) The service of son/daughter/wife/husband and retired employee will be counted upto the date of SOS of retired employees.
 - v) The above transfer shall be subject to the following conditions:
 - a) The retired, deceased, medically boarded out employee or any members of his family does not have any house/plot at the Station or has not sold out/transferred plot/house at Wah Cantt after allotment.

ii. Khabarnama No. 92, dt. 19-12-1998 & substituted 44 years vide D.O. No. 141 dt. 21-6-1999.

^{*} Authority: Khabarnama No. 30, dt. 24-4-2004.

^{**} Authority: -i. D.O Pt-I No 5. dt. 11-1-1993

^{***} Authority: - 66% substituted by 100% vide Khabarnama No. 92, dt. 19-12-98

- b) The retiring /deceased, medically boarded out employee's real blood relation such dependent son unmarried daughter/wife is not allottee of any type of accommodation at Wah Cantt.
- c) The retiring/medically boarded out employee and wife or husband of deceased employee shall indicate in his/her application as to which son/daughter should be transferred house.
- d) The prospective allottee will undertake to keep his presents with him. In case he does not keep parents with him, then the qtr will be cancelled forthwith.
- e) The transferee (in case he is son/daughter) will undertake that his mother is not a factory employee and has not been allotted any accommodation.
- f) In case accommodation is transferred on compassionate grounds, then any other member of family will not be entitled to accommodation on seniority. (Family means Government servant's spouse, legitimate children, step children and includes his parents sisters and minor brothers if residing with and wholly dependent upon him).
- g) Married serving daughter will not be eligible for transfer of qtr. In case the retiring employee has no son, then only the married daughter serving in POF will eligible subject to undertaking at (d) above.

17. ALLOTMENT OF FLAT TYPE ACCOMMODATION.

- * i) Flat type accommodation (D, E, F & G) will continue to be allotted on optional seniority.
 - ii) Shifting from flat type to detached house (D, E, F & G) will be on service seniority on the basis of date of entitlement for the category of house.
 - iii) 1st allotment of flats shall be in 27 area and afterward shifting in 25 area will be made on optional seniority.
- ** iv) All the employees who will accept the Flat type accommodation will be given a chance to shift to Single storeyed accommodation if available, subject to the condition that he stands senior to employees on the waiting list maintained by Estate Office for said type of accommodation.

^{*} Authority: D.O.Pt-I No. 5, dt. 11-1-93

^{**} Authority: D.O Pt-I No. 737, dt. 28-10-1987

18. <u>RETENTION OF ACCOMMODATION</u>

Competence to allow retention of government accommodation on market rent in the event of death, dismissal, removal, resignation, retirement or transfer will be as follows: -

i) Dir. Admin/MD POFs Sanjwal and MD POFs Havelian.

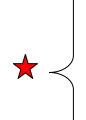
upto 03 months

ii) Chairman POFs Board

beyond 03 months

*A retiring government servant will be entitled to retain the government accommodation allotted to him after his retirement upto the date of his superannuation plus 06 months. In case the retired government servant dies during this period, this facility shall be extended to the family of the deceased for the corresponding period.

18. (a) <u>RETENTION OF ACCOMMODATION BY DEPUTAIONISTS.</u>



If POF employee proceeds on deputation abroad, he shall be eligible to retain accommodation on normal rent till he is not provided accommodation at foreign station.

POF officers/officials who proceeds on deputation to other deptts. In Pakistan shall be eligible to retain accommodation on normal rent till they are offered accommodation at the station of posting.

**If some POF employees who is deputationist does not shift on provision of accommodation by the deptt. in which he serving as a deputationist then he will not be eligible to retain the accommodation and he will be charged penal rent.

19. ENCROACHMENT

i)

ii)

iii)

- i) Estate officer will be empowered to demolish all encroachments made on Class A-I Land (active occupation of land for Military purposes Factory and residential area) after serving notice on the defaulters.
- Unmethodical and uneven growth of vegetables on class A-I land without prior permission of the Estate Officer will also be treated as encroachment and The Estate Officer will empowered to remove it. Construction of Katcha Huts / rooms outside the qtrs. if constructed by the occupants will be demolished and disciplinary action taken against such occupants.

^{**} Authority: Reconstituted/amended vide D.O Pt-II No. 5 Dt. 11-1-1993



Authority: Re-amended / replaced vide Dir Admin Approval dt. 11-11-2005.

^{*} Authority: Finance Division's (Reg: Wing)O.M. No. F-I(8) R4(89), dt. 4-12-1991

20. <u>ADMISSIBILITY OF HOUSE RENT ALLOWANCE TO GOVT.</u> <u>SERVANTS STAYING AT GOVT. HOSTELS/MESSES, REST</u> HOUSES AND SINGLE ACCOMMODATION.

- G.M. House, N. D. House (Single Suites), Sircup Mess, Officers messes, Officer Mess at House No. 36/I-B, (Officer Colony) and Officers Messes / Guest Houses POF Sanjwal and POF Havelian are declared single officers Residential Accommodation.
- ii. The Officers residing there will NOT be entitled to House Rent Allowance as they have been provided proper single accommodation according to their entitlement.

 Recovery of rent will make from them @ 5% of their pay plus allied charges.
- iii. In case two or more Officers are force to share accommodation in a Suite it will be assumed that they are not residing in entitled accommodation and will be entitled to House Rent Allowance. However, Officers will not be allowed to share accommodation at their own accord to get house Rent Allowance.
- iv. Married Officers allotted single accommodation in N.D. House, G.M. House, Sircup Mess, WIL Suites, Aslam Flats and other officers Messes will be entitled to House Rent Allowance on payment of 5% vide Ministry of Defence Letter No. 698/DS(b)/77, dt. 28-4-77 and MAG Rawalpindi letter No. AT / Mex/254/VIII, dt. 29-3-81 received under COFA's letter No. pay/2076, dt. 25-5-81.

- **20.** (a) Married officers are allotted accommodation in NDH, GMH, Sircup Mess, WIL Suits Aslam Flats and other Officer Messes. This facility to occupy bachelor accommodation by married officers is extended on adhoc/compassionate grounds. As and when entitled married accommodation is available, officers so accommodation are offered the same.
- * 2. It has been observed that officers when offered entitled married accommodation refused to accept it and desire to continue living in bachelor accommodation. Refusal to accept entitled married accommodation deprives an employee of House Rent allowance. Those who refuse entitled accommodation will therefore not be entitled to draw House Rent allowance.
- **3. It is notified for general information that an officer to whom entitled married accommodation is offered and he refuses to accept it and desires to continue living in bachelor's accommodation shall cease to be entitled to House Rent Allowance.

21. HOUSE RENT ALLOWANCE TO EMPLOYEES LIVING IN SINGLE MEN BARRACKS / ASLAM FLATS.

POF / Allied Department employees living in Single men Multi Story barracks and Aslam Flats Wah Cantt / POF Havelian & Sanjwal on single basis will be entitled to House Rent allowance. Recovery of Rent will be made from all categories of employees @ 5 % of their pay plus allied charges. This will take effect from 1-1-1998.

22. REQUISITIONING OF PRIVATE HOUSES FOR POF EMPLOYEES.

Private Houses can be requisitioned for POF employees to ease the accommodation problems subject to availability of funds. However, it has been observed that a large number of owners of private houses at Wah Cantonment have rented out their houses to the outsiders instead of making them available to POF management for their subsequent allotment to POF employees. In order to curb this tendency Station or No. 1, dt. 3-8-80 has been issued by the President Cantt Board and Station Commander that owners will not let out their houses to the outsiders in future without obtaining No Objection Certificate from POF Management, Admin Officer, POFs has been delegated specific powers vide Govt. of Pakistan Notification No. 54101/60/OF-I/A-II/3082/D-12/79, dated 8-9-78 to forcibly requisition the houses within limits of Wah Cantonment required for residential purposes of the officers, members of staff and civil workmen of POFs and the Army officers of the Allied Department. Therefore, employees may report the names of such owners who are reluctant to hire out their houses to them so that necessary action is taken under the provision of said rules.

^{*} Authority: D.O Pt-I No. 355 Dt. 12-6-1984

^{**} Authority: D.O Pt-I No.322. Dt. 24-5-1986

23. CEILING / ENTITLEMENT OF VARIOUS CATEGORIES OF EMPLOYEES REGARDING HIRING OF ACCOMMODATION.

* The Federal Government has notified the following revised rental ceilings for hiring of residential accommodation at other stations like Rawalpindi, Lahore, Quetta, Karachi, Peshawar and the same shall be applicable at Wah Cantt: -

Entitlement BPS	REVISED RENTAL CEILING	
1-2	Rs. 1190/-	
3-6	Rs. 1745/-	
7-10	Rs. 2660/-	
11-13	Rs. 3890/-	
14-16	Rs. 4920/-	
17-18	Rs. 6505/-	
19	Rs. 8490/-	
20	Rs. 10710/-	
21	Rs. 12895/-	
22	Rs. 16185/-	

The above rental ceilings will come into force w.e.f 1st July 2003. The revised rental ceilings will apply as under: -

- i. All cases of fresh hiring
- ii. Cases where the allottee / occupant is obliged to pay of difference of rent to the owner out of his own recourses. In such a case the rent may be increased upto the owners demand (indicated at the time of hiring) or the allottee / occupants revised rental ceiling, which ever is less.

^{*} Authority. D.O. Pt-I No. 207, dt. 9-8-2003.

24. PROCEDURE REGARDING PERIODICAL REPAIR /MAINTENANCE OF HOUSES REQUISITIONED BY POFS AT THE COST AND RISK OF THE OWNERS

POFs (Estate Sections) has requisitioned a large number of houses of various categories A,B,C, D and Flats in Lala Rukh and Officers Colony Wah Cantt for its employees. The periodical maintenance / repair of requisitioned houses has been posing serious problem to the occupants of these houses as the owners have always shown reluctance to carry out normal repairs as stipulated in agreements / rules. It has now been decided that periodical maintenance / repair of requisitioned houses shall be arranged by the Station Engineer in terms of Govt. of Pakistan Ministry of Defence letter No. 4/65/LH/MLEC/66/4296/D-12/75, dated, 17-11-1975 at the risk and cost of the owner, Following procedure shall be followed to carry out necessary repairs: -

- i) Station Engineer / Estate Officer will inspect the hired buildings / houses where periodical maintenance is necessitated and submit a report to Admin Officer / Dy. Dir / F.A.
- ii) The Station Engineer will prepare estimated cost of the repairs to be carried out at the risk and cost of the owner.
- iii) On receipt of the estimated cost from Station Engineer, Estate Officer will give notice to the owner in writing under a registered postal cover requesting him to execute the required work within 15 days of the receipt of the notice. A copy of the estimate prepared by the Station Engineer shall also be forwarded to the owner along with the notice. The owner shall be warned that in the even of default, the work will be entrusted to Station Engineer for execution at the cost and risk of the owner.
- iv) The total value of such work will not exceed in one year equivalent to 3 months rent.
- v) In case the owner fails to carry out the necessary repairs within stipulated period, the work shall be carried out under the arrangement of Station Engineer as "deposit work".
- vi) Dy. COFA Rent will maintain a separate head of Account of Deposit Works in respect of each house and the 3 months rent of such houses shall be deposited in "Deposit Work Account" for payment to the contractors who have executed the repair of such houses.
- vii) Station Engineer / Estate Officer will ensure that the necessary repairs are carried out within the financial ceiling i.e. 3 months rent of the each house in year.

25. POOLED GROUPS

- i) A separate pool of accommodation shall be operated for the following Departments / Sections:
 - a. POF Hospital
 - b. F.I.U
 - c. Fire Fighting
 - d. COFA
 - e. IDA
 - f. Commercial Audit
 - e. SSD
 - g. CSD
 - h. EPD & Unit
 - i. Ex-servicemen
- ii. Allocation of qtrs to the above-pooled groups shall be made keeping in view their strength and overall availability of accommodation.

26. <u>ALLOTMENT OF QTRS TO THE SONS / DAUGHTERS OF</u> DECEASED / MEDICALLY BOARDED OUT EMPLOYEES

Son / Daughter / Wife / Husband of an employee who dies while in service / medically boarded out employees would be allotted accommodation in the occupation of family by respective Estate Officer of Wah Cantt, Havelian and Sanjwal on recommendation of Heads of the department subject to entitlement and verification of facts.

27. PRIORITY IN ALLOTMENTS OF THE PERSONNEL UNDER ESSENTIAL SERVICES

The following categories come under Essential Services: -

- Officers and staff working under C.O / FIU
- ii. F.F, Staff, Fire Leader, Engine Driver and Firemen.
- iii. P.O.F. Hospital.
- iv. Gate Keeper.

28. POLICY REGARDING ALLOTMENT OF QTRS TO THE EMPLOYEES TRANSFERRED FROM SONMIANI TO POF WAH.

Following policy shall be followed: -

- i) POF employees transferred from APR Sonmiani to POF Wah will be eligible for allotment of qtr on "out of turn basis" provided they were in occupation of qtr in Sonmiani and have served APR Sonmiani and have served APR Sonmiani over 3 years.
- ii) POF employees transferred on disciplinary grounds from Sonmiani will be provided accommodation according to their seniority in accordance with existing POF rules.
- iii) POF employees transferred from Sonmiani, POFs Havelian and POFs Sanjwal to Wah in the interest of POF may be provided accommodation on compassionate grounds keeping in view the merit of each case one step down.

28.(a) ALLOTMENT OF ACCN TO TRANSFEREES FROM PROJECTS TO WAH CANTT.

* Transferees of all categories of employees from POF Havelian and POF Sanjwal will be provided accommodation at Wah Cantt one step below the type of accommodation they were having at their previous station of posting on availability provide their stay at that station is not less than 03 years.

29. ALLOTMENT OF ACCOMMODATION TO EMPLOYEES FROM HILLY AREA.

** Banned vide Chairman POFs Board Approval.

30. <u>RE-APPROPRIATION OF BUILDINGS</u>

(Extract from para 44 of MES Regulation)

- i. Re-appropriation means the use of a group of building, a building or a portion thereof, for any purpose other than that for which it was constructed. Reappropriation may be intended either for an authorized or for a special purpose. They will be dealt with as under: -
- ii. Dir-Admin will approve re-appropriation entailing no alteration and no cost made for an authorized purpose only and for a maximum period of 5 years.

^{*} Authority: - D.O Pt-I No. 427 Dt. 07-7-1982.

^{**} Authority: - Approval of Chairman POFs Board, dt. 18-10-2005.

31. <u>FIXATION OF MARKET RENT OF BUNGALOWS / QTRS / MESSES IN POF ESTATE</u>

* The market rent at the following rates will be charged from the Private bodies, corporation, Autonomous Department's unauthorized occupants of bungalows, Qtrs Messes etc and those retaining Govt. accommodation beyond prescribed entitled period as under: -

	Type of Accommodation	Rent Chargeable	
	Bungalows		
i)	A type (Cat-I)	Rs. 18311 /- per month	
ii)	B type (Cat-II)	Rs. 15264/- per month	
iii)	C type	Rs. 12208/- per month	
iv)	D type (Cat-III)	Rs. 9161/- per month	
	Quarters.		
v)	E'EV' type (Cat-IV)	Rs. 6719/- per month	
vi)	'F/FV' type (Cat-V)	Rs. 5118/- per month	
vii)	'HC' type or New G Type	Rs. 3360/- per month	
viii)	Old G/H type (Cat-IV) at Wah only	Rs. 2295/- per month	
ix)	Two room single suite at GM/MD House	•	
	Officers Mess at Sjl/Hvn & 27 Area	Rs. 4570/- per month	
x)	Single Room suite in Swat Mess, GM		
,	House or in any other Mess	Rs. 2364/-per month	
xi)	Double Suite in NDH & Officers Mess	1	
	at Sjl/Hvn	Rs. 9161/-per month	
xii)	Singlemen Barrack seat	Rs. 576/- per month	
xiii)	Servant Qtr of NDH/GHM Officers Mess	r	
,	allotted Independently by Estate Office	Rs. 1220/- per month	
xiv)	Garage when allotted independently by Estate	F == 5.	
	Office.	Rs. 919/- per month	
		1	

These rates will be effective w.e.f. 01-7-2004.

32. PROTECTION OF SENIORITY

** In case of promotion of officers, staff and workman, his seniority will continue to remain valid for one year in his previous category from where he has been promoted.

^{*} Authority: Notified vide D.O Pt-I No. 08 dt. 9-1-2012

^{**}Reconstituted vide D.O Pt-I No. 161 dt. 14-3-1983.

33. MAINTENANCE / NOTIFICATION OF SENIORITY LISTS

* Estate Office shall maintain seniority list of all employees on the basis of each category of accommodation related to grades as listed at para-32 of these rules. Thus six seniority lists will be maintained as under: -

(a)	List-1	Category-I	accommodation	(BPS-20 to 22)
(b)	List-II	Category-II	accommodation	(BPS-18 to 19)
(c)	List-III	Category-III	accommodation	(BPS-15 to 17)
(d)	List-IV	Category-IV	accommodation	(BPS-11 to 14)
(e)	List-V	Category-V	accommodation	(BPS-05 to 10)
(f)	List-VI	Category-VI	accommodation	(BPS-01 to 04)

The date of entitlement will reckon from the date of an individual is inducted or promoted in the corresponding category. Seniority roll of at least 20/30 employees in respect of list 1 to 5 and 50/100 employees in respect of list 6 will be notified in DO Pt-I for information of all concerned.

34. <u>AUTHORIZATION OF ACCOMMODATION</u>

** "All employees are eligible for accommodation".

Misc. Points.

35. SHIFTING/OUT OF TURN ALLOTMENT OF ACCOMMODATION.

In order to rationalize the existing procedure of shifting of accommodation, the following conditions will be govern shifting policy with immediate effect: -

- a) Mutual exchange of qtrs in the same category will be allowed provided none of individual seeking mutual shifting, falls in the category of retirement/transfer/discharge/resignation or move over to higher accommodation / own house within one year. However no shifting of quarters which are attractive because of its type of construction and locality shall be made hence following areas will be excluded from shifting:
 - i) 10 G Area
 - ii) 14 G Area (New Quarters only)
 - iii) 16 G Area (New Quarters only)
 - iv) 18 G Area (New Quarters only)
 - v) 22 G Area (New Quarters only)
 - vi) 19 HC & 20 HC Quarters
 - viii) 24 HC Quarters

^{*} Authority: -D.O Pt-I No. 161 Dt. 14-3-1983.

^{**} Authority: - D.O Pt-I No. 161 Dt. 14-3-1984.

^{***} Authority: - D.O.Pt-I No. 5, dt. 11-1-93.

Allottee of a H Type qtr will be eligible to shift to a similar type of qtr i.e. H or an Old G type qtr provide his stay in H type qtr is not less than four years. However, shifting from H to HC or areas mentioned in para (a) will not be allowed.

- b. Shifting in similar type of quarters would be made only once, it may be on mutual shifting.
- * c. To bring nearer to place of duty applicable to employees working in POF Gadwal/Clothing/Shot Gun/T.A/MG Factory and residing in Estate Area (1 to 25 Areas) and vice versa. (Mutual shifting from 26G, 27G to old G/H type qtrs at Wah Cantt may be allowed if allottee of Old G/H type qtr in Wah is working in POF Gadwal, MG Fy. Clothing Fy. T.A Fy. This policy will be effective w.e.f 30-1-2003.
 - d) On disciplinary grounds to un-attractive or far off locality as punitive measure for keeping peace and tranquility in the locality.
 - e) On administrative reasons, when accommodation is required by management.
 - f) Requests not covered under above mentioned conditions if otherwise pathetic and deserving would be considered by Chairman, POF Board.
 - g) Shifting permitted will be implemented on clearance of Sui gas bills and all other dues pertaining to quarter.
 - h) In all cases shifting will be made in similar type of qtr except mutual shifting from Old G to HC and vice versa. However, shifting in better accommodation within the same category will be made as under: -

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^{*}Authority:- D.O Pt-I # 87,dt. 25-3-2003

36. REHIRING OF HOUSES OF RETIRED EMPLOYEES / WIDOWS.

As per instructions contained in CMLA's Order of September 1977, houses of retired employees and widows will be de-hired by POFs within 2 months from the date of application. The present occupants will be shifted to Estate Areas in equivalent accommodation. In case the houses are de-hired on the pretext of self-occupation by retired employees / widows and area let by them. Action will be taken against owner under relevant rules.

37. <u>REHABILITATION – REPATRIATES</u>

The question regarding rehabilitation of repatriates presently living in Singlemen Barracks was discussed with Various Associations. It was mutually agreed upon that repatriates presently living in singlemen Barracks 10/19 Area would be allotted accommodation in 24H Area on seniority. In case qtrs are not available in 24H Area on Seniority then they will be allotted G type qtrs in 26/27 Area on availability.

38. <u>ASSESSMENT BOARD FOR HIRING OF PRIVATE HOUSES BY POFS</u>

As stipulated in para 22, private houses can be requisitioned by POFs for allotment to POF / allied Department employees. The Assessment Board comprising the following officers shall assess the rental of private houses to be hired by POFs from time to time: -

i. Station Engineeriii. Local Audit Officeriii. Estate Officeriv. Tax Supdt / Cantt Board

The assessment Board shall be guided by the rental ceilings, entitlement of Govt. for different categories etc. and other rules and regulations contained in Ministry of works letter No. F-1(21), 79-VII (I) f dated 25-5-80.

39. REFUSAL TO ACCEPT ENTITLEMENT ACCOMMODATION

* If an employees refuses to accept the offered accommodation he will be placed at the bottom of seniority list for two years and after completion of 02 years debar period he will be allotted accommodation on his request. He will be allotted accommodation with the approval of Dy. Dir/Field Admin after one month from the date of approval.

^{*} Authority: - D.O Pt-I No. 111 Dt. 12-4-2004

24 (a) ASSESSMENT BOARD FOR HIRING OF PRIVATE HOUSES BY POFs

As stipulated in para 22, private houses can be requisitioned by POFs for allotment to POF/Allied Departments employees. The Assessment Board comprising the following officers shall assess the rental of private houses to be hired by POFs from time to time:-

i. Station Engineer ii. Estate Officer

iii. Local Audit Officer iv. Tax Supdt. / Cantt Board.

The Assessment Board shall be guided by the rental ceilings, entitlement of Governments for different categories etc. and other rules and regulations contained in Ministry of works letter No. F-I (21) 79-VII (I) f, dated. 25-5-80.