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PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF THE GILGIT-BALTISTAN

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

Gilgit-Baltistan the 14th July, 2022

S. R. O. 1177(I)/2022.—In exercise of the powers conferred under the provision contained in Article 117 (Power to make Rules) of GB Order, 2018, the Governor Gilgit-Baltistan is pleased to make the following rules, namely:

CHAPTER-I
GENERAL

1. **Short title and commencement.**— (i) These rules may be called the **Gilgit-Baltistan Accommodation Allocation Rules, 2022.**

(ii) These shall come into force at once.

2. **Definitions.**—In these rules, unless there is anything repugnant to the subject or context, the following expressions shall mean:—

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- i **“Allotment Order”** means an order, issued by the General Administration Department or District Administration, specifying the details and terms and conditions of allotment in favour of an allottee;
- ii **“Applicant”** means the Provincial Government Servant who applies for the residential accommodation under these rules;
- iii **“Accommodation”** means residential accommodation including a house or Flat owned, hired or requisitioned by Government and placed on the pool of the General Administration Department GB (GAD) or District Administrations as the case may be,
- iv **“Bachelor Hostel”** means a residential accommodation, declared as such, under rule 6 of these rules;
- v **“Competent Authorities”** mean the competent authorities, as specified in **Schedule-I**;
- vi **“Entitlement”** means the entitlement to accommodation as specified in **Scheduled-II**;
- vii **“Emolument”** for the purpose of recovery of rent include pay, special pay, technical pay, deputation allowance, pension, non-practicing allowance, *ad hoc* relief, qualification allowance, teaching allowance, performance evaluation allowance etc. as the Government may decide, from time to time, for the purpose of calculating normal rent;
- viii **“Family Member”** means and includes spouse, legitimate children of a Provincial Government Servant, including his parents, real unmarried sisters and minor brothers, residing with and wholly dependent upon him;
- ix **“Field Officer”** means public office holder/Civil Servant belonging to the cadres of Pakistan Administrative Service (PAS), Police Service of Pakistan (PSP), District Management Service (DMS), Office Management Services (OMS) and Legal Advisory Service (LAS) who can be posted on field assignment in the District or Division etc.
- x **“Government”** means Government of Gilgit-Baltistan (General Administration Department / District Administration);
- xi **“Market Rent”** means, the market value of monthly rent of an accommodation, determined by the Works Department Gilgit-Baltistan, from time to time;

- xii **“Normal Rent”** means the total amount equal to the house rent allowance plus five percent of Initial basic pay of an allottee;
- xiii **“Occupant”** means an individual or group of individuals occupying wholly or partially an accommodation;
- xiv **“Schedule”** means the Schedule appended to these rules;
- xv **“Services”** means electricity, water, gas supplies and telephone connections;
- xvi **“Standard rent”** in relation to Government owned accommodation, means the rent fixed by the Government and notified from time to time and in relation to hired accommodation, means the assessed or sanctioned rent and actually being paid to the owner of the house.
- xvii **“Un-authorized Occupant”** means a person, who possesses a residential accommodation, without a valid allotment order, or in whose favour allotment has been cancelled, or has expired, as the case may be; and
- xviii **“Waiting Lists”** mean waiting lists of various categories, maintained by the General Administration Department and District Administration, for the purpose of allotment.

CHAPTER -II ELIGIBILITY

3. ELIGIBILITY

- i. All Provincial Government Servants of Gilgit-Baltistan, shall be eligible for residential accommodation at the pool of General Administration Department and District Administration respectively.
- ii. The eligible public office holders/Civil Servants, who are unmarried, may be provided bachelor hostels for their accommodation:

Provided that under special circumstances, the unmarried public office holder, may be considered for allotment of house or flat, subject to the condition that his family members shall permanently reside with him.

- iii. In cases where both the Civil Servant, being spouses, are eligible for residential accommodation, under these rules and are serving at the same station, only one of them shall be considered for the purpose of residential accommodation.
- iv. The Civil Servant, who is otherwise eligible for residential accommodation but owns a house either in his own name or in the name of his spouse at respective Districts or place of posting, or his spouse is in occupation of residential accommodation of Government, Federal Government or Autonomous body, Corporation or agency as the case may be, shall not be considered for the purpose of providing residential accommodation under these rules:

Provided that Secretaries to the Government of Gilgit-Baltistan and Officers entitled to reside in designated government accommodation shall be exempted from the application of rule 3(iv)(v) and (vi).

- v. A Provincial Government Servant shall, at the time of allotment, submit an affidavit, on a stamp paper, to the GAD/DC Office with undertaking that he has no house either in his own name or in the name of his spouse or his spouse is not in occupation of any residential accommodation of Government, Federal Government, autonomous body, corporation, agency etc. at GB, as the case may be.
- vi. If the information, provided under sub-rule (v) above, is found incorrect, at any stage, the allotment shall automatically stand cancelled and market rent for such allotment shall be recovered from such allottee for the period the residential accommodation remained in his possession. In addition disciplinary proceedings under relevant Gilgit-Baltistan Efficiency & Discipline Rules, 2011, for the time being in force, will also be initiated against such allottee and he may be declared ineligible for allotment of all kinds of residential accommodation in future.

CHAPTER -III TYPES OF RESIDENTIAL ACCOMMODATION AND ENTITLEMENT

4. POOL OF RESIDENTIAL ACCOMMODATION.

The General Administration Department (GAD)/District Administration (as defined in **schedule-II**) shall not place its residential accommodation at any other pool, maintained by Government, any other department of Government or its attached departments, as the case may be.

5. **DESIGNATED RESIDENTIAL ACCOMMODATION.**

- i. The General Administration Department GB (GAD) may, with the approval of competent authority (As given in **schedule-I**) designate residential accommodation for holders of certain posts, which shall be allotted only to the holders of such posts during their incumbency.
- ii. The designated residential accommodation shall be immediately vacated by its allottee upon transfer from such specified post and under all circumstances shall, within seven (07) days of such transfer, hand over the possession of such designated residential accommodation to his successor through GAD or in case no successor is posted to GAD, irrespective of the fact that an alternate residential accommodation has been allotted to him or not.
- iii. The incumbent public office holder of designated residential accommodation shall be responsible for payment of rent and all kinds of dues and utility bills during his stay, in the same manner as in the case of any other allotted residential accommodation.

6. **BACHELOR HOSTEL.**

- i. The competent authority may, from time to time, on need basis, declare any residential accommodation, from its pool, as bachelor hostel to provide residential facility for unmarried public office holders.
- ii. The procedure for allotment or cancellation, as provided in these rules, shall not apply to bachelor hostels. The General Administration Department may specify standing operating procedures, from time to time, to be applicable for the allotment, occupation, rent, vacation and management etc. of such bachelor hostels.

7. **ENTITLEMENT CATEGORIES OF RESIDENTIAL ACCOMMODATION.**

The residential accommodations shall be classified by the General Administration Department into different categories, as specified in the **Schedule II**, in accordance to the basic pay scales of Provincial Government Servant:

Provided that if the exigency of the situation requires so, the General Administration Department, may, from time to time, by notification, alter such categories of residential accommodation and may also include or exclude residences, as the case may be.

CHAPTER –IV

REGISTRATION, ALLOTMENT AND CHANGE OF ACCOMMODATION

8. REGISTRATION OF PROVINCIAL GOVERNMENT SERVANT.

- i The eligible public office holder shall, on an application form, as specified in **Schedule-III**, alongwith other relevant documents, for the purpose of allotment, apply to the General Administration Department GB and District Administration, through his department, which shall acknowledge and certify the particulars given in such application form as correct.
- ii The General Administration Department GB or Deputy Commissioner Office shall, after receiving and acknowledging the application, so submitted under sub-rule (i), register such public office holder in the general waiting list, maintained by it and issue him a registration card with specific number as specified in **Schedule IV** by declaring him as an applicant on the basis of first come first serve.

9. MAINTENANCE OF WAITING.

- i. The General Administration Department (GAD) and Deputy Commissioner Office will maintain separate waiting lists of applicants, drawn out from the general waiting list, according to their entitlement and relevant category, as specified in **Scheduled-V**.
- ii. The applicant or an allottee, as the case may be, upon promotion, become entitled to a better category of residential accommodation, thus the case for which he originally applied, shall apply to General Administration Department/Deputy Commissioner Office and his name shall be placed at the bottom of the relevant category of such waiting list. Where the allottee is in possession of a residential accommodation, he may continue to retain such residential accommodation till such time a residential accommodation of his entitlement is allotted to him.

10. SENIORITY IN WAITING LIST.

- i. Seniority of applicants, in the relevant waiting list, shall be determined on first come first serve basis, and is available online to all for information in official website of GAD/DC Office.
- ii. If the date of registration or entitlement of two or more applicants is the same, then the seniority in the waiting list shall be determined on the basis of *inter-se-seniority* in that particular cadre/scale.
- iii. Seniority list will be maintained both at GAD and Deputy Commissioner level separately, therefore, any registered officer/ official shall not be able to carry his registration at the place of his posting. Rather a trigger of eight month should be considered and on his next posting anywhere else, he should get himself registered afresh. If he returns to the origin of his first registration within eight months, he shall find his seniority intact and to be considered as such.

11. MODE OF ALLOTMENT OF RESIDENTIAL ACCOMMODATION.

- i. The GAD and DC Office shall, with the approval of competent authority, in cases where he is not competent authority, allot, cancel, exchange or as the case may be, get the residential accommodation vacated.
- ii. The competent authority shall approve the allotment of residential accommodation upon availability to the senior most public office holder from the relevant waiting list, strictly according to merit.
- iii. The available residential accommodations meant for public office holders in BPS-01 to 16, shall be allotted to the public office holders from GB Secretariat and Attached Departments in the ratio of fifty-fifty, category wise in district Gilgit only.
- iv. Allotment, in each class and category, shall be subject to the terms and conditions, as laid down in the allotment order, as specified in **Schedule-VI**.
- v. The General Administration Department and Deputy Commissioner Office, due to solid reasons or justification, may issue a show cause notice before cancellation of allotment order, made subject to vacation or other conditions, if the allottee has not taken over the possession of the said residential accommodation within the time, as specified by the allotment authority.

- vi. An allottee, who is transferred out of District, before taking possession of the residential accommodation, his allotment shall stand cancelled automatically and shall be treated as per sub-rule (iii) of rule 10 of these rules.
- vii. In special circumstances and for reasons to be recorded, Chief Minister may allot any government quarter/flat which is vacant to any government servant by passing the waiting list. Summary in such cases will be moved by GAD. However, this discretion will be used in very rare circumstances and exigencies.

12. SPECIAL RESERVED QUOTAS.

- i. For the purpose of allotment to the son, daughter or spouse of a deceased allottee, as the case may be, who is otherwise eligible for allotment, a separate waiting list, as specified in **Schedule-V**, shall be maintained by the General Administration Department and Deputy Commissioner Office.
- ii. It shall be the responsibility of a son, daughter or spouse of the deceased allottee, as the case may be, to report to the GAD or DC office, regarding such occurrence and apply, in case he has not applied earlier, in the manner, as prescribed in rule 8 of these rules.

13. EXCHANGE OF RESIDENTIAL ACCOMMODATION.

- i. The competent authority may allow an allottee to change his residential accommodation with another vacant residential accommodation in accordance with his entitlement on the first come first get basis subject to the availability of such residential accommodation:

Provided that exchange of residential accommodation shall be at the sole discretion of the competent authority and it shall not be claimed as a right by an allottee.

- ii. Mutual exchange of residential accommodation between the allottees may be allowed by the competent authority, subject to the condition that both the residential accommodations are of the same category and none of them is a designated house and none of the allottees are due for retirement in the next three years. Consent of both allottees on attested stamp paper will be required to process the case.

CHAPTER -V
VACATION AND OCCUPATION

14. VACATION OF RESIDENTIAL ACCOMMODATION.

- i. At the time of vacation of residential accommodation, the allottee shall hand over its possession to the GAD/DC office, through vacation report, as specified in **Schedule-VII**, by obtaining a provisional no objection certificate from the GAD/DC Office, in this regard, as specified in **Schedule-VIII**. The GAD/DC Office shall make an assessment of the residential accommodation and recover any outstanding dues, rents, utility bills and the cost of any damages, caused by the allottee to such residential accommodation, other than normal wear and tear, before issuing the final no objection certificate, as specified in **Schedule-IX**.
- ii. The allottee, on vacation of residential accommodation, shall clear all utility bills of such residential accommodation and produce copies of up-to-date utility bills, paid by him.
- iii. Transfer of possession of residential accommodation shall not be delayed for want of clearance of utility bills, making up of deficiencies or damage in the said residential accommodation or for repair and maintenance, as the case may be.
- iv. In case of posting or deputation of an allottee, within the country or abroad, as the case may be, the Accountant General Gilgit-Baltistan/District Accounts Officer, and the department of the allottee, shall not release the house rent allowance till the issuance of final no objection certificate by the GAD/DC Office.
- v. The GAD/DC Office shall refer the case of defaulter allottee to the Accountant General, Gilgit-Baltistan/ District Accounts Officer and his department, respectively, for the recovery at source of dues from his emoluments.
- vi. The allottee or his family member, as the case may be, may be issued a provisional no objection certificate, as specified in **Schedule VIII**, at the time of retirement or in case of death of such public office holder, in order to process the pension case; provided that all dues are paid up-to-date. The final no objection certificate, as specified in **Schedule-IX**, shall be assigned after satisfactory recovery of dues at source from his emoluments.
- vii. An applicant, who has joined on transfer or posting from another station, shall produce a NOC in respect of residential accommodation, if any, occupied by him at the previous station, before he is allotted residential accommodation at the place of new posting.

15. OCCUPATION OF ALLOTTED RESIDENTIAL ACCOMMODATION.

- i. On receipt of an allotment order, the allottee shall take over possession of the residential accommodation from the GAD/DC Office, within one month of such allotment order, and sign the occupation certificate, as specified in **Scheduled-X**, along-with a receipt for all fittings and fixtures.
- ii. The outstanding bills or dues of services for the intervening period from the date of vacation of previous allottee till the date of occupation by current allottee shall be paid by the later.
- iii. Where an allottee does not occupy the residential accommodation, within stipulated time, without any cogent reason, such allotment order shall be considered as cancelled with (01) prior written notice and in that case the allottee shall have no claim for his seniority in future.

CHAPTER-VI
RETENTION OF RESIDENTIAL ACCOMMODATION

16. RETENTION IN CASE OF DEATH DURING SERVICE.

- i. The widow/widower of the deceased allottee shall be entitled to retain the residential accommodation until such time the allottee would have superannuated, had he remained alive.
- ii. The retention of residential accommodation, under sub-rule (i) above shall be subject to the payment of normal rent by the widow or widower of deceased allottee, as the case may be. The normal rent, in this case, shall be presently applicable for the grade or scale of deceased allottee, fixed by Government, from time to time. The normal rent shall either be deducted, at source, from the emoluments of the deceased allottee by the Accountant General, Gilgit Baltistan/District Accounts Officer, the drawing and disbursing officer of the department of the deceased allottee or it shall be deposited by the widow or widower, as the case may be, into the Government treasury, on monthly basis and record of such deposits shall be submitted to the GAD/DC Office.
- iii. In order to retain the residential accommodation, a duly attested no marriage certificate, shall be submitted by the widow/widower to the GAD/DC Office, on bi-annual basis. The residential accommodation, during the period as specified in sub-rule (i) above, shall be withdrawn from such widow/widower, if he/she gets re-marry.

17. RETENTION IN CASE OF RETIREMENT.

- i. An allottee, upon his retirement, may retain the allotted residential accommodation for a grace period of maximum six months from the date of his retirement, on payment of normal rent:

Provided that where an allottee is re-employed by Government, in any public body, commission or an autonomous institution, as the case may be, in any capacity, within six months of his retirement, and if he is already in possession of the residential accommodation, he may be allowed to retain such residential accommodation upon payment of double market rent of the residential accommodation for a maximum period of one year, including the grace period of six (o6) months.

- ii. An allottee, who has resigned, has been dismissed or removed or compulsorily retired from service, as the case may be, may retain the allotted residential accommodation for a maximum period of three months on payment of normal rent.

18. RETENTION IN CASE OF TRANSFER.

- i. An allottee, who is transferred out of District in any government entity (department, organization, board, authority and Commission etc.), or is posted within District to an ineligible department, organization, authority board and Commission etc.; may retain the residential accommodation on the following terms for a maximum period of two years:

- a. one year on payment of normal rent; and
- b. subsequent one year on payment of market rent:

Provided that such retention shall only be allowed if the allottee did not avail residential accommodation in his new place of posting and family of the allottee also resides with him in such residential accommodation:

Provided further that no further extension shall be allowed beyond the permissible period mentioned above.

- ii. An allottee, who is a domicile holder of the Province, as the case may be, and is transferred (permanently or temporarily) out of the Province, he shall be entitled to retain the allotted residential accommodation upon deduction of normal rent, till such time he is allotted residential accommodation in any other Province or maximum for a period of two years, whichever is earlier:

Provided that such retention shall be subject to the production of a certificate by the allottee that no official accommodation in such Province has been provided to him or his family members are residing in the residential accommodation retained at any district of GB.

19. RETENTION IN CASE OF LEAVE, DEPUTATION, TRAINING ETC,

- i. An allottee may retain the residential accommodation during all kinds of leave, deputation, training etc., within or outside the Province on normal rent for a maximum period of three years provided that if his family resides there.
- ii. No further extension shall be allowed beyond the permissible grace period mentioned in sub-rule (i) above:

CHAPTER -VII
CANCELLATION EJECTMENT
AND PENALTIES

20. USE OF ALLOTTED RESIDENTIAL ACCOMMODATION.

- i. The residential accommodation shall be used only for residential purposes. No part of the residential accommodation shall be handed over, surrendered or sub-let to any person, nor shall it be used for any commercial purposes.
- ii. If an allottee is found guilty of contravening the provision of sub-rule (i) above, his allotment shall be cancelled *ab-initio* and market rent for the entire period of his stay shall be charged from him, in addition to initiating disciplinary proceedings under relevant disciplinary rules, for the time being in force, and disqualifying him for any further allotment of residential accommodation.

21. POSSESSING MORE THAN ONE RESIDENTIAL ACCOMMODATION.

No allottee shall retain more than one residential accommodation anywhere at the same time. In case of contravention, all allotments in his name shall be cancelled and he shall be charged market rent for the duration of possessing additional residential accommodations over and above his entitlement, in addition to initiating disciplinary proceedings against him under the relevant disciplinary rules, for the time being in force, and disqualifying him for any further allotment of residential accommodation.

22. POSSESSING ACCOMMODATION BOTH BY HUSBAND AND WIFE.

In case of violation of sub-rule (ii) or sub-rule (iii) of rule 3, both residential accommodations shall be cancelled, and they shall be charged market rent for the duration of possessing additional accommodations, in addition to initiating disciplinary proceedings against them under the relevant disciplinary rules, for the time being in force, and disqualifying them for any further allotment of residential accommodation,

23. NOT RESIDING IN ALLOTTEKI RESIDENTIAL ACCOMMODATION.

- i. If an allottee or his family member, as the case may be, does not ordinarily reside in the residential accommodation or allows some other person to live therein, his allotment shall be cancelled:

Provided that such an allottee shall be given seven days prior written notice to explain his position in writing before initiating action under sub-rule (i) of Rule-23.

- ii. The GAD/DC office shall cause such inspections of residential accommodations to be made on periodic basis through its representative/nominated officer whose report shall be considered as final for this purpose.

24. NON-PAYMENT OF RENT.

Where an allottee is found not paying rent for three consecutive months, the allotment shall be liable to be cancelled and the allottee shall be evicted forthwith:

Provided that such allottee shall be given a seven days prior written notice to explain his position before initiating action under this rule:

Provided further that the cancellation order and notice may be withdrawn, subject to payment of penalty at the rate of rupees five hundred (100) per day for the intervening period, if the allottee produces documentary evidence that the same has not been paid for reasons beyond his control.

25. REPORTING OF PROMOTION, TRANSFER, DEPUTATION AND DEATH ETC.

- i. Within a fortnight of the promotion, transfer, grant of extra-ordinary leave, of an allottee or as the case may be, of his proceeding abroad on training/study/ deputation, the allottee shall be responsible for reporting any such change to the GAD/DC Office.

- ii. In the event of death of an allottee, the family member shall be responsible for reporting his death.
- iii. Where an allottee or his family member, as the case may be, fails to report such a matter to the allotment authority within stipulated time, his allotment shall be liable to be cancelled and a penalty, at the rate of rupees five hundred (500) per day for such intervening period, shall be imposed:

Provided that such allottee shall be given seven days prior written notice to explain his position before initiating action against him under this sub-rule.

26. REPORTING OF RETIREMENT, DISMISSAL, REMOVAL, RESIGNATION FROM SERVICE ETC.

- i. Within fortnight of the retirement, resignation, removal or dismissal from service, the allottee shall be responsible for reporting any such change to the GAD/DC Office.
- ii. Where an allottee fails to report such a matter to the GAD/DC Office, within stipulated time, his allotment shall be cancelled, immediately, and a penalty, at the rate of rupees five hundred (500) per day and charging of market rent for such intervening period shall be charged:

Provided that such allottee shall be given as seven days prior written notice to explain his position before initiating action against him under this sub-rule.

27. NON-PROVISION OR PROVISION OF WRONG INFORMATION TO OBTAIN UNDUE BENEFITS.

- i. If at any stage it is found that an allottee has provided wrong information, concerning his seniority, pay scale, entitlement etc, his allotment shall be cancelled *ab-initio* and market rent shall be recovered from him for the entire duration of allotment, in addition to initiating disciplinary proceedings against him under the relevant rules, for the time being in force and disqualifying him for further allotment of residential accommodation.
- ii. Where the General Administration Department and District Administrations require an allottee to submit information pertaining to his service, pay, emoluments or other matters allied with provision of residential accommodation, and the allottee either does not cooperate with the allotment authority or fails to submit such information within a fortnight, a penalty of rupees one hundred (100) per day for the intervening period shall be imposed upon such allottee:

Provided that where the allottee does not submit the requisite information despite the imposition of penalty to the tune of rupees three thousand (3000), the allotment shall be liable to be cancelled.

28. CURBING UNSOCIAL PRACTICES.

- i. An allottee, at the time of allotment, shall submit an undertaking to the allotment authority that he and his family members shall abstain from all such actions or activities as may cause nuisance or inconvenience to his neighbors in the locality.
- ii. If an allottee or his family members, as the case may be, are found involved in any unsocial or immoral or unethical practices or activities, as the case may be, which may be considered as crimes, the residential accommodation, so allotted, shall be liable to be cancelled and such allottee shall be evicted there from and shall be disqualified for all such future allotments:

Provided that such allottee shall be given seven days prior written notice to explain his/her position before initiating action against under this sub-rule.

Explanation.— Resorting to encroachments, littering, un-civilized behavior or lack of civic sense or involvement in immoral activities may be treated as activities as may cause nuisance for the purpose of these rules.

29. ALLOTMENTS MADE IN VIOLATION OF THESE RULES.

Government may, at any stage after coming into force of these rules, without any prior notice, cancel the previous allotments made in violation of these rules.

30. UN-AUTHORIZED OCCUPATION.

The Allotment Authority shall, in addition to the powers exercised under these rules for the purpose of removing the un-authorized occupant from the residential accommodation, disconnect the services and facilities *i.e.* water supply, gas, electricity, telephone etc.; from such residential accommodation.

CHAPTER -VIII
RENT AND ITS RECOVERY

31. RENT.

- i. Unless otherwise specified, normal rent shall be charged from the allottee, for a residential accommodation or designated accommodation, as the case may be.

- ii. The rent for bachelor hostel shall be fixed by the General Administration Department, from time to time.
- iii. The drawing and disbursing officer of the department to which such allottee belongs shall be responsible for deduction and recovery of the rent. The drawing disbursing officer shall submit an annual certificate or undertaking to GAD/DC Office that the rent deduction has been made from the allottee:

Provided that where the allottee does not draw his salary from Provincial exchequer, the rent shall be deposited by the allottee in the Provincial treasury, under Gilgit-Baltistan Consolidated Fund Account and copies of paid challan shall be submitted to the GAD or DC Office, latest by the 7th of every calendar month.

- iv. Utility bills of the residential accommodation shall be paid by the allottee directly to the relevant service providers for the period commencing from the date of vacation by the previous allottee.
- v. An allottee, who vacates the residential accommodation, shall be allowed withdrawal of house rent allowance only after obtaining No Object Certificate from the GAD or respective DC office in this regard.

32. MARKET RENT.

The rent, at the rate of such market value, shall be charged from an allottee, in respect of each category of a residential accommodation as specified in these rules, as determined and fixed by the Works Department of Government, on annual basis.

33. NON PAYMENT OF RENT.

An allottee, who requires to deposit the rent in the Government treasury, as specified in the proviso of sub-rule (iii) of rule 31, and does not deposit it within due date, such allottee shall be determined as defaulter by the General Administration Department and District Administrations and he shall be issued a notice to clear his all dues within the period as specified in the said notice. In case of non-compliance, the respective allotment authority shall request the Accountant General Gilgit-Baltistan and District Account Office, or his department to deduct the amount of rent at source from his salary and other emoluments:

Provided that where the allottee has been dismissed or removed from service, the amount of rent and other charges due on him shall be recoverable as arrears of land revenue.

CHAPTER -IX
MISCELLANEOUS

34. APPELLATE AUTHORITY AND APPEALS.

- i. The allottee, as the case may be, aggrieved from the decision or orders of the District Administration, may file an appeal to the Secretary General Administration Department and against the order of GAD to the Chief Secretary, as the case may be, being competent authorities, under these rules respectively, within fifteen days after the orders of Allotment Authority, as the case may be.
- ii. An appeal, under sub-rule (i), shall be made within fifteen days, after the order of the competent authorities, as specified in sub-rule (i), which shall be reduced in writing and a concise statement by a public office holder or allottee, as the case may be, to the extent of grounds to be agitated.
- iii. The appellate authority, as specified in sub-rule (i), after receiving the appeal, shall decide such appeal within thirty days.
- iv. The decision of the appellate authority shall be final and binding.

[No. SO (G)-I(35)/2021.]

SIBTAIN AHMED,
Secretary
Government of the Gilgit-Baltistan
General Administration Department.

Schedule — I
[see rule 2(iv)]

COMPETENT AUTHORITIES FOR ALLOTMENT

1.	Special reserved quota in cases of death	Chief Secretary Gilgit-Baltistan.
2.	Fresh Allotment and Exchange BS-18 and Above	-do-
3.	Designation of Residence	-do-
4.	Declaration of Accommodation as Bachelor Hostel and vice versa	Secretary, General Administration GB
5.	Fresh Allotment and exchange to the officers BS-16-17	-do-
6.	Fresh Allotment and exchange to the official BPS-11-15	-do-
7.	Allotment in Bachelor Hostel	Deputy Secretary (GAD),
8.	Fresh Allotment and exchange to the official BS-01-10	District Administrations/Deputy Commissioners

Schedule-II
(see rule 7)

**ENTITLEMENT OF GOVERNMENT SERVANTS FOR ALLOTMENT OF
RESIDENTIAL ACCOMMODATION IN GILGIT-BALTISTAN**

BASIC PAY SCALE	CLASS OF ACCOMMODATION	CATEGORY OF ACCOMMODATION	POOL
21-22	"A"	I	Secretary General Administration GB (GAD)
20	"B"	I	
18-19	"C"	II	
16-17	"D"	III	
11-15	"E"	IV	
9-10	"F"	V	Concerned Deputy Commissioner
7-8	"G"	VI	
1-6	"H"	VII	

**SPECIFICATIONS OF GOVERNMENT OWNED HOUSES/FLATS OF VARIOUS
CATEGORIES.**

Category	Built up area (In Sq Ft.)	Details of accommodation
1	2	3
I).	3000	1 drawing room, 1 dining room, 3 bed rooms with attached baths, 1 guest room without attached bath, 1 kitchen, 1 lounge, 1 store, 1 box, 1 garage, and 2 servant quarters with toilet and verandah.
II).	2500	1 drawing room, 1 dining room, 3 bed rooms with attached baths, 1 kitchen, 1 store, 1 box, 1 lounge and 1 servant quarter with toilet/bathroom.
III).	1500	1 drawing cum dining room, 2 bed rooms with attached baths, 1 kitchen, 1 store, 1 box and lounge.
IV).	1000	1 living room, 2 bed rooms, 1 kitchen, back verandah, 1 bath and 1 toilet.
V).	567	2 rooms, 1 kitchen, back verandah, 1 bath and 1 toilet.

Schedule – III

[(see rule 8(i))]

GOVERNMENT OF GILGIT-BALTISTAN
APPLICATION FORM FOR ALLOTMENT OF RESIDENTIAL
ACCOMMODATION

Photo

Female
(Optional)

FOR OFFICE USE

Application No _____ Station _____

Diary No _____ Date _____

- NOTE:** (i). Fill the form in Capital Letters preferably use typewriter
(ii). Use only one box for one character
(iii). Please write N.A in the column not applicable
(iv). Attach one photo

PART-I

TO BE FILLED BY THE GOVERNMENT EMPLOYEE
GENERAL INFORMATION

1. Name of applicant

[illegible]

2. Father's Name

[illegible]

3. Designation & BS

[illegible]

4. Date of entry into govt. service with BPS

	Day	Month	year
BPS-1			
BPS-2			
BPS-3			
BPS-4			
BPS-5			
BPS-6			
BPS-7			
BPS-8			
BPS-9			
BPS-10			
BPS-11			

	Day	Month	year
BPS-12			
BPS-13			
BPS-14			
BPS-15			
BPS-16			
BPS-17			
BPS-18			
BPS-19			
BSP-20			
BPS-21			
BPS-22			

[illegible][illegible]

--	--	--	--	--	--	--	--

[illegible]

9. Phone No. _____ Cell No. _____

10. Sex (a) Male ☐ (b) Female ☐

11. Marital Status (a) Married ☐ (b) Unmarried ☐

12. Detail of family members: (Additional Sheet can be used for more than 5 members)

S.No	Name	Relation	age
1			
2			
3			
4			
5			

13 Date of entitlement for the category / class
of residential accommodation

[illegible]

15. Expected date of Vacation / vacated the present accommodation on

--	--	--	--	--	--	--

16. Please ensure that the following documents have been attached with application in the following order duly attested.

	Yes	No
a) Copy Of C.N.I.C of allottee (PGS)		
b) Copy of last pay slip/last pay bill		
c) One Photo pasted on top of form.		
d) Appointment / transfer order		

Dated _____

Signature of P.G.S _____

PART-II
FOR USED BY THE DEPARTMENT
(EMPLOYER OF THE PROVINCIAL GOVERNMENT SERVANT)

Note: The application of employees of Provincial Govt. Servant should be forwarded by the Administrative department concerned.

No. _____ Date _____

Certified that Mr./Mis/Mrs. _____ is employed in this department since _____ he/she holds a post under Government of Gilgit-Baltistan. His / her date of retirement is _____. The above official has never been allotted any house/flat (if allotted please indicate the house/flat No. _____)

The department in which the Provincial Government Employee is eligible to get residential accommodation from GAD/District Administration Pool.

It is certified that the information given by the public office holder in proforma is correct.

Signature _____

Name _____
Designation and Department with complete Address (official Stamp to be fixed)

Schedule-IV
[see rule 8(ii)]
REGISTRATION CARD

S. #	FIELD.	DETAIL
1	Name:	
2	Father's Name:	
3.	Designation with BPS:	
4.	Department:	
5.	Applied for residential accommodation on:	
6	Eligible for allotment category	
7	Your name is placed in the Waiting List:	
8	Your current Waiting List No. is:	

SECTION OFFICER (GAD-II).

Schedule— V
See Waiting List rule-9(i)

The following waiting list shall be maintained:-

- 1 Waiting List of Administrative Secretaries, officers in BPS-20
- 2 Waiting List of field officers (PAS, PSP and DMS/LAS) (BPS 17 to 19).
- 3 Waiting List of officers other than field officers (BPS 17 to 19).
- 4 Waiting list of A-Type/better residential accommodation for Secretariat Employees.
- 5 Waiting list of B-Type /better residential accommodation for Secretariat Employees.
- 6 Waiting List of C-Type residential accommodation for Secretariat Employees.
- 7 Waiting list of A-Type /better residential accommodation for Attached Employees.
- 8 Waiting list of B-Type /better residential accommodation for Attached Employees.
- 9 Waiting List of C-Type residential accommodation for Attached Employees.
- 10 Waiting list of Class-IV employees (Secretariat and Attached Department).

Schedule – VI
[see rule 11(iv)]

ALLOTMENT ORDER
GOVERNMENT OF GILGIT-BALTISTAN
GILGIT-BALTISTAN SECRETARIAT
General Administration Department

Date _____

OFFICE ORDER.

File No. _____ The competent authority has been pleased to allot House / Quarter NO..... to Mr..... Designation..... under rule-----of the Gilgit-Baltistan Accommodation Allocation Rule, 2022, with the following terms and conditions:

2. The allotment order is valid, subject to the condition that the allottee shall:-
 - (a) Produce an affidavit on judicial stamp paper of rupees fifty (50) duly attested by Magistrate 1st Class to the effect that he/she does not own residential accommodation in his/he own name or in the name of his/her spouse or dependent Children and that you shall abide all the terms and condition mentioned in this allotment order as well as the rules under which this allotment is made.
 - (b) Take over possession of the residential accommodation from the General Administration Department or District Administration as the case may be, and shall submit the occupation certificate for all fittings & fixtures.
 - (c). Provide the copy of CNIC, date of retirement and pay slip for the month of allotment or before.
 - (d) Provide the aforementioned requirements within one month; otherwise the allotment order shall stand cancelled, under rule 15(1) of the Accommodation Allocation Rules-2022.
 - (e) Be personally responsible for deduction of house rent allowance plus 5% maintenance charges (if any) and payment of utility bills, after occupation of residential accommodation, and shall provide copy of pay slip utility bills of next month of allotment showing deductions or payments etc. on failure the allotment order shall stand cancelled under rule-24 of the Accommodation Allocation Rules, 2022.
 - (f). Not sublet the residential accommodation, if found guilty, allotment shall be cancelled recovery through market rent of entire period and disciplinary action for misconduct shall be invoked.
 - (g) The allottee or his family member as the case may be shall within fortnight provide information as mentioned in rule 25 to the General Administration Department or District Administration as the case may be, otherwise rule 25(iii) shall be invoked

SECRETARY GENERAL ADMINISTRATION DEPARTMENT
GILGIT-BALTISTAN

Endst: No. & date of even.

Copy forwarded to the: -

1. Accountant General, GB/District Accounts Officer.
2. The Works Department Gilgit-Baltistan.
3. The DDO Department Concerned
4. PS to Secretary S&GAD GB
5. Officer/Official concerned



Schedule-VII
See Rule-14(i)

Vacation Report
Government of Gilgit-Baltistan

File No. _____ Dated _____

HANDING/TAKING OVER OF RESIDENTIAL ACCOMMODATION

Today on _____ possession of House/Flat/Quarter No. _____ Colony has been taken over from Mr. _____ with the following inventories:-

- | | |
|--------------------------------|-------|
| (a) Ceiling Fan | _____ |
| (b) Exhaust Fan- | _____ |
| (c) Cooking Range. | _____ |
| (d) Burner | _____ |
| (e) Gas Heater | _____ |
| (f) Water Geyser | _____ |
| (g) Water Tank - | _____ |
| (h) Wash Bason - | _____ |
| (i) Electricity Meter Reading. | _____ |
| j) Suigas Meter Reading, | _____ |
| k) WC | _____ |

HANDED OVER BY

TAKEN OVER BY

Signature _____	Signature _____
Name _____	Name _____
Designation _____	Designation _____
Cell No _____	Cell No _____

The above mentioned inventory is hereby forwarded to the Complaint Office for checking / counting and verification. After verification a copy may be retained by _____ your office and this list may be sent to GAD/DC Office for record within three (03) days, positively.

Checked / verified by

Name _____
Designation _____

Schedule - VIII

[see rule-14(vi)]

**GOVERNMENT OF GILGIT-BALTISTAN
GILGIT-BALTISTAN SECRETARIAT
General Administration Department**

PROVISIONAL NO OBJECTION CERTIFICATE

This Department has no objection on processing/completion of pension papers in respect of
Mr./Mst./Miss._____ Department _____retired/retiring/died during
service on _____.However, the Audit Office may withhold 5% of the commutation amount
for clearing the outstanding liabilities of any residential accommodation under his
possession. The said amount of 5% shall be cleared by the Audit Office on receipt of a final
NOC from the District Administration or General Administration Department, as the
case may be, verifying that he/she has vacated the residential accommodation and that
nothing is outstanding against him.

GENERAL ADMINISTRATION DEPARTMENT



Schedule-X
[see rule-15(i)]
OCCUPATION CERTIFICATE

GOVERNMENT OF GILGIT-BALTISTAN
GENERAL ADMINISTRATION DEPARTMENT

File NO. _____

Dated _____

TAKING OVER POSSESSION OF HOUSE / FLAT / QUARTER NO _____

Today on _____, I _____ have taken over the possession of House / Flat / Quarter No _____ Colony _____ and have occupied it. The residential accommodation has been handed over to me by the General Administration Department/District Administration with the following inventories:

- (a) Ceiling Fan _____
- (b) Exhaust Fan _____
- (c) Cooking Range _____
- (d) Burner _____
- (e) Gas Heater _____
- (f) water Geyser _____
- (g) Water Tank _____
- (h) Wash Basin _____

(i) Electricity Meter Reading _____

(j) SUI Gas Meter Reading _____

Handed over By

Taken Over By

Signature _____
Name _____
Designation _____
Cell No. _____

Signature _____
Name _____
Designation _____
Cell No. _____

Schedule — IX
[see rule 14(i)]

GOVERNMENT OF GILGIT-BALTISTAN
GILGIT-BALTISTAN SECRETARIAT
General Administration Department

NO OBJECTION CERTIFICATE

It is to certify that the District Administration and General Administration Department have nothing outstanding against Mr./Mst./Miss._____. This Department has therefore no objection in issuing him last pay certificate or clearing his pension case/dues.

GENERAL ADMINISTRATION DEPARTMENT (GAD).

UNDERTAKING

I undertake to pay if any amount found to be outstanding against me at a later stage from my pay/pension.

Signature

Name in block letters

Designation and Department

Permanent Home Address:_____

Phone_____