



GOVERNMENT OF
KHYBER PAKHTUNKHWA
ADMINISTRATION DEPARTMENT

28

No. EO(Admn) R-1/2014
Dated Peshawar the 03.06.2014

To

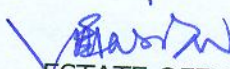
All Administrative Secretaries
Govt. of Khyber Pakhtunkhwa
Peshawar.

Subject: **PROCEDURE FOR HOUSING SUBSIDY**

Dear Sir,

I am directed to refer to the subject noted above and to enclose herewith procedure / guideline for preparation / scrutinization of housing subsidy cases for further necessary action.

Yours faithfully


ESTATE OFFICER

Endst. Of Even No and Date

Copy forwarded to the:-

1. PS to Secretary Administration Department.
2. PA to Deputy Secretary Administration Department
3. Master File


ESTATE OFFICER

HOUSING SUBSIDY

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The Administration Department provides Housing Subsidy facility to the provincial government employees serving at Peshawar in lieu of their own houses with the following terms/conditions:

TERMS/CONDITIONS:-

- i. The employee must serve in Municipal Corporation Area.
- ii. The Housing subsidy is only for owner of houses situated in MCP/PDA jurisdiction.
- iii. The house must be occupied by the concerned employee and not be subletted.
- iv. The employee will be exclusive owner of the house and not be co-owned by any other.
- v. Affidavit regarding self Occupancy.
- vi. Affidavit regarding service status of both spouses.
- vii. Ownership documents i.e. Mutation/Registry/Transfer Deed.
- viii. Approved Site Plan from PDA Authorities.
- ix. Limit Certificate
- x. Exclusive Certificate
- xi. Forwarding memo from the concerned Department alongwith relevant documents duly verified as mentioned in profarma.

NEW POLICY PROCEDURE

In 13th Housing subsidy committee meeting held on 11-10-2013, it was decided that sub committees will be formed at the level of each Administrative Department for examining and scrutinizing the required documents submitted by a govt. servant for housing subsidy. The Administrative Department will furnish the certificate of verification with each individual case. The subcommittee will comprise by the following members;

- | | |
|---|-----------|
| 1. Administrative/Additional Secretary | Chairman. |
| 2. Deputy Secretary | Member |
| 3. Concerned Section Officer | Member. |
| 4. Concerned Office representative
not below the rank of BPS-17. | Member |

no/

The above subcommittee will examine/scrutinize housing subsidy cases and will forward to the Administration Department Khyber Pakhtunkhwa after fulfilling the following codal formalities for final approval of the Housing Subsidy Committee:

- a. Scrutiny of application alongwith relevant documents mentioned in the profarma for the grant of housing subsidy.
- b. Verification of ownership documents from Board of Revenue/PDA.
- c. Verification of Limit certificate from Local Government Department.
- d. Verification/Inspection report of house by the concerned Department.

ARRANGEMENT OF MEETING FOR FINAL APPROVAL OF THE HOUSING SUBSIDY CASES

The Estate Office, Administration Department will arrange a meeting on behalf of Secretary Administration Department for final approval of all the cases under old policy/new policy to provide the facility of housing subsidy to all provincial government employees serving/living in Municipal Corporation Area/PDA.

Note: In light of 14th Housing Subsidy Committee meeting all the pending cases/applications submitted before 31-12-2010 has already been returned to all concerned departments and they will re-submit the case to Administration Department under new policy. However the applications received after 31-12-2010 are pending in Estate Office and will be considered under old policy for approval subject to the fulfillment of all codal formalities.