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GOVERNMENT OF PAKISTAN
MINISTRY OF HOUSING AND WORKS
.....

No.F.2(1)/2004-Policy

Islamabad, dated 17-9-2004

OFFICE MEMORANDUM

SUBJECT: REVISION OF SCALE OF OFFICE ACCOMMODATION.

In supersession of this Ministry's letter No.F.10(11)/71-VIII, dated 17-8-1971, the undersigned is directed to state that the scales of office accommodation in regular office buildings and requisitioned/hired buildings, separately for air-conditioned and non-air-conditioned buildings is calculated as under:-

Scales of office accommodation in regular office buildings.		Scales of office accommodation in privately hired buildings.	
		Air conditioned	Non-Air conditioned
i)	Minister P.S. to Minister Room for Clerk	320 sq.ft. 160 sq.ft. 160 sq.ft.	- - -
ii)	Secretary P.S. to Secretary PA to Secretary And other staff.	320 sq.ft. 160 sq.ft.	300 80 320 120
iii)	Joint Secretary PA/Steno and other staff.	240 sq.ft. 160 sq.ft.	200 80 240 120
iv)	Deputy Secretary PA/Steno	240 sq.ft. 160 sq.ft.	220 60 - 80
v)	Section Officer One Assistant And one Steno Typist.	160 sq.ft. 160 sq.ft.	120 100 140 120
vi)	Other Junior Officers.	160 sq.ft.	120 140
vii)	Record Room.	700 sq.ft.	1% of the total entitlement of Department.
viii)	Superintendent/Ministerial Staff.	40 sq.ft.	40 60
ix)	Record sorter and Daftry.	40 sq.ft.	40 60
x)	Technical Staff (Draftsman etc).	60 sq.ft.	40 60

2. However the above space entitlement is not applicable to the schools colleges, training centres courts, tribunals etc. as the space requirement of such institutions is entirely different from the other Governments offices. The Secretary

(H&W) being a competent authority will allow space entitlement of such institutions according to their actual requirement on case to case basis on the request of the department concerned. Secretary (H&W) will be competent to allow the space over and above the entitlement, in relaxation of rules, on the recommendations of concerned Ministry/Division.

3. After the decentralization of hiring of office accommodation, Ministries/Divisions/Departments are now competent to hire the private buildings for office accommodation at their own as per prescribed scale entitlement and the instructions issued vide this Ministry's O.M. of even number dated 16-8-2002. However the Ministries/Divisions/Departments will obtain the rent reasonability certificate from the Pak.PWD in each and every case. The Pak.PWD shall ensure that the requirement of space is calculated by the Ministries/Divisions/Departments in accordance with the prescribed scales laid down for various categories of officers/staffs etc. The Ministries/Divisions desirous to obtain an NOC for office accommodation of schools, colleges, training centers etc. shall send the proposal to the Ministry of Housing and Works for approval with following information :-

- i) Certified plan of the building.
- ii) Plot area.
- iii) Covered area.
- iv) Details of accommodation i.e. rooms, halls, bathrooms, verandas, corridors, stairs etc.
- v) Certificate that the Ministry/Division/Department has calculated the requirement for office accommodation according to the prescribed scales.
- vi) Rent reasonability certificate from the Pak.PWD.

(Sheikh Muhammad Saleem)
Section Officer (Policy)

All Ministries/Division and Departments.

Copy to:-

1. The Director General Pak.PWD, Islamabad.
2. Estate Officer, Estate Office, Islamabad.
3. Auditor General of Pakistan, Islamabad.
4. FA(Works), Finance Division, Islamabad.

Section Officer (Policy)