

# **FGEI (C/G) DTE**

## **SIR SYED ROAD, RAWALPINDI**

### **APPLICATION FORM FOR ALLOTMENT OF HIRED ACCOMMODATION**

#### **FOR OFFICE USE**

Application No \_\_\_\_\_ Station \_\_\_\_\_ Date \_\_\_\_\_

- Note: (I) Fill the form in Capital letters preferable use typewriter.  
 (II) Tick the relevant information  
 (III) Please write N.A in the column not application



#### **PART-I** **TO BE FILED BY THE FEDERAL GOVT EMPLOYEE**

##### **(A) GENERAL INFORMATION**

1. Name of FG Employees: \_\_\_\_\_
2. Designation \_\_\_\_\_ 3. BPS \_\_\_\_\_
4. Name of Office/Institutions: \_\_\_\_\_
5. Date of Birth \_\_\_\_\_ (6) Sex: (a) Male (b) Female
7. NIC No. \_\_\_\_\_ (8) Mobile No. \_\_\_\_\_
9. Marital Status (a) Married (b) Unmarried (c) Date of retirement \_\_\_\_\_

##### 10. **Details of family members: -**

S. No	Name	Relation	Age	Profession	Monthly Income
1					
2					
3					
4					
5					
6					
7					

11. Date of Entry into Federal Govt Service: \_\_\_\_\_
12. Date of Posting at Present Station \_\_\_\_\_ till \_\_\_\_\_

##### **(B) PARTICULARS OF ACCOMMODATION ALREADY ALLOTTED**

13. House / Flat No: \_\_\_\_\_ Street No: \_\_\_\_\_  
 Mohallah: \_\_\_\_\_ Sector: \_\_\_\_\_  
 City: \_\_\_\_\_
14. Status of House: - (a) Owned House (b) Hired House 15. Date of Occupation \_\_\_\_\_

##### **(C) PARTICULARS OF HOUSE TO BE OT ALLOTTED/HIRED THROUGH FGEI(C/G) DTE, SIR SYED ROAD, RAWALPINDI CANTT**

16. House / Flat No: \_\_\_\_\_ Street No: \_\_\_\_\_  
 Mohallah: \_\_\_\_\_ Sector: \_\_\_\_\_  
 City: \_\_\_\_\_
17. Date of Occupation of House \_\_\_\_\_

##### 18. **PLEASE ENSURE THAT TWO COPIES OF FOLLOWING DOCUMENTS HAVE BEEN ATTACHED WITH THE APPLICATION DULY ATTESTED: -**

- (1) Vacation report of previous house.
- (2) Copy of NIC of Allottee/Owner and two witnesses.
- (3) Two 4" Photograph of allottee.
- (4) Copy of owner ship documents /Power of attorney.
- (5) Copy of Map of house.
- (6) Affidavit form Owner/Allottee.
- (8) Bank Account No. of Owner duly verified by the bank Manager.

**UNDER TAKING OF FG EMPLOYEE**

Mr. / Mrs. / Miss. \_\_\_\_\_

S/O, D/O, W/O \_\_\_\_\_

Designation \_\_\_\_\_

- (a) **ADHERENCE TO THE CONDITION OF HIRING PROCEDURE.** The house will be hired if it is found complete in all respects as per consent signed by the owner and will thereafter be assessed by the Assessment Committee in accordance with the Govt instructions on the subject. I also understand that the rent of the house is to be fixed by the Govt as per value assessed by the Assessment Committee/owner's demand or my rental ceiling which over is less. The payment to the owner cannot be made by the Govt until and unless the owner has produced ownership documents etc. and he/she (owner) has signed the lease agreement with the FGEI (C/G) Directorate, Rawalpindi Cantt.
- (b) **PAYMENT OF DIFFERENCE OF RENT.** I shall pay the difference of rent between the rent sanctioned by FGEI(C/G) demand my entitlement to meet the owners demand to him and that the FGEI (C/G) Dte shall not be a party in the transaction.
- (c) **PAYMENT OF RENT TO OWNER IN CASE OF NON-HIRING**  
If for any reason the house is not hired by the FGEI(C/G) Dte even if have been allowed to occupy it, I shall responsible for payment of rent to the owner. Thus I assume entire responsibility whatsoever in this regard.
- (d) **HANDING OVER OF POSSESSION OF HOUSE/FLAT ON VACATION.** At the time of vacation of the house, shall not hand over the house directly to the owner but will hand over its possession to the Owner. In accordance with the inventory signed by me at the time of taking over of possession of the house. I further under take that I shall pay for any breakages/damages cost to the property and utility bills for the period of my occupation of house.
- (e) **NON-SUB-LETTING OF ACCOMMODATION.** I shall not sub-let the residence or the out houses attached there to for the breach of any rules or conditions of allotment I under take to abide by any decision given by the competent authority.

I certified that the information given above is correct to best of my knowledge and belief. I agree to abide by the rules framed or which may be framed by Govt. for allotment of accommodation.

Dated \_\_\_\_\_

Signature of Applicant \_\_\_\_\_  
(FG Employees)

**PART-II: - FOR USE BY THE HEAD OF THE CONCERNED OFFICE/INSTITUTION**

No \_\_\_\_\_

Dated: \_\_\_\_\_

- (1) Forwarded Mr.Mrs.Miss. \_\_\_\_\_ is employed in this Department since \_\_\_\_\_ he/she holds a permanent/adhoc and contract post under the Federal Govt (Strike out not applicable). His/Her date of retirement is \_\_\_\_\_
- (2) The above official has never been allotted any house/flat (if allotted please indicate the house/flat No. \_\_\_\_\_)
- (3) It is certified that information given by the FG Employee is correct.

\_\_\_\_\_  
Signature/Stamp Head of Department

**PART-III: - TO BE FILLED BY THE OWNER**

(A) **GENERAL INFORMATION**

- (1) Name of Owner \_\_\_\_\_
- (2) Legal Position: - (a) Self (b) Attorney (c) NIC No. \_\_\_\_\_
- (3) Postal Address: House No. \_\_\_\_\_
- (4) Telephone No. (i)Office \_\_\_\_\_ (ii) Res: \_\_\_\_\_
- (5) Bank Account No. \_\_\_\_\_ Name of Bank \_\_\_\_\_

(ii) **STATUS OF DIFFERENCE OF RENT.** If the rent demanded by me is higher than the rent sanctioned by the FGEI (C/G) Dte the difference shall be payable by the above official direct to me. The Govt shall not be a party in this transaction. Moreover, I shall never claim the difference of rent from the Govt.

(iii) **PERIOD OF LEASE AGREEMENT** shall execute lease agreement for a period of three years at the rates sanctioned by the Govt.

(iv) **REFUND OF ADVANCE RENT.** In case the house after having been hired by the Govt is vacated by the mentioned official during the currency of agreed lease period I shall refund the balance of advance rent, if any out standing for the

remaining period in order to get back the possession of the house/flat to make this refund the FGEI (C/G) Dte may utilize the house for another Govt employee for the residual period on the rent as agreed by me in the lease agreement.

(v) **CONDITION OF HOUSE** It is hereby affirmed/declared that the house is complete in all respects and fully habitable, If, it is not found so on inspection, the permission of occupation allowed by the Government shall automatically stand withdrawn.

(vi) **NON RENTING OF HOUSE/FLAT TO FGEI(C/G) DTE.** The house was not previously rented out through FGEI(C/G) Dte, if yes please give details with dates and reference.

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Signature of Owner

**PART-IV: - LEASE AGREEMENT FOR EXECUTION BETWEEN OWNER AND GOVERNMENT**

NOTE: -

- (i) Please do not fill in the left over blanks the same shall be filled at the time of execution of the lease agreement
- (ii) The owner should personally appear in FGEI(C/G) Dte to execute lease agreement on issuance of sanction.
1. This indenture is made and entered at \_\_\_\_\_ on this day the \_\_\_\_\_ between \_\_\_\_\_ hereinafter referred to as the "the lessor" (Which expression shall unless repugnant to the context, mean and include his heirs assignees executors administrators and legal representatives) of the one part and President of Pakistan herein after referred to as "the lessee" (Which expression shall where the context admits be deemed to include the assignees of the President of Pakistan) of the other part.
  2. WHEREAS the said lessor is the owner and in possession of and has agreed to give on lease a storied bungalow on H. No. \_\_\_\_\_ MEASURING \_\_\_\_\_ Sq ft, and the lessee has agreed to take on lease for a period of \_\_\_\_\_ year/years the said bungalow consisting of \_\_\_\_\_ herein after called the said premises for the office/residential accommodation of the offices of the lessee.
  3. NOW THIS INDENTURE WITNESSTH THAT pursuant to the aforesaid agreement and in consideration of the rent herein reserved and of the covenants and conditions herein contained the lessor do-hereby grant and demise into the lessee the said premises for the period of \_\_\_\_\_ year/years commencing from \_\_\_\_\_ which period can be extended if necessary for a further period of one year on the same terms and conditions if the lessee notifies the lessor one month prior to the termination of the lease otherwise the lease shall terminate automatically.
  4. The rent of the said premises shall be Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) per month inclusive of fittings and fixtures (Which will be adjusted at the monthly rate of Rs \_\_\_\_\_ against the rent in respect of the said premises until full adjustment thereof. The rent of \_\_\_\_\_ months has been kept in reserve to meet the repair charges etc: which shall be used by the lessee in case the lessor fails to carry out the repairs etc, after he has been served with a notice 30 days. If any balance is left out of the said reserve after expiry of the lease period. In case the lessee is obliged to incur expense in excess of \_\_\_\_\_ months rent it will be recoverable from the lessor. The lessee shall have to render the account to the lessor of the expenditure incurred on repair etc, on his behalf.
  5. The lessor hereby covenants with lessee as follows: -
    - i. The lessor will pay all rates, taxes and assessment including urban property taxes etc, as assessed and revised on the said premises by Govt or municipal authority or any other local Provincial or Central Authorities.
    - ii. The lessor shall provide Gas connection up to kitchen and drawing cum dinning room. Geysers for supply of hot water to bath room/rooms. Ceiling fans, gas cooking range gas burners shall be provided in the Kitchen. The aforesaid rent includes rent for these fixtures and the lessor shall not claim rent separately for the same.
    - iii. The lessor shall have the said premises white washed and repaired every year at this own cost. Distemping shall be done once every two years. If he/she does not do so, the work will be carried out at his cost by FGEI (C/G) Dte after 30 days notice. The charge shall be met from the reserve money referred to at Para-4. In case of any of any dispute between the lessor and lessee over the expenditure of repair incurred by the FGEI (C/G) Directorate, Rawalpindi Cantt on the behalf of the owner.
    - vi. The lessor shall take over peaceful possession of the said premises after the expiry of the lease period if it is desired by the Govt, if the lessor fail to take over the premises, the Govt Chowkidar will be posted in the premises at his own cost.
  6. The lessee do hereby covenant with the lessor as follows: -
    - i. The lessee shall not carry out any alterations or additions to premises or demolish any part there of without the consent of the lessor in writing, except non structural repairs these to including minor repairs to sanitary, water and electrical installations which shall be the responsibility of the lessee.
    - ii. The lessee shall be responsible for charges and consumption of electricity Sui Gas, water and conservancy charges during the subsistence of lease.
    - iii. The lessee shall be responsible for charges and consumption of the said premises after the expiry of the lease period in the original condition as far as possible and subject to normal wear and tear.
  7. And is also hereby covenanted between the lessor and lessee as follows: -
    - i. Whenever the said premises or any essential part there of is destroyed or damaged by fire earthquake, war civil disturbance or any other natural calamity or due to faulty constructions so as to make it unfit for further tenancy, the lease shall stand terminated at once.
    - ii. The opinion of the lessee that the premises or part there of have become unfit for further tenancy, shall be final.
    - iii. If for the reasons stated in sub-para (i) the premises are partially damaged, the lease shall be terminable on the part of the lessee by 30 days notice.

- iv. FGEEI(C/G) Dte may terminate a lease agreement in public interest due to charge in Govt. Policy by giving 30 days notice to the owner.
- v. No rent shall be payable to the lessor from the date of such termination of the lease and lessor shall refund to the lessee the unadjusted portion of the advance rent paid.

8. THE LESSEE as well as the lessor do hereby irrevocably commit themselves not to dispute or raise any objection to the agreed amount of rent and the terms and conditions of this lease through the lease period.

9. IN WITNESS WHEREOF THE lessor and the lease have executed this indenture of and here in to subscribe their names and set their respective seal as the date first above written.

**CONSENT OF THE OWNER (THIS IS NOT REQUIRED IN CASE OF SELF HIRING)**

**(i) RENT DEMAND**

I Mr./Mrs./Miss \_\_\_\_\_

Owner of House/Flat No. \_\_\_\_\_

do hereby given my consent to rent out my house to Mr./Mrs./Miss \_\_\_\_\_

through FGEEI (C/G) Directorate, Rawalpindi Cantt at a monthly rent of Rs \_\_\_\_\_ with \_\_\_\_\_ Years advance rent.

**WITNESSES**

1. \_\_\_\_\_

Dir Adm \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

**OWNER** \_\_\_\_\_  
**LESSOR**

ADDRESS: \_\_\_\_\_

\_\_\_\_\_