



## CONFIDENTIAL

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### PROVINCIAL ASSEMBLY OF THE PUNJAB

Report of the Committee on Privileges about "the Allotment Policy of S&GAD 1997 (Amended from time to time)", i.e. the matter arose out of Privilege Motion No. 25 of 2019

The Committee on Privileges in its meeting held on January 28, 2021 considered the Report of the sub-Committee of Committee on Privileges about the subject matter.

2. The following were present:

1. Mr Ali Akhtar, MPA (PP-99)	Chairman
2. Mr Khayal Ahmad, Minister for Colonies & Culture	Member
3. Mr Muhammad Arshad Chaudhary, MPA (PP-34)	Member
4. Khwaja Muhammad Daud Sulamani, MPA (PP-285)	Member
5. Mian Shafi Muhammad, MPA (PP-258)	Member
6. Mian Muhammad Farrukh Mumtaz Maneka, MPA (PP-191)	Member
7. Mian Manazir Hussain Ranjha, MPA (PP-74)	Member

3. Mr Hassan Haren Hote, Additional Secretary (Welfare) S&GAD, Government of the Punjab represented his department and Mr Inayat Ullah Lak, Director General (PA&R), Provincial Assembly of the Punjab, functioned as Secretary to the Committee.

4. The Hon'ble Chairman of Committee on Privileges, referring the **notification No.PAP/Legis-1(22)/2018/2421 dated 30-12-2020**, succinctly outlined that the sub-Committee of the Committee on Privileges was appointed in terms of rule 154(5) & (7), read with rule 188 of the Rules of Procedures of the Provincial Assembly of the Punjab 1997, to "review the draft of new Allotment Policy of Government Accommodation a matter arose out of Privilege Motion No. 25 of 2019". He further apprised that the sub-Committee had considered the aforesaid matter in its meetings held on 4, 5 & 11 January, 2021, and accordingly presented its report as per 'Annexure-A'.

5. The Committee considered the above referred Report and endorsed the observations of the sub-Committee **at para-4&5** of the above referred Report regarding the competence and jurisdiction of the sub-Committee to consider the subject matter.

6. After detailed discussion and considering the view point of the Administrative Department, the Committee adopted the Report of the sub-Committee to be laid before the Assembly and recommended the draft of new Allotment Policy i.e. "**The Punjab Government Allotment of Residential Accommodations Policy 2021**" Annexure-B'.

Lahore:  
28 January 2021

(ALI AKHTAR)

Chairman

Committee on Privileges

Lahore:  
28 January 2021

for (MUHAMMAD KHAN BHATTI)

Secretary

Provincial Assembly of the Punjab

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**PROVINCIAL ASSEMBLY OF THE PUNJAB**

**Report of the Sub-Committee of Committee on Privileges about "the Allotment Policy of S&GAD 1997 (Amended from time to time)", i.e. the matter arose out of Privilege Motion No. 25 of 2019**

The sub-Committee of Committee on Privileges was notified vide notification No. PAP/Legis-1(22)/2018/2421 dated 30.12.2020, in terms of rule 154(5) read with rule 188 of the Rules of Procedure of the Provincial Assembly of the Punjab 1997, having self-explanatory Terms of Reference (TORs) as envisaged vide para-3 of notification *ibid*. The Committee considered the matter in its meetings held on 4,5 and 11 January 2021.

2. The following were present:

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|--|--------------|
| 1. Mian Shafi Muhammad, MPA (PP-258)                 | Convenor     |
| 2. Mian Muhammad Farrukh Mumtaz Maneka, MPA (PP-191) | Member       |
| 3. Mian Manazir Hussain Ranjha, MPA (PP-74)          | Member       |
| 4. Mr. Ahmad Shah Khagga, MPA (PP-193)               | Member/Mover |
| Parliamentary Secretary for Energy                   |              |

3. Ms Irum Bukhari, Additional Chief Secretary, S&GAD, Mr Hassan Haren Hote, Additional Secretary (Welfare) S&GAD, Government of the Punjab respectively and Mr Mohsin Bukhari, Additional Director, Law & Parliamentary Affairs Department represented their respective departments. Mr Inayat Ullah Lak, Director General (PA&R), Provincial Assembly of the Punjab, functioned as Secretary to the Committee.

4. The Hon'ble Convenor of sub-Committee of Committee on Privileges, succinctly outlined that the sub-Committee was formed "to review the draft of new Allotment Policy of Government Accommodation a matter arose out of Privilege Motion No. 25 of 2019". He further apprised that pursuant to the mandate of rule 154(5), read with rule 188, of the Rules of Procedure of the Provincial Assembly of the Punjab 1997, the sub-Committee had the jurisdiction to consider the subject matter.

5. The sub-Committee endorsed the aforesaid view point and invited the Secretary to Committee to brief the sub-Committee about the legal proposition. Accordingly, the Secretary to Committee seconded the quoted opinion and also apprised that in addition to above referred provisions of Rules, in terms of rule 154(7), read with rules 155 and 188, of the Rules of Procedure of the Provincial Assembly of the Punjab 1997, the Committee also had competence *inter-alia* to examine the policies of the Department concerned.

6. The sub-Committee comparatively analyzed the prevailing Allotment Policy as well as the proposed draft of the Allotment Policy (Revised) 2020, *vis-à-vis* (i) the Federal Government "Accommodation Allocation Rule 2002", (ii) "the Khyber Pakhtunkhwa Residential Accommodation at Peshawar (Procedure for Allotment) Rules, 2018" and (iii) the Government of Balochistan, S&GAD "Residential Accommodation at Quetta (Procedure for Allotment) Rules 2009" and regretted with great concern that there were discriminatory provisions in the prevailing policy and the proposed draft of the revised policy.

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7. The sub-Committee underscored the need for Comprehensive Allotment Policy to provide for equal opportunities of allotment of Government accommodations to the employees posted at the Principal Seat, (a) Lahore High Court, Lahore, (b) Punjab Civil Secretariat i.e. borne on the cadre strength of S&GAD and (c) Provincial Assembly of Punjab, Secretariat, posted at Lahore.

8. A detailed briefing about the subject matter was submitted by the Additional Chief Secretary, S&GAD, Government of the Punjab and she was of the view that the proposed draft of the revised policy be revisited in the light of the valuable views of the sub-Committee.

9. The sub-Committee after meticulous deliberations, having the viewpoints of the Administrative Department and Law & Parliamentary Affairs Department, accentuated to propose a draft of new Allotment Policy.

10. After threadbare discussion, considering the above referred policies and the provisions of (a) the Civil Services Rules (Punjab) Volume-I-Part-I, (b) the Punjab Civil Servants Act 1974, (c) the Provincial Assembly of the Punjab Services Act 2019 and (d) the relevant Rules of the Lahore High Court Lahore, the sub-Committee unanimously recommended the draft of new Allotment Policy "the Punjab Government Allotment of Residential Accommodations Policy 2021 (Annexed)".



(MIAN SHAFI MUHAMMAD)

Convenor

Lahore:  
11 January 2021

*Sub-Committee of Committee on Privileges*



(INAYAT ULLAH LAK)

DG (PA & R), Provincial Assembly of the Punjab/  
Secretary to Committee

Lahore:  
11 January 2021





*Annexure-B*

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# **PROVINCIAL ASSEMBLY OF THE PUNJAB**

## **DRAFT**

***"THE PUNJAB GOVERNMENT ALLOTMENT OF RESIDENTIAL ACCOMMODATIONS  
POLICY 2021"***

**RECOMMENDED BY THE COMMITTEE ON PRIVILEGES AS PROPOSED BY THE SUB-  
COMMITTEE**



**NO.EO(S&GAD)Policy/2021/  
Government of the Punjab  
Services & General Administration Department  
(Estate Office)**

Dated Lahore, the      January, 2021

**The Punjab Government Allotment of Residential Accommodations Policy 2021**

Pursuant to Rules 5.39 - 5.45, 5.6 and 5.22 - 5.27 of the Civil Services Rules (Punjab) Volume-I - Part-I and in exercise of the powers conferred by sub-section 1 of section 23 of the Punjab Civil Servants Act, 1974, read with notification No.SOR.III(S&GAD)1-14/75 dated 20.12.1993, the Chief Minister Punjab is pleased to make the following Allotment Policy for the allotment of residential accommodations to the Government Servants as specified in Chapter-II clause 3(i) of the Policy -

## CHAPTER-I

### 1. GENERAL

- (i) This policy shall be called the Punjab Government Allotment of Residential Accommodations Policy 2021.
- (ii) It shall apply to allotment of accommodation at Lahore by S&GAD.
- (iii) It shall come into force at once.
- (iv) It can be adopted by other departments in the Punjab excluding the houses which fall under the ambit of District Allotment Policy subject to condition that the Competent Authority shall be the heads of the Departments, who will also nominate their Estate Officer.
- (v) The pronoun "he" and its derivatives are used of any person, whether male or female.

### 2. DEFINITIONS.- In the Policy unless there is anything repugnant in the subject or context:

- (a) "accommodation" means residential accommodation including a house or flat owned by Government and placed on the pool of the Estate Office, S&GAD;
- (b) "allottee" means a Government servant as mentioned in Chapter-II, Clause 3(i) of the Policy possessing a valid allotment order duly issued by the Estate Office for an accommodation in his occupation;
- (c) "appendix" means an appendix to the policy;
- (d) "emoluments" for the purpose of recovery of rent include all kind of pay and such other pay and allowances as the Government may decide, from time to time, for the purpose of calculating normal rent;
- (e) "entitlement" means entitlement to accommodation as specified in Appendix-VI of the Policy;
- (f) "family" means spouse, parents and children including step children of a Government servant residing with him and wholly dependent upon him;
- (g) "Government Servant" means a regular employee of the Departments as specified in Chapter-II, Clause 3(i) of the Policy;
- (h) "Government" means the Government of Punjab in the Services & General Administration Department;
- (i) "GWL" means General Waiting List maintained under Chapter-V, Clause-6(I) of the Policy;
- (j) "normal rent" means the rent calculated @5% of the monthly running basic pay of the Government servant;

- (k) "penal rent" means the rent imposed on a Government Servant after having been declared as unauthorized occupant by the Authority under the Policy and shall be calculated @60% of the monthly running basic pay;
- (l) "occupant" means an individual(s) and his family occupying the allotted accommodation;
- (m) "ineligible departments" means any department other than the departments as specified in Chapter-II, Clause 3(i) of the Policy;
- (n) "services" means electricity, water, gas, supplied and telephone connections;
- (o) "standard rent" means the rent of an accommodation fixed by the Government;
- (p) "trespasser" means an individual or a group of individuals who occupy Government accommodation without valid allotment letter issued by the Estate Office for its occupation;
- (q) "unauthorized occupant" means a person whose allotment is no longer valid and has been declared as such under the policy; and
- (r) "encroacher" means an individual(s) encroaches upon a piece of state land within GORs/Colonies.

## CHAPTER-II

### 3. ELIGIBILITY

- (i) Only the Govt. servants posted at the Principal Seat, (a) Lahore High Court, Lahore, (b) Punjab Civil Secretariat i.e. borne on the cadre strength of S&GAD and (c) Provincial Assembly of Punjab, Secretariat, posted at Lahore, are eligible for allotment of accommodation. All other departments shall be ineligible for the allotment of accommodation under the Policy.
- (ii) A Government servant who is transferred out of Lahore or out of the Departments referred above will lose his eligibility after expiry of the period for which he or his family can retain possession of the residential accommodation as specified in the Policy.
- (iii) When both husband and wife are employed at the same station, only one of them shall be entitled to allotment of accommodation.
- (iv) A contract employee shall not be eligible for allotment of accommodation.
- (v) A re-employed person(s) who inducted in Punjab Government service after his/their superannuation shall not be eligible for accommodation in any case.

## CHAPTER-III

### 4. POOL ACCOMMODATION

- (i). Details of various types of Government owned residences in different GORs/Colonies at Lahore and the Government Servants who are entitled to these residences are given in (Appendix-I).
- (ii). Houses listed in (Appendix-II) are at the disposal of Lahore High Court for allotment to Honorable Judges and other senior officers of judiciary. Allotment of these houses shall be made by the Lahore High Court, Lahore.
- (iii). Houses listed in (Appendix-III) are reserved for the Chief Minister, Speaker and Deputy Speaker of the Provincial Assembly; and Ministers of the Cabinet. Administrative control of the Speaker and Deputy Speaker Houses; and the house designated for Secretary Assembly would rest with the Secretary Provincial Assembly of the Punjab, Secretariat.



- (iv). Houses listed in (Appendix-IV) are designated houses for the Chief Secretary Punjab, Secretary, Provincial Assembly of the Punjab, Inspector General of Police Punjab, Commissioner, Lahore Division, Lahore, CCPO Lahore, Deputy Commissioner Lahore and DIG (Operations) Lahore. The administrative control of these houses, except the house for Secretary, Provincial Assembly of the Punjab shall rest with the Estate Office.
- (v). All the Sub Divisional Officers of the GORs and Colonies will be the ground custodian of property situated in their respective areas and other ancillary matters and they will keep a vigilant eye on encroachments, cleanliness and up keep of GORs/Colonies in their jurisdiction.
- (vi). Those officers, who are occupying designated houses and as a result of their transfers, are required to vacate the designated houses within a period of one month and this period shall not be extended further in any case.

#### CHAPTER-IV

##### 5. ENTITLEMENT AND CLASIFICAITON OF ACCOMMODATION

- (i). The Government has no legal obligation to provide residential accommodation to any Government servant and no Government servant has any vested legal right or claim to the allotment of the accommodation.
- (ii). The entitlement of the Government Servants of the eligible Departments, to various categories/classes of accommodations at Lahore are mentioned/ given in (Appendix-VI).

#### CHAPTER-V

##### 6. REGISTRATION AND ALLOTMENT -MAINTENANCE OF GENERAL WAITING LIST (GWL)

- (i). Government servants seeking accommodation will get themselves registered with the Estate Office through their respective departments on the prescribed form given in (Appendix-V) after due process. The Estate Office shall maintain GWL of all governments servants who get themselves registered and will issue a registration number. The list will be prepared on the basis of date of registration. If two or more persons apply for registration, in particular category of residence, on the same date, they shall be registered as per their interse seniority.
- (ii). GWL shall be regularly updated on the website of the S&GAD for general information.
- (iii). The officer/officials whose cadre post does not exist in the S&GAD and posted against technical quota or on deputation basis, etc., or otherwise shall not be eligible for registration and subsequent allotments thereof.
- (iv). If a Government servant, eligible for allotment out of pool of S&GAD and registered with the Estate Office, S&GAD for allotment, is transferred out of Lahore before a house is allotted, he/ she will retain the same registration number if he/ she is transferred back to Lahore within eight months (after his/ her transfer out of Lahore). He/ She would not be required to get himself/ herself registered with the Estate Office afresh. However, after passage of eight months, the registration shall stand cancel automatically.
- (v). A Government servant desirous of registration for allotment shall apply through his Drawing and Disbursing Officers (DDOs)/Section Officers



- (General)/(Admn) concerned. Subsequent correspondence with the Estate Office will also be made through them. The Estate Office will not entertain any application or reference submitted directly by a Government servant.
- (vi). Every Government servant upon maturity of his turn and at the time of allotment shall give an affidavit to the fact that he has not been transferred out of Lahore after the date of registration for more than eight months. The allotment in his name shall be cancelled if upon verification it is found that he was transferred out of Lahore after the date of registration and before allotment. The Government servant whose allotment is cancelled due to this reason may get registered afresh.
- (vii). If any allottee becomes entitled to better category of accommodation, he should get himself registered with the Estate Office and will be registered as a fresh applicant for the better category of accommodation in the respective category.

## 7. MODE OF ALLOTMENT

- (i). The allotment of accommodation shall be made on the principle of 'first come first served' basis in accordance with the GWL maintained by the Estate Office.
- (ii). No above entitlement allotment is permissible in any case. The limits of entitlement are given in (Appendix-VI).
- (iii). 20% of residences falling vacant in a particular category (after holding of last **Hardship Committee** meeting) can be allotted to Government servants of eligible Departments on administrative consideration, extreme hardship basis and on the grounds of physical disability or chronic disease of a Government servant himself/herself or his/her family members. The Estate Office shall maintain a separate list of such Government servants applying for allotment on these grounds. A **Hardship Committee** comprising the Additional Chief Secretary, Punjab (Chairperson), two members of the Provincial Assembly of the Punjab to be nominated by the Speaker of the Assembly (Members), Secretary (Services) S&GAD (Member), Additional Secretary (Welfare) S&GAD (Member), Estate Officer S&GAD (Secretary/Member), Additional Secretary (Admn) Provincial Assembly of the Punjab Secretariat (Member) and the Additional Registrar (Admn), Lahore High Court Lahore (Member) shall evaluate the case on administrative consideration, extreme hardship basis and on the grounds of physical disability or chronic disease etc. as per evaluation criteria given in (Appendix-VII). The allotments shall be made, from among the list maintained for this purpose in a way that-
- (a) Out of 10% available quota, 5% shall be utilized by the Hardship Committee for administrative considerations only and 5% as per the evaluation criteria; and
- (b) 10% of the available quota to be approved by the Chief Minister, Punjab.
- (iv). A Government servant from **eligible departments** entitled to allotment of residence, out of the pool of S&GAD and registered with the Estate Office in the category of his/her entitlement, will be allowed allotment of a residence on out of turn basis, if he/she identifies three illegal occupants and actively engages himself/herself in the proceedings resulting in

- cancellation of allotment and eviction of unauthorized occupant. This scheme is restricted up to 2-Rooms Senior Category residences only.
- (v). All allotment orders issued by the Estate Officer will be countersigned/verified by the Additional Secretary (Welfare) S&GAD.
  - (vi). The Additional Chief Secretary, Government of the Punjab shall be the Competent Authority for allotment of accommodations at Lahore other than those which have been placed under the administrative control of the Lahore High Court, Lahore, Secretary, Provincial Assembly Punjab and Deputy Commissioner, Lahore. The Additional Secretary (Welfare), Government of the Punjab, S&GAD shall be the Competent Authority for allotment on merit up to 3-4 Room category accommodations while beyond the Additional Chief Secretary Punjab shall be the Competent Authority. The Allotment Policy shall not be reviewed /revised, without prior vetting by the Provincial Assembly of the Punjab.

## **CHAPTER-VI**

### **8. PRIOR RIGHT TO ALLOTMENT**

The following officers shall have prior right to allotment:-

- i. Additional Chief Secretary, Government of the Punjab.
- ii. Chairman, Punjab Public Service Commission.
- iii. Chairman, Planning & Development Board.
- iv. Chairman, Chief Minister's Inspection Team.
- v. Secretaries to Government of Punjab (working in BPS-20 or above).
- vi. Members, Board of Revenue, Punjab (working in BPS-20 or above).
- vii. Special Secretaries to Government of the Punjab (working in BPS-20 or above) and the officers in (BPS-20 or above) of the eligible departments.

## **CHAPTER-VII**

### **9. OCCUPATION OR VACATION -OCCUPATION OF ALLOTTED ACCOMMODATION**

- (i). A Government servant, allotted a house, at the time of taking over its possession from SDO (Buildings) concerned will sign a receipt for all fittings and fixtures under intimation to Section Officer (W-IV), S&GAD who will countersign the same. Simultaneously, at the time of vacation, the SDO (Buildings) will ensure that all the fittings and fixtures are intact and get the vacation slips signed accordingly. The vacation slip will be countersigned by the Section Officer (W-IV) S&GAD who will issue final rent clearance certificate if all liabilities with regard to rent /utility bills etc. of vacated house are clear. If an ex-allottee occupies a house beyond the permissible period of extension, final rent clearance certificate will be issued on clearance of penal rent, if any.
- (ii). If a Government servant does not occupy a newly allotted residence within 30 days of its availability for occupation, his allotment shall be cancelled after a show cause notice and his name shall be removed from the registration list. However, he can get himself registered afresh in such eventuality.



- (iii). The Government reserves the right to cancel any allotment order issued subject to vacation basis without any show cause notice provided that the new allottee has not taken over possession of the allotted house.
- (iv). If a Government servant transferred out of Punjab before taking possession of the allotted house, his allotment/exchange shall stand cancelled automatically.
- (v). If a Government servant transferred out of Lahore before taking possession of the allotted house, his allotment/exchange shall stand for a period of one year.

## CHAPTER-VIII

### 10. CHANGED, SURRENDER AND DECLINING OF ACCOMMODATION

- (i). No Government servant will be allowed to surrender the allotment in favour of any particular person. Allotment of a Government servant who offers to surrender his accommodation in favour of a particular person shall be cancelled and the said accommodation shall be allotted to the next eligible candidate in accordance with the GWL maintained by the Estate Office as per merit.
- (ii). If an 'A' or 'B' type Government residence is declined by an allottee; he would not be offered any other Government residence before a period of 6-months. If he declines the allotment of house for the second time, he would be placed at the bottom of the respective seniority list.
- (iii). If a Government residence from Single room to C-category is declined by an allottee, he would not be offered any other Government residence before a period of one year. If he declines the allotment a house for the second time, he would be placed at the bottom of the respective seniority list.

## CHAPTER-IX

### 11. EXCHANGE, USAGE AND RETENTION OF ALLOTTED ACCOMMODATION

- (i). The exchange of residences of the **same category** shall be at the discretion of Government subject to clearance of house rent and all utility bills etc. No Government servant, except in social /medical hardship cases, will be allowed to exchange his/her government residence before 3 years of its physical occupation and 3 years prior to his/her superannuation.
- (ii). The allottees belonging to eligible departments only, shall be allowed exchange of Government residences.
- (iii). Application for exchange of residence will be considered on first come first served basis and the Government servants, desirous of exchange of residences, will have to apply to the Additional Secretary (Welfare) S&GAD for the purpose.
- (iv). Exchange/mutual exchange, only the allotment made according to entitlement, may be allowed by the Additional Secretary (Welfare) S&GAD, except A-1 Category of accommodations for which the Competent Authority shall be the Additional Chief Secretary Punjab.
- (v). The Estate Officer shall dispose of the application for exchange of residences on case to case basis with the approval of the Competent Authority, as the case may be.



- (vi). The request of the allottees against whom any dues /rent /utility bills, etc., are pending will not be considered for exchange.
- (vii). If two allottees are desirous to exchange their residences mutually, such mutual exchange shall be at the discretion of Government provided that none of the allottees is retiring within 3 years of exchange of accommodation and the period of physical occupation of the existing residences is not less than 3 years subject to clearance of house rent and all utility bills. Such allottees shall have to occupy the exchanged residences within 30 days of the orders of exchange failing which their allotments of exchange shall stand cancelled automatically.

## 12. RETENTION OF ACCOMMODATION

Retention of Government accommodation to a Government servant or his family shall be in the following manner:

- (i) In case of death of an allottee-
  - (a) In the event of death of an allottee, the widow may be granted permission to retain the Govt. residence till the date of superannuation of the deceased Government servant. The Government residence will be treated as rent free accommodation during the permissible period of extension i.e. from the date of death till date of superannuation of deceased allottee. No further extension will be granted in any case.
  - (b) In case the widow is herself a Government Servant of eligible departments, she may be allotted the same residence provided that the widow is serving in basic scale equivalent to or higher than that required for allotment of the same house.  
 Provided that in case the house is above her entitlement, she may be allotted an alternate government residence as per her entitlement, on out of turn basis, all utility bills are paid up-to-date.  
 Provided further that if a widow opts for this option, then the clause 12(i)(a) shall not be applicable. Furthermore, the widow is not allowed to avail this option after availing the option at the clause 12(i)(a).
- (c) In case of death of widow, who opted for clause 12(i)(a) and (b) or no widow of deceased allottee, the family may be allowed to retain official accommodation till the date of superannuation of the deceased allottee. The allotment shall be made in the name of whole family and shall be treated as rent free.
- (d) If the widow re-marries, allotment to her made under clause 12(i)(a) and (b) shall be treated as withdrawn and is required to vacate the residence within one month.
- (e) In case of in-service death of a Government servant, belonging to an eligible department like accident, sectarian violence/ bomb-blasts /terrorists' incident and he is not an allottee/occupant of a Government residence, his family may be allotted a Government residence, according to his entitlement and on out of turn basis, till the date of his superannuation. The residence shall be treated as rent free accommodation.

- (ii) In case of dismissal, removal, resignation, retirement from service or transfer-  
For a maximum period two months.
- (iii) If further retention of the residence is required, in the event of retirement of an allottee-  
Permission may be granted to retain the accommodation on payment of normal rent maximum up to 6-months at the discretion of the Government provided that the retired allottee submits a Surety Bond on Stamp Paper worth Rs.100/- undertaking that he shall vacate the official residence after expiry of the permissible extension. This Surety Bond will be signed by two other allottees of the Government residences as "Guarantors". In case of violation, the allotment of the "Guarantors" shall be cancelled as a penalty without any notice and unauthorized period, if any, will be charged penal rent as specified in the policy.
- (iv) In case of transfer/deputation to a Semi-Government/ Autonomous Body/ Project or Provincial/Federal Government Agency-
  - (a) At Lahore- For a maximum period of three years
  - (b) Out of Lahore but within Punjab- For a maximum period of two years
  - (c) Out of Punjab- For a maximum period of one year  
**(provided his/her family lives in the official residence during the period)**
- (v) In case of training within the country and leave /extra-ordinary leave-  
For a maximum period of two years, provided his/her family lives in the official residence during the period and rent is paid either through salary or challan.
- (vi) In case of training/ deputation abroad and Ex-Pakistan leave-  
For a maximum period of three years provided his/her family lives in the official residence during the period.
- (vii) Any Officer of the rank/status of Secretary, Special Secretary, Additional Secretary and Deputy Secretary to Provincial Government, whose cadre posts exist in S&GAD, Government of the Punjab and any officer of the Provincial Assembly of the Punjab Secretariat of such rank/status, on his/her out of Lahore or out of Province transfer can retain an allotted official residence for a period of Three Years. The same may be extended further, after approval of the Chief Secretary, in extreme social hardship cases for a period of two years. There shall be no extension granted beyond three years generally and beyond five years in specific cases of social hardships, under any circumstances.
- (viii) If an officer is transferred out of Lahore and posted as DC/DPO and District & Sessions Judge to any District of the Punjab, he will be entitled to retain allotted / occupied government accommodation on the pool of S&GAD, other than a designated house, for a maximum period of 3 years (inclusive grace period) on prescribed deduction of rent /allowances for both the houses from his salary each month, provided his/her family lives in the official residence during the period.



- (ix) If a Government servant of an eligible department is transferred out of Lahore, he will be entitled to retain official residence for a maximum period of two years (inclusive two months grace period), provided his family lives in the official residence during the period. In all other cases, allotment shall be cancelled after 8-months.
- (x) If an allottee (belonging to ineligible Departments or deputationist/technical quota, etc.) allotted house prior to the policy, in case of their transfer out of Lahore shall vacate the allotted house, within a period of two months.

## CHAPTER-X

### 13. CANCELLATION, EJECTMENT AND RECOVERY OF POSSESSION

The following categories of occupants come within the definition of unauthorized occupants-

- (i). Government servants or their families retaining Government accommodation beyond permissible period as given in Chapter-IX.
- (ii). Trespasser in possession of a Government residence without proper allotment order.
- (iii). Occupants who create nuisance for the inhabitants of that locality or indulged in encroachment.
- (iv). Allottees who themselves or their families do not physically reside in the house allotted to them, after having taken over the possession, for a continuous period exceeding three months.
- (v). Allottees who induct other person(s) in the allotted house and the person(s) so inducted.
- (vi). Allottees who default in payment of house rent for more than 6 months.
- (vii). Allottees using officially allotted accommodation for the purpose of any commercial activity.
- (viii). Occupants who refuse to provide information, relating to allotment and occupation of Government accommodation, to the officers mentioned in Chapter X, clause 14(1) of the policy.

### 14. EJECTMENT

- (i). An un-authorized occupant will be liable for ejectment. The possession will be recovered under the Punjab Government Lands & Buildings (Recovery of Possession) Ordinance, 1966. Additional Secretary (Welfare), Estate Officer, Rent Controller/ Section Officer (Welfare-IV), Special Judicial Magistrate, Deputy Superintendent of Police (Security), Punjab Civil Secretariat and Sub Divisional Officers concerned are the officers authorized by the Government under Section 9 of the Ordinance *ibid* to proceed, inquire and recover the possession, to evict an unauthorized occupant or to recover rent etc.
- (ii). In case it comes to the notice of the Estate Office that an occupant is an unauthorized occupant as defined in Chapter-X clause 13(i-viii) of the policy, the Estate Officer or any other person designated by the Additional Secretary (Welfare) shall have an inquiry conducted under Rule 5 of the



Ordinance *ibid* to determine whether or not the occupant is an unauthorized occupant. Such an occupant shall be-

- a) Called for personal hearing before Estate Officer or any other officer designated by the Additional Secretary (Welfare) for this purpose, who, after due inquiry, shall announce his findings.
- b) The person affected by findings of the inquiry may prefer an appeal before the Additional Secretary (Welfare) or Additional Chief Secretary Punjab, (if personal hearing given by Additional Secretary (Welfare), S&GAD) within 7-days of announcement of findings of the inquiry.
- c) If it is established that the occupant is an unauthorized occupant, a notice shall be served on him asking him to vacate the residence within 14 days of the receipt of such notice. In case he fails to vacate the residence in 14 days, he shall be forcibly ejected and cost of ejectment will be recovered under Section 7 of the Ordinance *ibid*.
- d) For the purpose of ejectment of an unauthorized occupant, the orders will be issued by the Additional Secretary (Welfare) to the Special Judicial Magistrate to proceed under Section 5, 6 & 7 of the Ordinance *ibid*.
- e) To execute orders issued under Chapter-X clause 14(ii)(d) of the policy, the Special Judicial Magistrate will be assisted by the D.S.P.(Security), Civil Secretariat and the force at his disposal. He may also seek further force under Section 6 of the Ordinance *ibid* from the Police Station of jurisdiction where he is executing the orders.
- f) If, after spot inquiry jointly conducted by the Estate Officer and the Special Judicial Magistrate, it is established that the accommodation is occupied by unauthorized occupants then the officers after recording reasons and in addition to initiation of ejectment proceedings, may immediately get disconnected water, electricity, Sui Gas and telephone connections etc. of the accommodation.

#### 15. POSSESSION MORE THAN ONE ACCOMMODATION

- (i). No Government Servant shall keep more than one accommodation at the same time in his possession or in the possession of his wife or vice-versa.
- (ii) If a Government Servant is found in possession of more than one accommodation at the same time, the allotments of all the houses or flats in his possession shall be cancelled.
- (iii). He shall be liable to disciplinary action for misconduct under the relevant Rules/Law.
- (iv). A Government Servant who is found guilty under Chapter-X clause 15(i) and (ii) of the policy shall be disqualified for any allotment in future, for ten years.
- (v). On becoming eligible for Government accommodation his name shall be placed at the bottom of the GWL on that date, provided he applies for afresh.

### CHAPTER-XI

#### 16. RECOVERY OF RENT

- (i) All rent matters in respect of houses on the pool of S&GAD will be dealt under section 8 of the Punjab Government Lands & Buildings (Recovery of Possession) Ordinance 1966 through the Rent Controller /Section Officer (Welfare-IV) S&GAD.

- (ii) All Government servants occupying residences will be bound to get house rent deducted from their salaries, as payable according to the rules. Rent / Penal rent of an allotted and occupied residence will be the first charge on the salary of the allottee.
- (iii) All Government servants occupying official residences will be responsible for supplying information regarding deduction of rent from their salaries to the Rent Controller /Section Officer (Welfare-IV) S&GAD, who will submit a biannual consolidated report regarding recovery of the rent to the Additional Secretary (Welfare) S&GAD.
- (iv) A Government servant occupying a house unauthorizedly and illegally will be charged penal rent from his monthly running basic pay as specified in Chapter-I clause 2(k) of the policy.
- (v) The rent / penal rent will be charged even during the pendency of Court cases as per advice of the Law Department as well as in the light of Hon'ble Supreme Court of Pakistan's judgment dated 21.03.2019 passed in Civil Appeal No. 227-L of 2010.
- (vi) In case of payment of outstanding arrears of rent/penal rent against an allottee, the Additional Chief Secretary, Government of the Punjab, shall be the Competent Authority to allow payment of arrears of rent/penal rent in monthly installments (not more than six) without any interest.
- (vii) The Section Officer (Welfare-IV), S&GAD shall refer the case of defaulters to the Accountant General Office, Punjab or any other relevant office, as the case may be, after approval from Additional Secretary (Welfare) S&GAD, for the recovery of any outstanding dues (normal rent, penal rent, utility bills etc.) from the salary/pension of the defaulting government servant/allottees etc. at source.

#### **17. MAKING STRUCTURAL CHANGES IN ALLOTTED ACCOMMODATION**

- (i). An allottee shall not carry out or maintain any additions, alterations or encroachments to the allotted premises or demolish any part thereof without the prior approval of the Competent Authority. This does not include normal repairs and maintenance of the existing structure and installations.
- (ii). If it is established that a Government Servant has carried out any unauthorized addition, alteration encroachments or demolition of any part of the premises then his allotment shall be liable to cancellation and the allottee shall be evicted thereafter: Provided that such an allottee shall be given a notice before eviction.  
Provided further that the cancellation order and notice may be withdrawn if the allottee demolishes such unauthorized additions or alterations or encroachments or reconstruct the demolished part at his own cost.
- (iii). A Government Servant against whom action is taken under this rule shall be disqualified for future allotment for a period of five years and the cost for demolition of such additions or alterations or encroachments or reconstruction as assessed by the government shall be recovered from the outgoing Government Servant or his family.
- (iv). On becoming eligible for government accommodation his name shall be placed at the bottom of the GWL on that date, provided he applies.



**18. PROVISION OF WRONG INFORMATION TO OBTAIN UNDUE BENEFITS**

If at any stage it is found that a Government Servant has provided wrong information, which may be concerning his seniority, pay scale of his entitlement etc., his accommodation will be cancelled and he shall be liable to disqualification for a period of five years and shall also be liable to disciplinary action for misconduct under the relevant rules or law.

**19. CURBING UNSOCIAL PRACTICES**

- (i). Allottees or their family members shall abstain themselves from all such actions or activities as may cause nuisance or inconvenience to other residents of the locality.

**Explanation:** Resorting to encroachments, littering, uncivilized behavior or lack of civic sense may be treated as activities as may cause nuisance for this purpose.

- (ii). Such practices may lead to cancellation of allotment or disqualification for further allotments for five years.

**20. ALLOTMENTS MADE IN VIOLATION OF RULES**

- (i). The Government may, at any stage, cancel the allotment made in violation of rules in favour of a Government Servant including those made to the employees of ineligible departments.
- (ii). A Government Servant against whom action is taken under this rule shall be liable to disciplinary proceedings under the relevant rules or laws; and
- (iii). A person other than Government Servant shall be liable to criminal proceedings for being in illegal possession of government property.

## CHAPTER-XII

**21. PARENT CONCESSION SCHEME**

- (i). The allottees on their retirement will be entitled to have their allotments transferred in the names of their real sons /daughters, belonging to the eligible departments only and is serving in Basic Pay Scale equivalent or higher than required for the allotment of the Government residence, subject to rent clearance and all utility bills. The retiring Government Servant shall apply for such allotment within a period of one year before his retirement.
- (ii). The real son /daughter who is a Government Servant and is serving in the Basic Pay Scale equivalent or higher than that required for allotment of the accommodation occupied by his parents will have a prior right for the allotment of the same house in case of death of an original allottee during service.
- (iii). The employees of the eligible Departments inducted under Rule 17-A of Punjab Civil Servants (Appointment and Condition of Service), Rules, 1974 or other relevant rules applicable to them, will be entitled to transfer allotment of Government Accommodation under parent concession scheme, provided the accommodation is according to or below their entitlement and they are inducted into service within permissible period of retention of the accommodation under Chapter-IX clause 12(i)(a) to (e) of the policy.



**22. SANCTION OF REPAIR & MAINTENANCE FUND**

- (i). Repair & Maintenance Fund for the residential accommodations shall be sanctioned, on rotation basis, by the respective authorities, on the recommendations of Repair & Maintenance Committee comprising the Secretary (Services) S&GAD (Chairperson), Additional Secretary (Welfare) S&GAD (Member/Secretary), Additional Secretary (Admn), Provincial Assembly of the Punjab Secretariat (Member), Additional Registrar (Admn), Lahore High Court Lahore (Member) and the SDO (Buildings) of concerned GOR/Colony (Member).
- (ii). In a fiscal year, for an accommodation the Repair & Maintenance fund shall not be sanctioned more than twice, except for the reserved houses, designated houses and the houses placed at the disposal of Lahore High Court, Lahore/Supreme Court of Pakistan for the accommodation of Hon'ble Judges.

**CHAPTER-XIII****MISCELLANEOUS****23. REPORTING OF TRANSFER, RETIREMENT, POSTING ABROAD ETC.**

Within a fortnight of the transfer, retirement, resignation, dismissal or removal from service or in the event of the death of an allottee or of his proceeding abroad on training or deputation or Ex-Pakistan Leave, the allottee himself/herself shall be responsible for reporting any such fact to the Estate Office.

**24. MARRIAGE FUNCTIONS**

- (i). In Chauburji Garden Estate, Poonch House Colony and Wahdat Colony Lahore, allottee may be allowed to hold his own marriage functions or his sons/daughters and brothers/sisters dependent upon him only in the designated grounds for payment of Rs.10,000/- (refundable as security) in the Estate Office and Rs.20,000/- (non-refundable) to be deposited in the Government Treasury.
- (ii). Private person of adjoining localities desirous of holding a marriage function of his blood relative may be allowed on the recommendations of the SDO (Buildings) concerned in the designated grounds for payment of Rs.10,000/- (refundable as security) in the Estate Office and Rs.60,000/- (non-refundable) to be deposited in the Government Treasury.
- (iii). Such functions may be allowed to the allottees of GORs in GOR-II, III & VI only in designated grounds for payment of Rs.10,000/- (refundable as security) in the Estate Office and Rs.50,000/- (non-refundable). No private persons(s) (including servants residing in servant quarters) will be allowed to hold any function in these GORs.
- (iv). The security deposit of Rs.10,000/- shall be refunded on production of a certificate of no damages/cleanliness etc. from SDO concerned.
- (v). An undertaking on stamp paper (Rs.100/-) will be submitted along with application seeking permission for holding a function with regard to adherence to the Punjab Marriage Functions Act, 2016.
- (vi). Any violation to the above will result in lodging of FIR of trespassing on Government property by the SDOs concerned.

**25. DELEGATION OF POWER**

There shall be no delegation of power for allotment matters.

**26. RELAXATION OF POLICY**

The Government may relax the policy for allotment of accommodation to the eligible Government Servant(s) in the public interest for deserving and hardship cases and on compassionate grounds for reasons to be recorded in writing for such relaxation.

**27. REPEAL AND SAVINGS**

- (i). The Allotment Policy, 1997 (Amended from time to time) is hereby repealed.
- (ii). Notwithstanding the repeal of the Allotment Policy 1997, (Amended from time to time), all the proceedings pending immediately before the commencement of this Policy shall continue in the manner provided thereunder.

(ADDITIONAL CHIEF SECRETARY (S&GAD))

**APPENDIX-I****DETAIL OF HOUSES IN GORs**

<b>GOR-I</b>	<b>GOR-II</b>	<b>GOR-III</b>	<b>GOR-IV</b>	<b>GOR-V</b>	<b>GOR-VI</b>	<b>TOTAL</b>
<b>A-1 TYPE 171</b>	<b>A-TYPE 4</b>	<b>A-TYPE -</b>	<b>A-TYPE -</b>	<b>A-TYPE -</b>	<b>A-TYPE -</b>	<b>175</b>
<b>B-TYPE</b>	<b>B-TYPE B-100</b>	<b>B-TYPE B-114</b>	<b>B-TYPE -</b>	<b>B-TYPE A-100</b>	<b>B-TYPE 38</b>	<b>352</b>
<b>C-TYPE -</b>	<b>C-TYPE C-36 MOF-16</b>	<b>C-TYPE C-44 C=1/1=33 BOF-28 MOF=28 JOL-08 VF-07 GA-23</b>	<b>C-TYPE KH-180</b>	<b>C-TYPE -</b>	<b>C-TYPE -</b>	<b>403</b>
<b>3-4 ROOMS -</b>	<b>3-4ROOM -</b>	<b>3-4 ROOMS BOF-25 VF-03 GA-02</b>	<b>3-4 ROOMS GHZALI- 60</b>	<b>3-4 ROOM -</b>	<b>3-4 ROOM 20</b>	<b>110</b>
<b>171</b>	<b>156</b>	<b>315</b>	<b>240</b>	<b>100</b>	<b>58</b>	<b>1040</b>



**DETAIL OF HOUSES IN COLONIES**

Category	P&D Colony	Wahdat Colony	Poonch House Colony	Chauburji Garden Estate	Allama Iqbal Town	Total Category Wise
3-4 Rooms	A-16	503 A-74 B-50 C-48 D-40 FA-48 FB-71 FE-108 FG-12 S-22 X-24 Y=6	93 A-78 C-15	20 B-8 E-8 L-2 N-2	-	632
2- Rooms Senior	B-30	520 E-60 F-96 G-48 H-96 I-96 O-52 P-24 Q-24 R-24	156 B-156	98 J-14 K-24 L-12 N-12 O-24 P-12	-	804
2- Rooms junior	C-48	531 J-72 K-75 L-50 M-75 N-42 T-28 U-27 V-32 W-24 FN-106	-	257 A-16 B-64 C-40 D-48 E-16 F-32 G-16 H-2 L-4 M-8 N-4 S-7	-	836
Single Room & BS-1 to 10 Category	-	274 BM-106 FC-90 Z-54 (1-10) FD-24 (1-10)	-	24 Z-24	120 A-120 (1-10)	414
	94	1828	249	399	120	2690

**APPENDIX-II****LIST OF HOUSE OF GOR-I PLACED AT THE DISPOSAL OF LAHORE HIGH COURT, LAHORE/SUPREME COURT OF PAKISTAN**

<b>SR.NO</b>	<b>HOUSE NO.</b>
1.	11-Aikman road
2.	12-C, Aikman Road
3.	19-Aikman Road
4.	26-Aikman Road
5.	1/A-Tollinton Road
6.	1/B-Tollinton Road
7.	2-Tollinton Road
8.	4-Tollinton Road
9.	6-tollinton Road
10.	8-Tollinton Road
11.	10-Tollinton Road
12.	12-Tollinton Road
13.	14- Tollinton Road
14.	1- Tollinton Lane
15.	2-Tollinton Lane
16.	3-Tollinton Lane
17.	5-Tollinton Lane
18.	6-Tollinton Lane
19.	12-B, Golf Road
20.	14-B, Golf Road
21.	15-B, Golf Road
22.	13 Danepur Lane
23.	8-B club Road
24.	1-D, Club Road
25.	12-Club Road

**APPENDIX III****LIST OF RESERVED HOUSES IN GOR-I**

<b>Sr. No.</b>	<b>House No.</b>	<b>Reserved for</b>
1.	7-Club Road	Chief Minister' House
2.	8-Club Road	Chief Minister' Office
3.	1-Club Road	Chief Minister' Office
4.	5-Club Road	Chief Minister' Office
5.	3-Upper Mall	Speaker' Residence
6.	2- Upper Mall	Deputy Speaker' Residence
7.	3-Club Road	Minister' Residence
8.	12-B Aikman Road	Minister' Residence
9.	25-B Aikman Road	Minister' Residence
10.	1-Shanan Road	Minister' Residence
11.	1- Upper Mall	Minister' Residence
12.	1-A- Upper Mall	Minister' Residence
13.	4- Upper Mall	Minister' Residence
14.	5- Upper Mall	Minister' Residence
15.	3-Patiala House	Minister' Residence
16.	12-Danepur Lane	Minister' Residence



**APPENDIX-IV****LIST OF DESIGNATED HOUSES IN GOR-I**

<b>Sr. No.</b>	<b>House No.</b>	<b>Designated as</b>
1.	9- Aikman Road	Chief Secretary House
2.	1-B Club Road	Secretary, Provincial Assembly of the Punjab House
3.	24- Aikman Road	Inspector General of Police House
4.	10- Aikman Road	Commissioner House
5.	7- Golf Road	Deputy Commissioner House
6.	9- Golf Road	District & Sessions Judge House
7.	17- Danepur Lane	Capital City Police Officer (CCPO) House
8.	9-A Golf Road	DIG (Operations) House

**APPENDIX-V**

**APPLICATION FORM  
FOR ALLOTMENT OF A HOUSE /FLAT**

FOR OFFICIAL USE ONLY	
Registration no.	Date Of Registration
Category	

**TO BE FILLED BY THE APPLICANT**

Name	
Father's name	
Designation (BPS)	
CNIC NO.	
Personal No.	
Date of Birth	
Department	
Present Residential Address	
Phone No. / Mobile No.	

**In case the spouse in a Government Servant, please give the following information:**

Name	
Designation (BPS)	
Official address	

**FOR BETTER ACCOMMODATION ONLY**

Occupying House no.		Colony/GOR		Category	
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**FOR NON- GAZEETTED GOVERNMENT SERVANTS ONLY**

Permanent	
Department	
Date of appointment	
Pay Scale / Basic Pay	
Signature & Stamp of S.O. (G)/D.D.O Concerned	

Documents to be attached:

- 1) Copy of last Pay Slip / Bill
- 2) Copy of CINC
- 3) Copy of Appointment Order OR Posting/Transfer Notification
- 4) An undertaking on stamp paper that he or his family dose not own a house at Lahore.

**SIGNATURE OF THE APPLICANT**



**APPENDIX-VI****ENTITLEMENT FOR ALLOTMENT**

<b>TYPE OF ACCOMMODATION</b>	<b>BASIC PAY SCALE</b>
Single Room Quarters	BPS-1 to 7 (officials)
2-Rooms Junior Quarters	BPS-8 to 11 (officials)
2-Rooms Senior Quarters	BPS-12 to 14 (officials)
3-4 Rooms Quarters	BPS-15 to 16 (officials)
C-type Residences	BPS-17 (Officers)
B-type Residences	BPS-18 to 19 (Officers)
A-type Residences/ AI-type Residences	BPS-20 & above (Officers)

**APPENDIX-VII****EVALUATION CRITERIA**

5 % Qouta out of 10% will be utilized by the Hardship Committee in the following manner:

**1. Medical Condition/ Disability**

**i. Personal Medical Condition.**

<b>Marks</b>	<b>25</b>	<b>10</b>	<b>5</b>
<b>Type of disease</b>	Cancers	Chronic disease / Ischemic Heart Disease Angioplasty with normal routine Functioning by medication.	Chronic disease with no complications including by hypertension, . medication Diabetes etc
	Bindness/ Sever Disability		Surgery with partial recovery
	Severe disability from structural deformities CVA with paralysis	Chronic disease with compensated Liver	Disc degeneration. Prolapse with no nerve compression
	Chronic Cardiac Disease with de-compensated Liver	Other debilitating chronic disease with normal routine function by medication/treatment	Uncomplicated Hepatitis B or C
	Chronic Cardiac/ respiratory Disease with De-compression	Major Surgery with no recovery	
	Debilitating/painful Chronic Disease not responsive to medication /treatment like Disc prolapse with nerve compression etc		



ii. **Family Medical Condition.**

Marks	25	5
<b>Type of disease</b>	Cancers	Chronic disease / Ischemic Heart Disease Angioplasty with normal routine Functioning by medication
	Bindness/ Sever Disability	
	Chronic Hepatic disease with de- compensated Liver	Chronic Hepatic disease with de- compensated Liver
	Debilitating/painful Chronic Disease not responsive to medication /treatment like Disc prolapse with nerve compression etc	Other debilitating chronic disease with normal routine function by medication/treatment
		Disc Prolapse degeneration. with no nerve compression
		Chronic disease with no complications
		Major Surgery with no recovery

## 2. **SALARY**

Total Salary of an officer/ official is an important variable to judge the state of hardship of that individual. Following percentile formula has been used to estimate the weight of salary in hotel marks/ percentage

$$\text{Effect of salary in number} = \frac{S_m \times 10}{S_i}$$

$S_m$  = Salary of officer/ official that stands minimum within the given set of applicants.  
 $S_i$  = Salary of applicant being evaluated.

10 is weight of salary variable assigned against total evaluation of 100%

## 3. **Length of Service**

The level of hardship of an individual also depends upon how much service he has already put in. This is because with more service the responsibilities of that individual are likely to increase more in terms of total household expenditure as well as family burden

$$\text{Effect of length of service in numbers} = \frac{L_i \times 15}{L_m}$$

$L_i$  = length of service of applicant being evaluated.

$L_m$  = Length of service of officer / official that stands maximum within the given set of applicant.

15 is weight of length of service variable against total evaluation of 100%

## 4. **Widow/Widower**

Hardship is sensitive and is likely to rise in case of families/males. However, if the woman/man is widow/widower, the level of hardship will respectively increase. Therefore we can safely assume that hardship is a function of whether employee (woman/man) is widow/widower or not. The criteria for catering effect of widowhood is taken of binary nature which means:

If widow/widower then = 20 Marks

If not widow/widower then = 0 Marks

## 5. **Number of Dependents**

The hardship is also a function of how many family members/ persons are dependent upon the individual. Higher the number of dependents, higher will be the likelihood that life for individual is tougher.

$$\text{Effect of number of dependents in numbers} = \frac{D_i \times 5}{D_m}$$

$D_i$  = the number of dependents of applicant being evaluated

$D_m$  = Total Number of dependents of officers/officials that stands maximum within the given set up applicant.

5 is the weight assigned to dependents variable against total of 100%

5 % Quota out of 10% will be utilized by the Hardship Committee in the following manner:

## 6. **Management Need (10)**

In this category, cases would be ascertained/examined by the Hardship Committee keeping in the peculiar circumstances of the candidate/applicant who remain engaged in official business beyond the call of duty after examining administrative/management need for the candidate/applicant.

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