Accommodation Allocation Rules, 2002

THE GOVERNMENT OF PAKISTAN MINISTRY OF HOUSING & WORKS

30th October, 2002

In exercise of the powers conferred by sub-section (1) of section 25 of the Civil Servants Act, 1973 (LXXI of 1973), read with Fundamental Rules 45 and 45 A, the President is pleased to make the following rules for the allotment of residential accommodation to the Federal Government Servants namely:-

CHAPTER I - GENERAL

1. Short title, extent and commencement. - (1). These rules shall be called the Accommodation Allocation Rules, 2002.

(2). They shall apply to allotment of accommodation at Islamabad and other stations.

(3). They shall come into force at once.

2. Definitions. In these rules, unless there is any hang repugnant in the subject or context.¾

(a) "accommodation" means residential accommodation including a house or flat owned, hired or requisitioned by Government and placed on the pool of the Estate Office;

(b) "allot tee" means a Government servant possessing a valid allotment letter duly issued by the Estate Office for an accommodation in his occupation;

(c) "annex" means an annexure to these rules;

(d) "emoluments" for the purpose of recovery of rent include pay, special pay, technical pay, deputation allowance, pension, non-practicing allowance, adhoc relief, qualification allowance, teaching allowance, performance evaluation allowance, special research allowance, computer allowance and such other pay and allowance as the Government may decide, from time to time, for the purpose of calculating normal rent;

(e) "entitlement" means the entitlement to accommodation as specified in rules 5,8 and 9;

(f) "family" means spouse, legitimate children and step children of a Government servant residing with him and wholly dependent upon him and includes his parents, real unmarried sisters and minor brothers, if residing with him and dependent upon him;

(g) "Federal Government Servant (FGS)" means a person who is appointed in a Ministry, Division or an Attached Department against a regular post and certified as such by the concerned Ministry, Division or Department excluding incumbents of posts filled on daily wages, work charged basis or hired from contingencies, and ad-hoc basis;

(h) "Government" means the Government of Pakistan in the Ministry of Housing and Works (Works Division);

(i) "GWL" means General Waiting List maintained under rule 6;

(j) "normal rent" means the rent calculated at the rate of five percent of the monthly emoluments of the **FGS**;

(k) "occupant" means an individual or group of individuals occupying wholly or partially an accommodation;

(l) "other stations" mean any city or place other than Islamabad and Rawalpindi;

(m) "rental ceiling" means the ceiling fixed by the Government for hiring of private houses as notified from time to time;
(n) "services" mean electricity, water, gas supplies and telephone connections;
(o) "standard rent," in relation to Government owned accommodation, means rental ceiling as prescribed by the Government from time to time;
(p) "trespasser" means an individual or group of individuals who occupy Government or hired accommodation without valid allotment letter issued by the Estate Office for its occupation; and
(q) "unauthorized occupant" means a person whose allotment is no longer valid under these rules.
(r) "Out station" means any station other than place of Government owned accommodation allotted to FGS, which include Islamabad, Rawalpindi, Lahore, Karachi, Peshawar, Quetta, Muzaffarabad and Gilgit only.

CHAPTER II-ELIGIBILITY

3. Eligibility.- (1) All married FGSs in the Ministries or Divisions and their Attached Departments except those maintaining their own pool of accommodation or funds for hiring of houses, shall be eligible for accommodation from the Estate Office.
(2) Unmarried FGSs shall be eligible for house rent allowance or single or bachelor accommodation so earmarked for them. However, unmarried FGS will be eligible for government accommodation provided he is living with his dependent parents.
(3) When both husband and wife are employed at the same station, only one of them shall be entitled to allotment of accommodation and in case they are serving at two different stations, one of them shall be allotted Government accommodation and other one shall be allowed single or bachelor accommodation or house rent allowance.
(4) Persons employed on contract in Government pay scale in an eligible Government department mentioned in sub-rule (1) shall be eligible in accordance with terms and conditions of his appointment for allotment of Government accommodation or hired accommodation.
Provided that no Federal Government Servant re-employed after superannuation on contract against any position in any government organization, attached department or autonomous body shall be eligible for allotment or retention of Government's accommodation.
(5) A FGS who owns a house in his own name or in the name of his spouse or dependent children, at the station of his posting shall not be allowed Government accommodation and shall be allowed self hiring of the house. Such FGS shall be entitled to six months grace period from the date of completion of his house. All the FGSs who are already in possession of government accommodation shall also be allowed period of six months to shift to their own houses. However this rule will not apply to FGSs whose houses stand hired by the Estate Office at their place of posting.
(6) A FGS shall at the time of allotment submit an affidavit, that he does not own a house in his own name or in the name of any of his family members and if it is established that a FGS has a house in the name of any one of the above at the station of posting, his allotment shall be cancelled.

CHAPTER III-POOL ACCOMMODATION

4. Pool Accommodation.- (1) The Estate Office shall not place its accommodation at the pool of any other department except the ISI and Ministry of Foreign Affairs and the houses already placed on the pool of Ministry of Foreign Affairs and the ISI shall be restricted to their present number.
(2) If funds are provided by the Government to an eligible department for constructing its own residential colony or accommodation, its employees shall cease

to be eligible until that colony or accommodation is surrendered to the pool of the Estate Office.

(3) The Ministry of Housing and Works will provide designated houses for specified posts which shall be allotted to the designated officers on an undertaking that they will vacate the house within three months of their transfer from the post and hand over the possession of the house through concerned Inquiry Office irrespective of the fact that alternate accommodation has been allotted to them or otherwise.

CHAPTER IV – CLASSIFICATION AND ENTITLEMENT FOR GOVERNMENT ACCOMMODATION

5. Classification and entitlement of accommodation.- (1) The entitlement of the FGSs to various categories and classes of accommodation at Islamabad and Rawalpindi shall be as follows.—

Basic Pay Scale of FGS	Class of accommodation	Category of accommodation
1- 4	A	V - VI
5- 6	B	V
7-10	C	V
11-15	D	IV
16-17	E	III
18	F	III
19	G	II
20	H	I
21-22	I	I

(2) The allotment of A to I class of accommodation shall be made in accordance with the pay scale of the Federal Government Servants as per their entitlement.

(3) The existing classes of accommodation at other stations shall be as follows.¾

Basic Pay Scale	Old Classification	New Classification
1- 4	H	A
5- 6	G	B
7-10	F	C
11-15	E	D
16-17	D	E
18	C	F
19	B	G
20	A	H
21-22	-	I

(4) The allotment of A to I class of accommodation shall be made in accordance with the pay scale of the Federal Government Servants as per their entitlement.

(5) Specifications of Government owned houses in each category are given in annex-A.

CHAPTER V-REGISTRATION AND ALLOTMENT

6. Maintenance of General Waiting Lists.- (1) The applications for allotment of Government accommodation shall be received on the application form specified in annex-B. This form shall be forwarded to Estate Office under covering note by the

department or Ministry of the applicant, certifying that the particulars given in the form are correct.
(2) The application for accommodation as and when received from an applicant, shall be acknowledged by the Estate Office by issuing a registration card in the form set out in annex-C.
(3) The Estate Office shall maintain waiting list of FGSs who have applied for government accommodation on the prescribed form. The copies of the GWL shall be provided to all eligible Ministries or Divisions or departments for information.
(4) Seniority of a FGS in the relevant GWL shall be determined from the date of his entitlement to the class of accommodation.
(5) If the date of entitlement of two or more FGSs is the same, the seniority shall be determined on the basis of length of service in the BPS and if the length of service in PBS is the same then the seniority shall be determined from the date of birth.
(6) If an allottee is transferred or sent on deputation to out station to an eligible department, he shall carry his seniority with him and shall be allotted accommodation at the new station of his posting on the basis of his date of entitlement to the class of accommodation.
(7) Federal Secretaries (BPS-22) and officers in BPS-22 will be given priority of allotment of accommodation in case they are not in occupation of Government accommodation elsewhere.
(8) A FGS shall be allotted first available Government owned accommodation of the type or category on retention from foreign posting provided that the said FGS had surrendered the same type or category of Government accommodation allotted and occupied by him at the time of posting abroad.
(9) One percent (1%) of Government owned accommodation shall be reserved for disabled FGS who shall be appointed against disable quota. A separate GWL shall be maintained for such FGS and shall be allotted Government owned accommodation on maturity of turn on the said GWL.

7. Mode of allotment.- (1) The allotment of Government owned accommodation shall be made to the most senior FGS on GWL of a particular class or category of accommodation.
(2) Allotment of pool accommodation of Ministry of Foreign Affairs and ISI only be made by the Estate Office on the recommendation of the relevant department.
(3) Allotment in each class and category shall be made subject to the terms and conditions laid down in the form of allotment letter as set out in annex-D.
(4) In case a house of his entitlement is not available, a FGS may be allotted an accommodation of a class or category lower than his entitlement on payment of normal rent on maturity of his turn on the basis of GWL of that category.

CHAPTER VI-HIRING OF ACCOMMODATION

8. Hiring of private accommodation.- (1) A FGS may locate a private house of his entitlement (annex-E) for hiring through Estate Office in the areas specified by Ministry of Housing and Works, Government of Pakistan, as per prescribed scales of covered area and specifications. The seniority as per GWL shall not apply to such cases of hiring.
(2) The application for hiring of accommodation shall be received on the Proforma given at annex-B-I. This form shall be forwarded by the department or Ministry of the FGS under a covering note certifying that all the particulars given in the application form are correct.
(3) If a FGS on his transfer or posting from a non-entitled organization is allowed by such organization to retain the accommodation in his occupation, such accommodation may be taken over by Estate Office on its pool on payment of its rent as approved by such organization or a sum equal to the occupant's rental ceiling whichever is less.
(4) A privately owned accommodation shall be hired with effect from the date of occupation given in permission letter issued by the Ministry of Housing and Works. However, Ministry of Housing and Works may allow the hiring of an accommodation from the date of application or date of vacation of previous house.

(5) A house or flat shall be hired at the rates assessed by the assessment board or the rental ceiling of the FGS or the demand of the owner which ever is less. The difference between the rent fixed by the government and the demand of owner shall be paid by the FGS direct to the owner and the government shall not be a party to this transaction.
(6) The assessment of rent of accommodation hired at various stations will be carried out by an Assessment Board as may be constituted by the Ministry of Housing and Works.
(7) The assessment board shall submit its report on the assessment proforma given at annex-F.
(8) The lease period of a hired house shall ordinarily be for three years which may be extended by the competent authority with the consent of the owner and allottee.
(9) An allottee of a hired house shall, three months before the expiry of the period of lease, either persuade the owner for its renewal and produce his consent or shall himself find another house or flat for hiring through the Estate Office. The Estate office shall in no way be responsible to provide alternate accommodation for hiring to the allottee of a hired house.
(10) A hired or requisitioned house shall be allotted at the station of posting of the FGS by issuing allotment letter in the Form set out in annex-G.

9. Self hiring.- (1) If a FGS, who is otherwise eligible for allotment of Government accommodation under these rules from the Estate Office pool, owns a house or flat or his spouse or dependent children own a house in the areas allowed by Ministry of Housing and Works for hiring at the same station, he may be allowed to reside in such a house or flat as per rule 8.
(2) Where a FGS is allowed to live in a house owned by him or his spouse or dependent children, the house rent payable to him shall be restricted to maximum rent of the class of his entitlement or the assessed or computed rent which ever is less.

CHAPTER VII – OCCUPATION OR VACATION

10. Occupation Of allotted accommodation.- (1) On receipt of an allotment letter or in case of hired houses the permission of occupation letter from the Estate Office, the FGS shall take over possession of accommodation from the Enquiry Office within ten days of such allotment or permission of occupation and sign a receipt for all fittings and fixtures under intimation to Estate office and his department.
(2) Where a FGS does not accept allotment within seven days or does not occupy the allotted house within ten days of the allotment without any cogent reason, such allotment shall be cancelled without any notice and his name shall be brought at the bottom of the relevant General Waiting List and the Government accommodation shall be allotted to next eligible FGS as per rule 7. In case of hired house, the permission of occupation shall be withdrawn.
(3) The Enquiry Office shall send the occupation report to the Estate Office in duplicate within three days of occupation.

11. Vacation of Accommodation.- (1) The vacant possession of the hired house shall be delivered to its owner through concerned Enquiry Office by giving seven days' notice at his last known address.
(2) At the time of vacation of allotted Government accommodation, the allottee shall hand over its possession to the Enquiry Office and obtain a receipt thereof in

duplicate which shall include an inventory of the fixtures and fittings available in such accommodation and up to date position of the service charges paid by him.
(3) The out going allottee shall produce up to date paid utility bills and make payment for deficiencies or damages caused to the accommodation beyond normal wear and tear at the time of handing over possession of the house or fla t to the Government or the owner as the case may be. In case he fails to do so, he shall not be issued NOC by the Estate Office.
(4) The handing or taking over by Enquiry Offices and owner shall not be delayed for want of clearance of utility bills or for making up of deficiencies or damages in the said house.
(5) On vacation of allotted accommodation the FGS shall obtain an NOC from Estate Office upon production of the vacation report and inventory of the Enquiry Office.
(6) Where a FGS is in heavy arrears of rent or other dues, including unpaid cost of damages or deficiencies caused to the property during his occupancy and utility bills left unpaid by him, the Estate Office shall not issue NOC.
(7) In case of his posting or deputation within the country or abroad, the AGPR/DBA/CAO or the department of the FGS, as the case may be, shall not release the house rent allowance or issue Last Pay Certificate till issuance of NOC from the Estate Office.
(8) The Estate Office shall refer the case of defaulters to the AGPR, DBA or CAO as the case may be for the recovery of dues from the salary of the defaulting allottees at source.
(9) In order to allow the processing of pension case of the retiring or expired allottees the No Demand Certificate shall be issued subject to the following conditions namely:-
(a) he shall clear all the dues including utility bills or damages or deficiencies up to the date of retirement;
(b) where the retired or deceased allottee or his family is allowed to retain the accommodation for the prescribed period, the FGS shall submit a valid undertaking that in case of non-clearance of utility bills, damages or deficiencies reported in the accommodation, the amount may be recovered from his pension; and
(c) where a pensioner who is allowed to retain the accommodation after his retirement, defaults, the matter shall be referred to AGPR, DBA or CAO as the case may be for recovery of dues from his pension.
(10) A FGS who has joined on transfer or posting from another station, shall produce a No Demand Certificate in respect of accommodation, if any occupied by him at the previous station before he is allotted accommodation at the place of new posting.

CHAPTER VIII-CHANGE, USAGE AND RETENTION OF ALLOTTED ACCOMMODATION

12. Change of accommodation.- Change from one accommodation to the other or exchange of accommodation between two allottees for same category of accommodation may be permitted by the Ministry of Housing and Works subject to production of a certificate from their employers to the effect that they are not expected to be retired or transferred during the next one year and other required documents as prescribed by Ministry of Housing and Works from time to time.

13. Use of allotted accommodation.- The whole or any part of allotted accommodation shall not be used by the FGS or his family for a purpose other than that for which it has been allotted:

Provided that the Estate Office may permit an allottee or a member of his family to carry out medical practice in a Government Accommodation subject to payment of rent at the rate of ten percent of his total emoluments and in case of default a penal rent at the rate of fifteen percent of his emoluments or one rental ceiling, whichever is more, shall be charged from the allottee.

14. Sharing Of allotted accommodation.-An allottee may allow a friend or relative to share accommodation with him without any monetary gain for a period of one month without the permission of the Estate Office.

15. Retention Of Accommodation.- (1) In case of death of allottee.-
(a) The family of allottee shall be entitled to retain Government owned accommodation under their occupation till the age of superannuation of the deceased employee or as prescribed in Prime Minister's Assistance Package for families of Government Servants who die in service, as amended from time to time, whichever shall be less, on payment of normal rent; and
(b) His serving widow or serving legitimate children may be allotted the said accommodation provided he is eligible for allotment of Government owned accommodation or becomes eligible for the said accommodation till expiry of the retention period. Where the Government owned accommodation is of a class or category higher than his entitlement, he shall be allotted first available Government owned accommodation in that class or category as the case may be; and shall not be dislodged and shall be charged normal rent till such time as the alternative accommodation of his entitlement is made available to him.
(2) (a) An allottee, on his retirement or expiry of contract period shall be entitled to retain the accommodation under his occupation for a period not exceeding six months, on payment of normal rent and this facility will be available to FGS once only.
(b) Provided that the serving spouse or children living with FGS may be allotted the same accommodation if he is eligible and otherwise entitled for accommodation within six months of the retention of FGS provided that FGS may give consent in writing in his favour and he has not availed or not availing facility of hiring or self-hiring since his initial appointment in Government service. Where the Government owned accommodation is of a class or category higher than in that class or category as the case may be; and shall not be dislodged and shall be charged normal rent till such time as the alternative accommodation of his entitlement is made available to him.
(3) An allottee who has resigned or is dismissed, removed, compulsorily retired from service may retain accommodation under his occupation for a period of two months.
(4) An allottee who is.- (a) An allottee who is transferred or sent on deputation to an out station, he shall be entitled to retain the accommodation till his posting back to the station with the permission of Housing and Works Division provided he does not claim the accommodation or house rent allowance at his new place of posting and his Ministry shall take up the case with the Ministry of Housing and Works for this purpose.;
(b) transferred to an ineligible Federal Government department or organization at the same station may be allowed to retain the accommodation on normal rent for a period not exceeding five years from the date of his transfer or the date of his permanent absorption in the new department, which ever is earlier;
(c) An allottee who is transferred to an autonomous organization at the same station may retain the accommodation under intimation to the Estate Office till such time as that organization provides him alternate accommodation or for entire period of deputation, whichever shall be earlier. The total monthly house rent allowance payable to the allottee or his rental ceiling, whichever is more, shall be payable into Government Treasury by the organization; and
(d) transferred to an autonomous organization at an out station may retain accommodation under intimation to the Estate Office for a period of six months or till such time as such organization provides him alternate accommodation(whichever is earlier) on payment of house rent allowance payable to the allottee by his organization or his rental ceiling whichever is higher.

(5) A FGS may.- (a) retain accommodation for entire period of Government sponsored courses or training only and in case of self-financed training or studies may retain accommodation for a period of six months only; and
(b) retain accommodation for a maximum period of upto one year during all kinds of leave.
(6) An allottee or his family shall be served a notice of cancellation along with permission of retention of the house in case of retirement from service or resignation etc., from the date of occurrence of the event. This shall be treated as final notice and no further notice shall be served upon him for vacation of the accommodation. (annex-H)

CHAPTER IX - CANCELLATION AND EJECTMENT

16. Subletting.- (1)The accommodation shall not be sublet by the allottee.
(2) If an allottee is found guilty of subletting his accommodation the allotment shall be cancelled from the date of taking over possession of the house and he shall be charged monthly rent at the rate of one rental ceiling of his entitlement for the entire period.
(3) If an allottee or illegal tenant, is a FGS, he shall be liable to disciplinary action for misconduct under the relevant rules or laws and such allottee shall be disqualified for future allotment of accommodation for five year.
(4) On becoming eligible for Government accommodation his name shall be placed at the bottom of the GWL on that date, provided he applies.

17. Possessing more than one accommodation.- (1)No FGS shall keep more than one accommodation at the same time in his possession.
(2) If a FGS is found in possession of more than one accommodation at the same time, the allotments of all the houses or flats in his possession shall be cancelled.
(3) He shall be charged rent at the rate of one rental ceiling per month of his entitlement for possessing any additional accommodation over and above his entitlement.
(4) He shall be liable to disciplinary action for misconduct under the relevant rules or laws.
(5) A FGS who is found guilty under sub-rule(4) sha ll be disqualified for any allotment in future, for ten years.
(6) On becoming eligible for government accommodation his name shall be placed at the bottom of the GWL on that date, provided he applies.

18. Possessing accommodation both by husband and wife.- (1) No Married couple shall keep more than one allotted accommodation at the same time.
(2) Where the couple is found in possession of more than one accommodation at the same time, allotted accommodations shall after affording reasonable opportunity of show cause, be cancelled from their names.
(3) They shall be charged rent at the rate of one rental ceiling for the entire period of retaining additional accommodation.
(4) They shall be liable to disciplinary action for misconduct under the relevant rules or laws.
(5) The FGS against who is found guilty in proceeding under sub-rule(4) is taken under this rule shall be disqualified for future allotment of accommodation for ten years.
(6) On becoming eligible for government accommodation, his name shall be placed at the bottom of the GWL on that date, provided he applies.

19. Making structural changes in allotted accommodation.- (1) An allottee shall not carry out or maintain any additions, alterations or encroachments to the allotted premises or demolish any part thereof without the prior approval of the Ministry of Housing and Works. This does not include normal repairs and maintenance of the existing structure and installations.
(2) If it is established that a FGS has carried out any unauthorized addition, alteration encroachments or demolition of any part of the premises then his allotment shall be liable to cancellation and the allottee shall be evicted thereafter:
Provided that such an allottee shall be given a notice before eviction:
Provided further that the cancellation order and notice may be withdrawn if the allottee demolishes such unauthorized additions or alterations or encroachments or reconstruct the demolished part at his own cost.
(3) A FGS against whom action is taken under this rule shall be disqualified for future allotment for a period of five years and the cost for demolition of such additions or alterations or encroachments or reconstruction as assessed by the government shall be recovered from the out going FGS or his family.
(4) On becoming eligible for government accommodation his name shall be placed at the bottom of the GWL on that date, provided he applies.

20. Not residing in allotted accommodation.- (1) If an allottee or his family does not ordinarily reside in the allotted accommodation or allows some other person to live in the allotted accommodation, the allotment shall be liable to be cancelled.
(2) A FGS whose allotment is cancelled under sub-rule (1) shall be disqualified for a period of five years and he shall be liable to disciplinary action for misconduct under the relevant rules or laws.
(3) On becoming eligible for government accommodation, his name shall be placed at the bottom of the GWL on that date provided he applies.

21. Non-payment of rent.- Where an allottee is in arrears of rent for four consecutive months, the allotment of accommodation shall be liable to cancellation and the allottee shall be evicted thereafter:
Provided that such allottee shall be given one month's notice before eviction:
Provided further that the cancellation order and notice may be withdrawn if the allottee produces documentary evidence within the notice period to the effect that he had been paying rent regularly or had not paid the same for reasons beyond his control and that he has paid his outstanding dues.

22. Provision of wrong information to obtain undue benefits.- If at any stage it is found that a FGS has provided wrong information, which may be concerning his seniority, pay scale of his entitlement etc., including the information provided in the census form, his accommodation will be cancelled and he shall be liable to disqualification for a period of five years and shall also be liable to disciplinary action for misconduct under the relevant rules or laws.

23. Curbing unsocial practices.- (1) Allottees or their family members shall abstain from all such actions or activities as may cause nuisance or inconvenience to other residents of the locality.
Explanation.¾ Resorting to encroachments, littering, uncivilized behaviour or lack of civic sense may be treated as activities as may cause nuisance for this purpose.
(2) Such practices may lead to cancellation of allotment or disqualification for further allotments for five years.

(3) On becoming eligible again, he shall be placed at the bottom of GWL, provided he applies.

24. Allotments made in violation of rules.- The Government may, at any stage, cancel the allotment made in violation of rules in favour of a FGS including those made to the employees of non-entitled departments.

25. Unauthorized occupation.- (1) The Estate Office shall carry out ejectments of unauthorized occupants from the government owned or hired accommodation under Federal Government Land and Buildings (Recovery of Possession) Ordinance 1965 (LIV of 1965).
(2) The ejectment of trespassers from the Government or hired accommodation shall be carried out by the concerned Estate Office, immediately without serving any notice on the trespasser and First Information Report shall be lodged against the trespasser by the Estate Office.
(3) In order to expedite the eviction under sub-rule (1), the Estate Office shall arrange the disconnection of services like water supply, gas, electricity and telephone of the house under illegal occupation.
(4) In case an accommodation is occupied or retained without legitimate allotment or is trespassed, the Estate Office shall charge rent at the rates given below from the occupant for the period of unauthorized occupation or retention.
(a) in case of unauthorized retention beyond legally allotted period, rent equivalent to five rental ceilings of the type or category of the government accommodation under occupation shall be charged for each month for entire period of unauthorized retention;
(b) in case of trespassing, besides ejectment, rent equivalent to six rental ceilings of the type or category of the house under occupation as notified by the Ministry of Housing & Works shall be charged for the entire period of trespassing;
(c) a FGS against whom action is taken under this rule shall be liable to disciplinary proceedings under the relevant rules or laws; and
(d) a person other than FGS shall be liable to criminal proceedings for being in illegal possession of government property.

CHAPTER X-RECOVERY OF RENT AND HOUSE RENT ALLOWANCE

26. Rent.- (1) (a) Unless entitled to rent free accommodation the allottee of an accommodation shall be charged normal rent at the rate of five percent of the emoluments as defined in clause (e) of rule 2.
(b) The allottee of Government owned accommodation except in BS-1 to BS-5 shall be charged normal rent at the rate of five percent (5%) of the emoluments as defined in Clause (d) of Rule 2.
(2) The Estate Office shall send rent demand statement in duplicate to the Ministry, Division or department concerned and one copy to the accounts office by the fifteenth day of each month indicating the amount of rent to be recovered from their employees occupying accommodation:
Provided that the Estate Office shall not send rent demand statement in respect of offices whose pay rolls have been computerized but shall obtain a rent recovery return produced on computer from the accounts office concerned and issue No Demand Certificate under rule 11 accordingly.
(3) It shall be the responsibility of the Ministry or Division as the case may be, or department concerned whose pay roll has not been computerized to recover rent according to the demand statement from occupants of the accommodation in Basic

Pay Scale 1 to 15. Respective accounts office will be responsible for recovery of rent from allottees in Basic Pay Scale 16 and above ;
(4) The Ministries, departments and accounts offices shall report to the Estate Office the factual position of recovery by posting the amount recovered in the relevant column of demand statement and return the same to the Estate Office by the fifteenth of next month.
(5) A FGS who vacates a house or quarter or flat or government accommodation, shall be allowed house rent allowance only after obtaining a certificate from concerned Estate Office that the official is not occupying a Government or hired accommodation.

CHAPTER XI-MISCELLANEOUS

27. Reporting of transfer, retirement, posting abroad etc.- Within a fortnight of the transfer, retirement, resignation, dismissal or removal from service or in the event of the death of an allottee or of his proceeding abroad on training or deputation, the Establishment Division or the head of the office of the allottee, as the case may be, and the allottee himself shall be responsible for reporting any such fact to the Estate Office through his department.

28. Direction by the Federal Government.- The Minister-in-charge may, from time to time, issue such directions not inconsistent with provision of these rules as he may deem necessary to carry out the purposes of these rules.

29. Appeal and revision.- (1) Any FGS aggrieved by any order or decision under these rules may, within thirty days, prefer an appeal against such order or decision.
(2) An appeal preferred by a FGS in BPS 1 to 16 shall be heard and decided within thirty days by Deputy Secretary (Estate) and the aggrieved FGS may, within fifteen days of the order apply for revision of the order to the Joint Secretary (Works) who shall hear and decide the revision petition within thirty days and his decision shall be final.
(3) The appeal preferred by a FGS of BPS 17 and above shall be heard and decided within thirty days by Joint Secretary (Works) and a FGS aggrieved by the decision of the Joint Secretary (Works) may, within fifteen days of the order, apply for revision of the order to the Secretary, Housing and Works, who shall decide the case within thirty days and his decision shall be final.

30. Repeal and savings.- (1) The Pakistan Allocation Rules, 1993 are hereby repealed.
(2) Notwithstanding the repeal of the Pakistan Allocation Rules 1993 sub-rule (1), anything done or any action taken or any proceeding commenced under any of the provisions of the said rules shall continue in force and be deemed to have been done, taken or commenced under the corresponding provision of these rules