Government of Pakistan
Central Directorate of National Savings
Application Form Allotment of Hired Accommodation
(FOR OFFICE USE)

APPLICATION NO _____ STATION_____

DIARY No_____ SECTION_____ DATE_____

NOTE i) Fill the form in Capital Letters preferably use typewriter
ii) Use only one box for one character as

A	B	C		

iii) Cross the relevant box
iv) Please write N/A in the columns not applicable
v) Attach three Photos with the form

ATTESTED PHOTO GRAPH OF FGS TO BE PASTED

PART I **TO BE FILLED BY FEDERAL GOVERNMENT SERVANT.**
(A) GENERAL INFORMATION

1. Name of the Federal Government Servant (FGS)
2. Designation
3. Date of Appointment in the present grade - -
4. BPS No (Regular)
5. Status of Service (a) Permanent ☐ (b) Temporary ☐ (c) Adhoc ☐ (d) Contract ☐
6. Place of Posting
7. CNIC - -
8. Date of Birth - -
9. Domicile (a) Punjab/Islamabad ☐ (b) Sindh (R) ☐ (c) Sindh (J) ☐ (d) NWFP ☐
(e) Balochistan ☐ (f) FANA/FATA ☐ (g) Azad Kashmir ☐
10. Sex (a) Male ☐ (b) Female ☐ 11. Marital Status: (a) Married ☐ (b) Unmarried ☐
12. Details of Family members (An additional sheet can be used for more than 5 members)

1.
2.
3.
4.
5.

13. Date of entry into Govt. Service - -
14. Date of posting at present station - -

15. PARTICULARS OF ACCOMODATION ALREADY ALLOTED TO FGS

16. House Flat No. Block No. Sector
Mohallah City
17. Status of house (a) Govt.Owned ☐ (b) Hired House ☐ (18) Date of Occupation - -
19. Expected date of vacation/vacated the present accommodation on - -

(B). PARTICULARS OF ACCOMODATION ALREADY ALLOTED TO SPOUSE

20. House Flat No. Block No. Sector
Mohallah City
21. Status of house (a) Govt. Owned ☐ (b) Hired House ☐ (22) Date of Occupation - -
23. Expected date of vacation/vacated the present accommodation on - -

(C). PARTICULARS OF HOUSE TO BE GOT ALLOTED/HIRED THROUGH ESTATE OFFICE/CDNS.

24. House Flat No. ☐☐☐☐☐ Block No. ☐☐☐ Sector ☐☐☐☐☐☐☐

Mohallah ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ City ☐☐☐☐☐☐☐☐☐☐

25.Relation with the owner (a) Self ☐ (b) Husband/wife ☐ (c) Father/Mother ☐ (d) Son/Daughter ☐ (e) No ☐

(D). HOUSE OWNED BY FGS/FAMILY AT PLACE OF POSTING.

26. House Flat No. ☐☐☐☐☐ Block No. ☐☐☐ Sector ☐☐☐☐☐☐☐

Mohallah ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ City ☐☐☐☐☐☐☐☐☐☐

27.Relation with the owner (a) Self ☐ (b) Husband/wife ☐ (c) Father/Mother ☐ (d) Son/Daughter ☐ (e) No ☐

28. Date of completion of house ☐☐-☐☐-☐☐☐☐

29. Pease ensure that the THREE COPIES of following documents have been attached with application in the following order duly attested.

		Yes	No
(a)	Vacation report of previous house.	☐	☐
(b)	Copy of CNIC of Allottee (FGS)	☐	☐
(c)	Copy of CNIC of owner of house	☐	☐
(d)	Copy of ownership documents/power of attorney.	☐	☐
(e)	Copy of Map of House	☐	☐
(f)	Copy of last pay slip/ last pay bill	☐	☐
(g)	Three photos including the pasted one	☐	☐

UNDERTAKING OF FEDERAL GOVERNMENT SERVANT

I, Mr/Mrs/Miss_____

S/O, D/O, W/O _____

do hereby undertake that :

(a) Non provision of accommodation by Estate Office/CDNS:

I am not an allottee/ in occupation of any Govt.owned/hired accommodation on the pool of Estate Office/CDNS, except following houses/flat no…….which I have vacated on……or I am vacating on……..I own a house in my place of posting in the name of …….
which was purchased/constructed on …….

(b) Adherence to the conditions 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 Board in accordance with the Government instructions on the subject.

I also understand that the rent of the house is to be fixed by the Government as per value assessed by the Assessment Board/Owners demand or my rental ceiling which ever is less. The payment to the owner cannot be made by the Government Until & unless the owner has produced ownership documents etc. and he/she (owner) has signed the lease agreement with the CDNS.

(c) Payment the difference of rent:

I shall pay the difference of rent between the rent sanctioned by Finance Division/CDNS, Islamabad and my entitlement to meet the Owner's demand to him and that the Finance Division/CDNS, shall not be a party in this transaction.

(d) Payment of rent to owner in case of non-hiring:

If for any reason the house is not hired by the Govt. even if I have been allowed to occupy it, I shall be responsible for payments of rent to the owner. Thus I assume entire responsibility whatsoever in this regard/

(e) Handing over of possession of house/flat on vacation:

At the time of vacation of the house, I shall not hand over the house directly to the owner but will handover the possession to the RDNS/CDNS, in accordance with the inventory signed by me at the time of taking over of possession of the house. I further undertake that I shall pay for any breakage/damages cost to the property and utility bills for the period of my occupation of house.

(f) Non sub-letting of accommodation:

I shall not sub-let the residence or the outhouses thereto. For the breach of any rules and conditions of allotment I undertake to abide by any decision given above is correct is 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 F.G.S_____

II. FOR USE BY THE DEPARTMENT (EMPLOYER OF FEDERAL GOVERNMENT SERVANT)

No. _____ Date_____

(I) Forwarded Mr/Miss/Mrs. _____is employed in this Office since_____he/she holds a temporary/permanent/adhoc/contract Post under the Federal Govt (Strike out not applicable). His/her date of retirement is _____

(II) The above official has never been allotted any house/flat (if allotted please indicate the house/flat No_____,

(III) The Office in which the FGS is serving is eligible to get accommodation from the Estate Offices Pool.

(IV) It is certified that information given by the Federal Government Servant is correct.

Signature_____

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

III. TO BE FILLED BY THE OWNER

(a) GENERAL INFORMATION:

(i) Name of Owner :

(ii) Legal Position (a) Self ☐ (b) Attorney ☐ (c) CNIC No. - -

(iii) Postal Address :

(a)House Flat No. Block No. Sector

Mohallah City

(b) Telephone No.Off) (RES)

(iv) Bank A/C No: (a) PLS A/C Current A/C

(c) Name of Bank

(d) Branch City

(v) Three Specimen Signature _____ _____ _____

(b) CONCENT OF THE OWNER: (This is not required in case of self hiring)

(i) Rent Demanded.

I Mr/Mrs/Miss :_____
Owner of house/flat No._____
do hereby give my consent to rent out my house to Mr/Miss/Mrs. _____
_____through CDNS, Islamabad at a monthly rent of Rs._____with _____ year(s) advance rent.

(ii) Status of Difference of Rent

If the rent demanded by me is higher than the rent sanctioned by the Finance Division/CDNS, Islamabad, 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 Government.

(iii) Period of lease agreement.

I shall execute lease agreement for a period of three years at the rates sanctioned by the Government.

(iv) Refund of Advance rent.

In case of the house after having been hired by the Government is vacated by the above mentioned official during the currency of agreed lease period I shall refund the balance of advance rent, if any outstanding for the remaining period in order to get back the possession of the house/flat. If I fail to make this refund the CDNS may utilize the house for another Government 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 on inspection, the permission of occupation allowed by the Government shall automatically stand withdrawn.

(vi) Non renting of house/flat to Estate Office or other Government/Semi Government Organization earlier

The House was not previously rented out through Estate Office or other offices if yes please give details with dates and reference.

Signature of owner_____

PART-IV **LEASE AGREEMENT FOR EXECUTION BETWEEN OWNER AND GOVT.**

(i) (Please don't fill in the left over blanks) The same shall be filled at the time of execution if the lease agreement.
(ii) The owner should personally appear in RDNS/CDNS to execute lease agreement on issuance of sanction.

1. This INDENTURE is made and entered into at _____on the same day the _____ _____between _____hereinafter referred to as the "the lessaor" (which expression shall unless repugnant to the context, mean and include his heirs assigners 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 _____storied bungalow on plot No_____Measuring _____ Sq ft. and the lessee has agreed to take on lease for a period of _____year (s), the said bungalow consisting of _____ hereinafter called the premises for the office/residential accommodation of the officers of lessee.

3. **NOW THIS IDENTURE WITNESSETH 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 (s) commencing from _____which period can be extended if necessary for a further period of one year on the same terms & 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 fill adjustment thereof. The rent of _____ months has been kept in reserve to meet the repair charges etc. which shall be used by the expiry of lease period. In case the lessee is obliged to incur expense in access of _____months rent 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. and assessed and revised on the premises by Government of Municipal authority or any other local Provincial or Central Authorities.

(ii) The lessor shall provide Gas connection upto kitchen and drawing room and _____ Geysers for supply of hot water to_____ bath rooms/rooms and also _____ of ceiling fans, Gas cooking ranges_____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 repair every year at his own cost. Distempering shall be done once every two years. If he/shall does not do so, the work will be carried out at his cost by the department after 30 days notice. The charges shall be met from the reserve money referred to at Para-4. In case of any dispute between the lessor and lessee over the expenditure of repairs incurred by the department on the behalf of the owner, the matter shall be final and binding on the both parties.

(iv) The lessor shall take over peaceful possession of the said premises after the expiry of lease period it it is desired by the Government, if the lessor fail to take over the premises, the Government Chowkidar will be posted in the premises at cost of lessor.

6. The lessee do hereby covenant with the lessor as follows:-

(i) The lessee shall not carry out any alterations or additions to the premises or demolish any part of 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 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 deliver peaceful and vacant possession 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 also hereby covenanted between the lessor and the lessee as follows:

(i) Whenever the said premises or any essential part thereof it is destroyed or damaged by fire, earthquake, war, civil disturbance or any natural calamity or due to faulty constructions so as to make 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 started in sub-para (i) the premises us partially damaged, the lease shall be terminable on the part of the lessee by 30 days notice to the owner.

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. If he does not do so , the matter shall be referred to an arbitration, Finance Division/CDNS, being the sole arbitrator, the award riven by the arbitration shall be final and shall be acceptable to the lessor and lessee both.

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 terms & conditions of this lease through the lease period.

9. IT WITNESS WHEREOF THE lessor and the lessee executed this indenture of and here into subscribed there name and set their respective seal as the date first above written.

FOR AND ON BEHALF OF

WITNESS

NATIONAL SAVINGS _____
LESSEE.

1_____

Address_____

_____

2_____

Address_____

_____

OWNER_____
LESSOR