

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

F. No. 15(109)/2023-Policy

Islamabad, the 7th June, 2024

Subject: **GUIDELINES FOR ALLOTMENT OF ACCOMMODATION UNDER RULE-12 OF AAR-2002 GOVERNMENT.**

The undersigned is directed to refer to the subject and to state that following guidelines shall be observed for disposal of cases for change of government accommodation under rule-12 of Accommodations Allocation Rules-2002:

- i. Allottees shall submit applications in the name of Joint Secretary (Estate), Ministry of Housing & Works on prescribed form through their Ministry/Division/Department. In order to maintain transparency, the system shall gradually be converted to online application.
- ii. Change shall be allowed as per priority list (first come first serve basis). The priority of applicants shall be maintained date-wise on the basis of date of receipt of application.
- iii. The priority list shall be maintained separately.

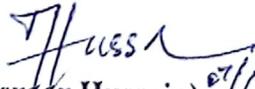
2. Change of accommodation at same station:

- i. Change shall be allowed in the same category from apartment to independent house & vice versa, subject to fulfillment of eligibility criteria provided that:
- ii. The allottee has resided in the allotted accommodation for at least 03 years prior to applying for change.
- iii. The priority list shall be maintained on the basis of date of receipt of application submitted by the allottee after completing stay period of 03 years.
- iv. In case of more than one application submitted on a particular date, the priority list on that date shall be determined on the basis of period of stay beyond 03 years in that accommodation.
- v. Priority shall be given on the ground of physical impairment of the FGs or his dependent.
- vi. Change of accommodation in same category shall be allowed only ONCE during entire period of allotment under that particular category.
- vii. Change in case of allottees who have resided for a period less than 03 years shall only be allowed on grounds of physical disability / medical illness or other pressing circumstances which are beyond the control of FGS provided that:
 - a). The physical disability / medical illness of the allottees or family members (currently residing with him/her) shall be determined on the basis of medical disability certificate issued under relevant government instructions.
 - b). The pressing circumstances such as condition of accommodation etc shall be determined on case to case basis by Ministry of Housing and Works.
- viii. No change shall be allowed in the same sector, whatsoever are the circumstances.
- viii. No change shall be allowed in the cases where allotments were made in relaxation of rules.

3. **Change of accommodation from out-station to present station:**

- i. Change shall be allowed in the same category to the applicant, who has vacated his allotted accommodation at the last place of posting subject to fulfillment of eligibility criteria provided that:
 - a). The allottee has resided in the allotted accommodation at old station for at least last 03 years.
 - b). The priority list shall be maintained on the basis of date of receipt of application submitted by the allottee after completing stay period of 03 years or upon transfer to new station whichever is later.
 - c). In case of more than one application submitted on a particular date, the priority list on that date shall be determined on the basis of period of stay beyond 03 years period in that accommodation.
 - d). Priority shall be given on the ground of physical impairment of the FGs or his dependent.
- ii. Change in case of allottees who have resided for a period less than 03 years shall only be allowed on grounds of physical disability / medical illness or other pressing circumstances which are beyond the control of FGS provided that the physical disability / medical illness of the allottees or family members (currently residing with him/her) shall be determined on the basis of medical/disability certificate issued under relevant government instructions.

4. This issues with the approval of the Secretary, Ministry of Housing and Works, Islamabad.


(Masroor Hussain) 27/6/24
Section Officer (E-III/Policy)

Copy to:

1. SPS to Minister, Ministry of Housing and Works, Islamabad.
2. SPS to Secretary, Ministry of Housing and Works, Islamabad.
3. PS to Additional Secretary, Ministry of Housing and Works, Islamabad.
4. PS to Senior Joint Secretary, Ministry of Housing and Works, Islamabad.
5. PS to Joint Secretary (Estate), Ministry of Housing and Works, Islamabad.
6. APS to Deputy Secretary (Estate), Ministry of Housing and Works, Islamabad.
7. PS to Director General, Estate Office, Islamabad.
8. Office Copy.


Section Officer (E-III/Policy)