

PROVINCIAL HOUSING AUTHORITY REGULATIONS, 2008

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REGISTERED NO. P.III

GOVERNMENT

G A Z E T T E

KHYBER PAKHTUNKHWA

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GOVERNMENT OF KHYBER PAKHTUNKHWA HOUSING DEPARTMENT

NOTIFICATION

Dated: 20.11.2013

***DG./PHA/Admn./P&R/Vol.II/25043.... "The KPK Provincial Housing
Authority, Regulations - 2008".***

1. Short title, Commencement & Application:

1. These Regulations may be called the KPK Provincial Housing Authority Regulations, 2008.
2. These shall come into force at once.
3. These shall apply to all matters relating to the functions and purposes of the PHA as specified in the Act/ Rules.
4. Custody of Authority Funds and raising of funds for the purposes thereof shall be in accordance with the principles determined by scheduled Banks.

2. Definitions:

- (1) In these Regulations, unless there is anything contrary to the subject or content thereof; the
 - (a) 'Allottee' means a member of the Authority as defined in (d) below and includes the persons succeeding him by way of inheritance or a legal instrument and in whose favor a title of the house may be alienated by the Authority and a person to whom a plot / residential unit has been allotted by PHA.
 - (b) 'Built up House' means the house constructed or acquired by the PHA.
 - (c) 'Destitute' means a disabled person permanently incapacitated, for performance of duties, to earn his livelihood or a widow or a minor orphan whose income does not exceed Rupees.5,000/- per month.
 - (d) Govt. Servant means a civil servant of the Provincial Govt. or Federal Govt. who otherwise can be a member under these Regulations.
 - (e) 'Member' means a Govt Servant who has opted as a member of the Housing Scheme of PHA.
 - (f) 'Regulation' means the KPK Housing Authority Regulations, 2008.
 - (g) 'Rules' means the KPK Provincial Housing Authority Rules, 2008.

(2) The words and expressions used herein but not defined above shall have the same meanings as are assigned to them in the Act and the Rules of PHA.

(3) **D.C.O/ Political Agent Head of Institution.**

- i. The D.C.O / Political Agent or head of institution, as the case may be, shall verify such documentary evidence.
- ii. Shall be responsible to ascertain the eligibility criteria of a person's entitlement to take part in the ballot in the light of para-1(c) of the Regulations.

PART-I
Membership of PHA

3. Eligibility for Membership:

- a. Subject to provisions of the Act, the Rules and Regulations, every person who is a Government servant at the time of promulgation of the Act or becomes a Government Servant on a subsequent date shall be eligible to become a member of the PHA.
- b. A Government servant shall only be eligible for one membership of the PHA.

4. Conditions for members of Civil Service of the Pakistan. A member of the Civil Service of Pakistan shall be eligible to become member of the Authority subject to the fulfillment of one of the following conditions, namely;

- a. He is domiciled in *KPK*¹ and has served in connection with the affairs of the Province for a period of more than five years; or
- b. He has served in connection with the affairs of KPK for a period of more than eight years.

5. Procedure for Membership. A Govt servant may apply for membership of the Housing Scheme of PHA according to these Regulations on a prescribed Form provided that:-

- a. A Govt. servant may become member of the PHA on acceptance of application.
- b. The PHA may prescribe time for the submission of the applications by the eligible Govt servants.
- c. The Special Committee of the Authority may impose additional conditions for the acceptance of the applications, submitted after the lapse of the prescribed time.

Provided that the application for membership shall be accepted subject to the deposit of contribution in the account of the PHA.

- d. The PHA shall issue a certificate of membership to each member containing his name, designation, name of his department or office, membership number and his account number with the PHA subject to payment of membership fee at the prescribed rate.

6. Termination of Membership:

- a. Membership shall be terminated if he/she;
 - (1) is dismissed on charges of corruption; or
 - (2) Voluntarily withdraws from the membership; or
 - (3) Has failed to remit contribution for six months; or
 - (4) Has made any false statement in the application;Provided that membership of a member shall not be terminated unless the member is afforded an opportunity to show cause against the proposed action.
- b. In case of termination of membership, the out-going member shall be entitled for re-fund of the amount in his account subject to such deductions to be determined by the PHA.
- c. Once a member withdraws the amount from his account after termination of his membership, he shall not subsequently be admitted as a member except for good cause and subject to any general or special order of the Special Committee of the Authority.

7. Rate of Contribution:

- a. The rate of contribution shall be prescribed by Special Committee of the Authority for members of various categories.
- b. The contribution shall be deducted at source by the accounts office.
- c. Subject to the provision of sub-rule (a), special committee of the Authority shall determine on yearly basis, the rate of profit to be credited to the account of members. Provided further the profit /loss shall be determined in accordance with the actual declared by the scheduled bank of the Authority in accordance with the scheduled bank on the invested credit balance of the members.
- d. The balance price of a residential unit, if any, calculated after accounting for the amount in the account of the member, shall be paid by the member or his family before the delivery of possession of the residential unit.
- e. If the amount in the account of the member is more than the price of his residential unit, the excess amount shall be refunded to the member or his family.
- f. The DDO shall be responsible to intimate to PHA, the death, premature retirement, dismissal etc. of the members immediately along with a copy of such evidence / orders etc.

8. Head of Account.

The Accountant General, *KPK*² or the respective District Accounts Officers / Agency Accounts Officers shall credit the contributions to such detailed head of account as allotted by Controller General of Accounts , Islamabad through correction slip and incorporated in the Accounting Procedure already vetted by his office and as amended from time to time.

- 9 Contribution of a Transferred Member.** Where a member is transferred to a Govt other than the Govt of the Province or autonomous bodies, he shall remain a member subject to these rules in the same manner as if he has not

been so transferred, and his contribution during such period shall be remitted in the account of the PHA.

Provided, that it shall be the responsibility of the member to ensure that his contributions are being properly deposited to the account of the PHA.

10. Maintenance of Accounts:

- a. Contributions to the account of the PHA shall be maintained by the accounts office where the contribution is deducted or remitted.
- b. Withdrawal of the amount from the account of the PHA at the accounts office shall be made in the manner as may be determined by the Accountant General/PHA.
- c. The account shall be kept in Pakistani rupees and all payments therein shall be made in Pakistani rupees.

11. Budget and Audit:

Section-26 of PHA Act

Budget--- The Authority shall prepare every year, in such form and at such time as may be prescribed, a budget in respect of the financial year next ensuing showing the estimated receipt and expenditure of the Authority and shall submit the same to Govt for approval. If Government does not approve or modify the budget within thirty days of its receipt, the budget as prepared by the Authority shall be deemed to be the approved budget.

- a. The budget of the provincial Housing Authority shall be prepared by the PHA for each financial year containing the details of income and expenditure.
- b. (i) The budget estimates of PHA for salaries and other operational expenditure out of Revolving fund shall be placed before a Committee in the Housing Department for approval as per section- 26 of the PHA Act, 2005 at the commencement of each financial year.
(ii) The Development Budget of the Authority shall be scrutinized by the Budget and Finance Committee of the Authority for approval by the Special Committee. In case of urgency of the matter requiring quick decision the Chairman of the Special Committee may allow anticipatory approval subject to ratification of the decision in a subsequent meeting of the Committee or by circulation amongst the member of Special Committee.
- c. The accounts of the PHA shall be kept under double-entry system.
- d. Every payment shall be made after applying prescribed pre-audit checks through audit section of the PHA and in accordance with the rules of the PHA/Govt.
- e. The accounts of the PHA shall be audited annually by a firm of Chartered Accountants/Local Fund Audit.
- f. Annual audit statement shall be presented before the Authority for approval.

12. **Custody of Money.** All monies constituting the fund shall be kept in the manner as laid down in section 23(4) of the Act.

13. **Investment of Surplus Funds.** The Authority may invest such monies constituting the fund as are not required for immediate expenditure, in the manner as determined by the Authority, as laid down in section 23(4) of the Act in line with the Islamic Shariah i.e Riba Free transactions.

14. **Allocation of Residential Units:**

a. No member or his family shall be entitled to allocation of more than one residential unit in all the schemes of the PHA.

b. The residential units shall be allocated in favor of the members or their families in the following manner, namely;

(1) To the members or their families on retirement or death, as the case may be, in accordance with the priority of station indicated in their option for stations;

Provided that a member may, with the approval of Special Committee of the Authority at any time before allocation, change his priority of station;

(2) If the residential units at a station are less than the demand, allocation of the residential units at such a station shall be made on the basis of seniority of members in a particular category and in case of tie, on the basis of draw of lots;

Provided that a separate seniority list, on the basis of the date of retirement, for each category of members shall be maintained by the PHA, and

(3) Where the date of retirement or the date of death of two or more members in a category is the same, the seniority shall be determined from the date of membership of the PHA. In case the date of membership is also the same, then on the basis of age, member older in age shall be given preference.

c. In case the number of the residential units exceeds the existing requirement, the surplus residential units shall be allocated to the next eligible members in accordance with the seniority list.

d. **Quality Control.**

The PHA shall ensure quality of works as Prescribed. The supervisory staff shall ensure the same. Moreover the special committee/Authority may authorize its members to undertake inspection visits of ongoing projects

followed by formal reports to the PHA/HousingDeptt/Special Committee for Consideration.

15. Delivery of Possession: The PHA shall deliver possession of an allocated residential unit to a member or his family on full payment of the balance price of the unit, if any, within a stipulated period.

16. Maintenance of Schemes:

Repair and maintenance / management of the roads, parks, Mosques and other public places and Municipal Services will be carried out through its repair & maintenance wing under the administrative control of the PHA for a period of two years & shall subsequently be handed over to local authorities.

17. Conditions of Allocation: Allocation of residential unit in favor of a member shall be made subject to the following conditions:-

- a. The member shall not alienate the allocated residential unit within one year of the delivery of possession;
- b. All subsequent transfers of the allocated residential Unit shall be made with the approval of the Provincial Housing Authority subject to payment of transfer fee as may be determined by Special Committee of the Authority;
- c. No structural change of any kind shall be made in a residential unit except with the prior permission of the PHA on payment of usual charges.
- d. All subsequent transferees of a residential unit shall be bound to comply with the provisions of the Act, the rules and these regulations, and wherever applicable, any reference to a member shall include reference to a subsequent transferee; and
- e. Such other conditions as may be notified by the PHA with the prior approval of the Govt from time to time.

18. Cancellation of Allocation:

- a. Where a member or his family or a subsequent transferee has failed to fulfill any condition of allocation, the Special Committee of the Authority may cancel the allocation after affording an opportunity of showing cause against any such action.
- b. In case of cancellation of allocation under sub-rule (a), the Special Committee of the Authority may also terminate the membership of such member and all consequences of termination of membership shall follow;
- c. Provided that the member or a subsequent transferee shall not be entitled to refund of any amount unless he delivers the vacant possession of the residential unit to the PHA.
- d. The PHA shall be entitled to take back possession of the resident unit in case of cancellation of allocation and may deduct such amount from the account of the member as determined by the Special Committee.

19. Maintenance and Disposal of Commercial Units:

- a. A commercial unit shall be maintained or leased out in the manner as may be determined by Special Committee of the Authority provided that it shall not be leased out, sold or disposed of except through prior public notice and open auction.
- b. No structural change shall be made in a commercial unit except with the prior permission of the PHA.
- c. Special Committee of the Authority may impose any other condition upon the owner or the lessee for the proper maintenance or use of the commercial unit.

20. Restriction on Conversion:

- a. No alteration of land use in a scheme shall be made without the approval of Special Committee of the Authority.
- b. No public utility or public amenity area in a scheme shall be converted into commercial or residential area without prior approval of the Government.

21. Freedom of Information: Record of the PHA shall be deemed to be public record and every member shall be entitled to have access to his own record or to get its certified copies, subject to payment of fee, if any, as may be determined by the PHA as soon as possible.

22. Relaxation of Regulations: The Authority may, on the recommendation of the Special Committee of the Authority relax all or any of the provisions of these Regulation in case of any hardship.

PART. II

Raising of Funds

23. Establishment of Fund:

- a. As soon as may be, the PHA shall arrange establishment of a Fund with the help and assistance of the Government.
- b. The Fund shall consist of,
 - (1) Such grants, Loan as may, from time to time be made by the Govt;
 - (2) Other contributions and donations by private or public organizations;
 - (3) Such loans and advances as may be obtained from financial institutions with the help of the Govt wherever necessary as per clause 27 of PHA regulation.
 - (4) Contributions made by members from time to time.
 - (5) Income and profits from investments from various sources;
 - (6) Fees or other user charges;
 - (7) Amounts received from sale or disposal of assets of the PHA; and
 - (8) All other sums received by the PHA and income from any other source.
- c. The monies credited to the fund shall be kept in such custody as may be prescribed.

24. Keeping of Money by the PHA: The money received by the PHA shall be

kept in :-

- a. Personal Ledger Account. If the money is received through grant by the Government;
- b. Schedule Bank Account. (Known as the Fund Account) with scheduled Banks of State Bank of Pakistan for the following receipts according to competitive rates.

- (1) Contribution and donations by Govt private or public organizations;
- (2) Revolving funds obtained from the Government.
- (3) Loans and advances obtained from Govt or from financial institutions;
- (4) Contributions made by the members from time to time;
- (5) Income and profits from investments from various sources;
- (6) Fee or other user charges;
- (7) Amount received from sale or disposal of assets of the PHA;
- (8) Amount to be paid to others such as to income-tax department etc.
- (9) Any other income received from any other source.
- (10) Refundable security deposits.

25. Application of Fund. The amount accumulated in the Fund Account would be drawn for expenditure on the following purposes:-

- a. Development of various residential projects initiated / to be initiated by the PHA at different locations.
- b. Purchase of lands at different sites.
- c. To incur all the operational and establishment expenses for running the affairs of the PHA.
- d. For refund of the subscribed amount deposited by the members who want to discontinue their membership.
- e. Re-payment of loans obtained for the purposes of the PHA.
- f. To invest the surplus amount over and above the PHA requirements.
- g. Any other expenditure of the PHA duly approved which may emerge in future.

26. Limit of the amount to be retained in the Fund Account. On receipt of the funds from any source mentioned above, the Director General will assess its application and the amount surplus to the requirements as mentioned above shall be invested in scheduled bank on competitive rates as referred hitherto-fore or any prescribed bank and manner till such time, the sum or a part of that sum is required for the PHA operational expenditure as given in rule-25 above.

27. Investment. The special committee of PHA shall approve deposit of the surplus money with the scheduled Bank for the specified period on the basis of competitive rates. The money on receipt to PHA shall be credited to the current account till decision of investment is taken by the finance committee or any other competent forum the earliest.

28. Withdrawal of Amount. No amount shall be withdrawn from any account unless it is required for immediate use to discharge the legitimate liabilities

34. Entitlement

- (1) Each member of the PHA shall be entitled to a built-up house of the type as indicated below, according to the category he belongs to:-

Categories of members	Types of House	Size of House
i) (BS-1 to BS-7)	Type 'C'	5 Marlas
ii) (BS-8 to BS-16)	Type 'B'	10 Marlas
iii) (BS-17& above)	Type 'A'	1 Kanal

- (2) The category of member shall be ascertained on the basis of his pay-scale on regular basis at the time of allocation of a house. Selection grade or move-over pay scale will not be reckoned for eligibility of a category of house.

- (3) For member who has retired from the Government Service, his pay scale as in (2) above upon retirement shall be used to ascertain his entitlement.

35. Entitlement Seniority:

1. Entitlement seniority of member shall be his date of retirement from the Government Service.
2. Each category of member shall have separate entitlement seniority.
3. Where date of retirement of two or more members in the same category is the same, then the seniority shall be worked out on the basis of their Pay Scales. In case the Pay Scales are the same then in same then in accordance with the date of their membership, is also the same, then it shall be determined by way of a draw.
4. In case of death of a member while in service, date of his death shall be deemed to be the date of retirement for the purpose of determining the entitlement seniority.
5. The PHA Shall maintain and publish on its website, entitlement seniority lists for all categories of members for each calendar year.

36. Allocation of House:

- (1) Allocation of house shall be made by a Committee to be called the Housing Allocation Committee comprising the following:-
 - (a) Additional Chief Secretary, Government of the KPK;
 - (b) Senior Member Board of Revenue, Government of the KPK;
 - (c) Secretary to Government of KPK, Housing Department;
 - (d) Secretary to Government of KPK, Finance Department;
 - (e) One Member selected under section 4(g) of the Act;
 - (f) Director General of the Authority.
 - (g) Director Town Planning, PHA.
2. The House Allocation Committee shall conduct its business through majority of votes.
3. A house shall be allocated to member on the basis of his entitlement seniority, keeping in view his preference of Districts for provision of house.

4. In case a housing colony at the districts(s) of preference of member has not been proposed, then member's subsequent preference(s) of district(s) may be used for allocating the house.
5. For a housing colony, the number of members in a category to be considered for allocating the houses shall be equal to the numbers of houses available for that category in that colony.
6. Allotment of a house to a member shall be made by an open draw in presence of such of the members who opt to be present.
7. Allotment of house to member as a result of the draw shall be final and no request for change shall be entertained.

37. Confirmation of Allotment:

- (1) The PHA shall communicate to the allottee his "Allotment" within 30 days of the draw.
- (2) Each allottee shall confirm in writing to the PHA, his acceptance of allotment within 30 days of receipt of the "Allotment order".

38. Possession: The PHA shall give to the allottee a notice of three months requiring him to complete all formalities, pay entire dues, execute requisite deeds and obtain a clearance certificate from the PHA, for taking possession of the allotted house.

39. Delay in Taking Possession:

- (1) The PHA may cancel allocation of an allottee who fails to take possession of the allocated house within three months after expiry of the notice period.
- (2) Under special circumstances and before expiry of notice period, allottee may approach the PHA for an extension in the said period, which may be granted by it as a special case for a maximum period of three months only except in case of hardship to be acceded by the Special Committee.
- (3) Allottee who takes possession late in consequence of above sub-regulation (2) shall be liable to pay, to the PHA, the additional costs incurred as a result of the delayed possession and to the concerned Society, the prescribed membership fees, charges and the like for the period from the original date of handing over to the date of taking possession of the house.
- (4) In the event allottee fails to take possession of the house within six months of the original date of taking of possession specified in the notice, his allocation shall be cancelled and he shall be liable to pay to the PHA the additional costs as determined by it.

40. Handing-over of House: The allocated house shall be offered for handing over possession to the allottee upon completion on the date specified in the notice. The defects and deficiencies observed and pointed out by the allottee at time of handing over / taking over, shall be recorded in the

documents. These defects / deficiencies shall be looked into and rectified by the PHA if necessary, in the defect liability period. In case of complaints of members as regards quality of construction, the following committee shall issue appropriate orders for rectification of defects if any. Decision of the Committee shall be final

1. Secretary Housing Department.	Chairman
2. Director General. PHA	Member
3. Representative of Government Servants as per Section 102(h) of the Act	Member
4. Director Town Planning	Member/Secretary

41. Withdrawal of Membership after Allotment:

- (1) An allottee may, before taking over possession of the allotted house, withdraw from membership of the PHA by submitting a written request to it duly accompanied by "Letter of Allotment" (if issued) in original.
- (2) No liability shall accrue to the allottee if he surrenders his membership within 15 days of receiving of the notice. But if the surrender is made after expiry of the period specified in the notice, the allottee shall be liable to pay the PHA the additional costs incurred by it, as a result of such withdrawal.

42. Amendments: All amendments to these regulations shall be published on the website of the PHA and may not be communicated separately to the members unless their communication is essential in disposing of the business of the PHA.

43. Correspondence address: The PHA shall communicate with its members on their addresses as provided to it in the Membership Option Form or parent department through ordinary, registered mail or courier service.

44. Appeal: Any member aggrieved by a decision of the House Allocation Committee may file a representation to the Special Committee whose decision thereon shall be final.

PART-IV

45. Disposal of Residential Plot:

a. (i) **95%** of Plots falling in the zone of above 05 Marlas and all constructed units including 3 to 5 Marla residential units, multi storey flats and apartments shall be processed through open auction by **District Housing Committee.**

(ii) **5% to serving Govt. Servants in BPS-17 & above as per entitlement of area of built up houses.**

Final approval to the recommendation of the Committee **for auction of plots and flats** shall be obtained from the Government **through Director General, PHA.**

b. **Residential Units** Multi storey flats and apartments of 3 to 5 Marla shall be disposed of through ballot by the Committee;

c. Plots falling in the zone of upto 5 Marla shall be disposed of in the following manner:-

- 1) **80%** shall be allotted to the general public through ballot by the Committee.
- 2) **5% shall be allotted to the Government servants in BS -17 & above as well as employees of the autonomous / semi autonomous bodies through ballot by the Committee.**
- 3) **5%** shall be allotted to the Government Servants in BPS-1 to 16 as well as employees of autonomous / semi autonomous bodies through ballot by the Committee.
- 4) **3%** shall be allotted to the retired Government servants including the widows and dependents of deceased Government servants who died before retirement and did not own a plot **in any PHA Housing Scheme** through ballot by the Committee.
- 5) **5%** shall be allotted to the destitute through ballot by the Committee amongst the persons so recommended by the Secretary, Zakat and Social Welfare Deptt.
- 6) **2%** quota shall be allotted to the PHA/Housing Department employees.

46. **Mode of Allotment:** Plots falling upto 5 Marla and residential units, multi storey flats and apartments 3 to 5 Marlas where available shall be allotted in the following manner:-

- a. Applications shall be invited by the PHA on prescribed forms through at least two leading newspapers (Urdu) and electronic media.
- b. The applicants shall apply on the prescribed application forms alongwith 10% price in the form of down payment at designated bank.
- c. The applications shall be scrutinized by the Housing Allocation Committee and eligible applications shall be balloted thorough computer draw;
- d. Incomplete applications shall be liable to rejection by the Committee provided that the applicant shall have the right to file an appeal against such rejection before the committee with seven days from the date of intimation of rejection of application and the **decision of the committee** thereon shall be final.
- e. The Committee shall hold ballot on the fixed date and time at a convenient place duly advertised through press or electronic media and
- f. The Committee shall issue allotment orders to the successful applicants within thirty (30) days of ballot.

47. **Eligibility:**

- a. No-person shall be eligible for allotment of a plot, residential unit, multi storey flat or apartment through ballot unless he;
 - (1) Has a monthly income not exceeding minimum wage/PM Salary notified by the Government in case of general public.
 - (2) Is an employee of Government or autonomous / semi autonomous body having a minimum of ten (10) years service. He shall be eligible

according to his basic pay scale in the following manner:-

- | | | |
|------|--------|---------|
| (i) | BS 1-4 | 3 Marla |
| (ii) | BS 5-8 | 5Marla |

(3) Is a Government servant who has retired within five years from the date of inviting applications for allotment and did not own a plot or a house in any housing scheme of PHA.

b. Widows and dependents of deceased Government servants who died before retirement and did not own a plot or a house in any housing schemes of PHA shall also be eligible for allotment through ballot.

N.B. (The eligibility in Regulation No 47, is applicable to 5% quota for Government Servants and employees of autonomous bodies)

48. Ineligibility:-

No person shall be eligible for allotment who:-

- a. Owns a plot or a house in his name in any PHA sponsored township scheme by allotment or transfer of an allotted plot through inheritance, or
- b. Has been allotted a plot or a house in any planned or approved PHA housing scheme in the KPK and has transferred it to his wife, or as the case may be, husband, children but has sold it out, or
- c. Has been convicted of corruption charges or
- d. Has been dismissed from Government service if he applies in Govt Servants quota; or
- e. Has been convicted for anti-state, anti-social activities and heinous crimes; or
- f. Is a minor except a destitute.

49. Disposal of plots and land in special circumstances: -

Government may allow sale of plots and land in special circumstances through open auction.

50. Disposal of non-residential plots:- The Committee shall through open auction, sell commercial and industrial plots, and lease out sites for petrol pumps / CNG stations and agricultural lands.

51. Disposal of public utility plots and sites: - Public utility plots and sites reserved for: -

- a. Health and Education Institutions shall be allotted by the Committee according to the prevailing policy;
- b. Plot for Masajid shall be allocated in such a manner that each sector has a Jama Masjid and middle Masjid in each sub sector.
- c. Government offices such as post offices, police stations, etc shall be transferred to the departments concerned at the reserve price.
- d. Sites for Banks shall be disposed of on lease basis, Rent or open auctions where only authorized banks shall participate.
- e. Sites for Graveyards shall be property of PHA Municipal Administration or as the case may be Town Municipal Administration concerned, free of cost.

Provided that for the purpose of roads and residential use, the “National Reference Manual on Planning and Infrastructure Standards” shall be kept in view. The land uses other than the above shall be as under:-

- i. Open space/parks - Not less than 7% of the total scheme area.
- ii. Grave yards - Not less than 2% of the total scheme area.
- iii. Commercial - Not more than 5% of the total scheme area.
- iv. Minimum road width - 30 feet
- v. Public building like schools, dispensaries Masjids, Post office, police stations, Bus terminal, public toilets, community centre etc. - 10% of the total scheme area.
- vi. Maximum size of residential plots. - One kanal

Provided further that the PHA shall inter-alia prepare a design and specification of water supply system, sewerage and drainage system, natural gas, roads and streets, electricity, telephone and street lights as well as filtration plants.

52. Mode of payment: - Payment for the auctionable and allotted plots shall be made in the following manner:-

- a. For auctionable residential, commercial and industrial plots:-
 - (1) The bidder shall pay 10% of the reserve price as earnest money along with the application:
 - (2) The highest bidder shall pay one third price within seven days of auction, inclusive of the earnest money already deposited.
 - (3) The highest bid shall be subject to approval of the Committee which shall declare its approval or rejection, as the case may be through a notice affixed on the notice board in the office of District Officer concerned, within a period of thirty days from the date of auction; and
 - (4) The balance price shall be deposited by the successful bidder within a period of thirty days from the date of approval of the highest bid failing which the PHA may cancel the bid or impose a fine which may extend up to 10% per month of the bid amount.
- b. For allotted plots: -
 - (1) First installment of 10% price of plot with application:
 - (2) Second installment of 10% price of plot at the time of allotment,
 - (3) Remaining 80% price at the rate of 20% on six monthly installments.
 - (4) No interest shall be charged on installments, and
 - (5) A penalty of up to 02% per month may be charged delayed installments.

- 53. Cancellation of plots:** The plot shall be cancelled by the concerned committee of the PHA due to non-payment of dues with a period of further one year from the date on which 1% installment of remaining 80% price was due or any breach of terms and conditions of allotment and production of false information for allotment.
- 54. Appeal:-** A person aggrieved by the order of cancellation made under rule-53 may file an appeal with the Authority Within two months.
- 55. Conversion:-** No public utility area or public amenity plot in a housing scheme shall be converted to any other use except in the following manner.

Schemes executed by Development Authorities:-

- (1) If the housing scheme has neither been developed at site nor allotted or sold and some changes are required to be made in roads or residential area, the Director General of the PHA shall approve the same. In cases of changes in open spaces, graveyard and public building sites to the extent that the overall percentage remains within the parameters of standards. The Director General, PHA shall accord approval thereof, subject to concurrence of the Authority on the recommendation of the Planning and Development Committee.
 - (2) In case the scheme has been developed at site and plots have been allotted or sold and some changes are required to be made as mentioned in sub clause (1), the same shall also be approved by the Authority on the recommendation of the Planning and Development Committee.
- 56.** The competent authorities for Housing Management in the PHA Scheme have been indicated in the 'Delegation of Powers on Housing Management' at Appendix-II.
- 57. General:** The decisions with regards the acquisition of land, planning and development, budget and finance & accounts, developments works, housing allocation, commercialization shall be made on the recommendation of relevant committees constituted under Section-9 of the Act as per Notification at Appendix-III.
- 58. Removal of Difficulties:** Notwithstanding anything contained in these Regulations, the Government may decide any consequential matter arising there from if necessary as per merit of case.

APPENDIX-I

PHA	KPK HOUSING AUTHORITY					Documents No.	Version
	MEMBERSHIP OPTION FORM (GOVERNMENT SERVANTS RETIRED SINCE 3RD AUGUST 2005)					PHA-01	1
						Issue Date	Page #
					1 of 2		
Incharge	<input type="checkbox"/> Forwarded	DEO	Initiator	<input type="checkbox"/> Forwarded	Dept Code	REL NO.	
Signature	<input type="checkbox"/> Rejected	<input type="checkbox"/> All	<input type="checkbox"/> Den	<input type="checkbox"/> Rejected			
DO NOT WRITE ABOVE THIS LINE (FOR OFOFICAL USE ONLY)							
Name	<input type="checkbox"/> Mr : <input type="checkbox"/> Miss: <input type="checkbox"/> Mrs: <input type="checkbox"/> Ms:						
Father's Name							
National ID Card Number(s)	New						
	OLD						
Date of Birth (D-M-Y)			-		-		Service Joining Year (yyy)
Date of Retirement (D-M-Y)			-		-		Pension Payment Order (PPO)Number
Department							
Designation	BPS						
Official Address of Last Posting							
District of Last Place of Posting						District of Domicile	
Preference of District for Provision of House in Order of Precedence	1						
	2						
	3						
Postal Address of the Pensioner	House No.					Street	
	Mohallah / Colony						
	City				District	Contact No.	
<p>I, the applicant, understand and agree that on becoming member of the Provincial Housing Authority, I shall be bound by the provisions of the PHA Act, 2005 and the Rules and Regulations framed there under:</p> <p>I, the applicant also certify that :-</p> <ol style="list-style-type: none"> 1. I do not own a plot in any scheme duly sponsored by the Provincial Housing Authority. 2. Photo copy of the PPO duly attested is enclosed. 3. The allotment of house so allocated shall be canceled if any information given in this form is subsequently found wrong or false. 4. I fully understand that the possession of house so allocated shall be handed over to me on full payment of is actual cost as per PHA Regulations. 							
Date of Application (dd-mm-yy)			-				Applicant's Signature
I, the pension Sanctioning Authority of the applicant certify that the information filled in this form is correct according to the official record.							
Signature & Stamps of Pension Sanctioning Authority							

PLEASE CAREFULLY READ THE INSTRUCTIONS ON THE BACK BEFORE FILLING IN THIS FORM

INSTRUCTION

1. ELIGIBILITY TO BECOME MEMBER OF THE PHA

- a. All persons in service of the Government of KPK who retired from service on or after 3rd August 2005 (that is, the day Government of KPK Provincial Housing Authority Act was notified) are eligible for allocation of a house as per PHA Regulation 2008.

2. OPTION FORMS TO BE USED

- a. The following membership option forms shall be used.
- (i) All government servants retired since 3rd August 2005 shall apply on PHA -01
 - (ii) Non Gazetted Government servants shall apply on PHA – 02 alongwith PHA-05
 - (iii) Gazetted Government Servants shall apply on PHA-03
 - (iv) APUG Government Servants shall apply on PHA-04
 - (v) DDO certificate (Non Gazetted Govt: Servants Option Forms) on PHA-05.

3. AVAILABILITY OF FORMS

- a. Form can be obtained from the PHA Head Office designated Banks, AG, KPK/District Accounts Officer / Agency Accounts Officer / Head of Departments / offices.
- b. The forms can also be downloaded from the website of the KPK Housing Authority www.housingkp.gov.pk
- c. Photocopies of the forms can be used. Use A4 size paper for photocopy. While making a photo copy, DO NOT REDUCED ENLARGE the size of form.

4. SUBMISSION OF FORMS

- a. Government servants retired since 3rd August 2005 shall submit their filled-in forms through mail directly to the KPK Provincial Housing Authority after attestation from their pension sanctioning authority.
- b. Non-Gazetted Government Servants shall submit their filled-in forms to their Drawing & Disbursing Officer (DDO) in their office of last posting. DDO's shall collect the form from Non-gazetted Government Servants in their office and submit the forms along-with PHA -05 Form to their respective District Accounts Officers.
- c. Gazetted Government Servants shall submit their filled-in forms through mail directly to the KPK Provincial Housing Authority after attestation from the head of office of their last posting.
- d. APUG Government Servants shall submit their filled-in forms to Establishment Department, Government of KPK for attestation and onward transmission to the KPK Provincial Housing Authority.
- e. The forms shall be submitted alongwith bank draft of application fee (non-refundable) in favour of Director General Provincial Housing Authority or through designated banks.**

5. FILLING IN FORMS

- a. Please type or print in CAPITAL letters.
- b. All entries in the forms must be duly filled in English.

6. **MEMBERSHIP FEE:** On acceptance of applications form on the prescribed proforma by the competent authority, the applicant shall deposit a down payment at the following rates:-

S#	Category	Pay Scales	Size of House	Down payment	Quarterly installment	Application fee
1.	I	BS 1-7	5 Marlas	Rs. 15000/-	1/4 th of cost of house	500/-
2.	II	BS 10-16	10 Marlas	Rs. 20000/-		1000/-
3.	III	BS 17 & above	01 kanal	Rs. 30000/-		1500/-

7. The pensioner or the legal heir as the case may be shall deposit the cost of the Housing unit to be allotted to him in _____ equal installment on quarterly basis or in lump sum at his own discretion before taking possession thereof.

PHA	KPK HOUSING AUTHORITY				Documents No.	Version
					PHA-02	1
	MEMBERSHIP OPTION FORM (NON GAZETTE GOVERNMENT SERVANTS)				Issue Date	Page #
				1 of 2		
Incharge	<input type="checkbox"/> Forwarded	DEO	Initiator	<input type="checkbox"/> Forwarded	Dept Code	REL NO.
Signature	<input type="checkbox"/> Rejected	<input type="checkbox"/> All	<input type="checkbox"/> Den	<input type="checkbox"/> Rejected		
DO NOT WRITE ABOVE THIS LINE (FOR OFOFICAL USE ONLY)						
Name	<input type="checkbox"/> Mr : <input type="checkbox"/> Miss: <input type="checkbox"/> Mrs: <input type="checkbox"/> Ms:					
Father's Name						
National ID Card Number(s)	New					
	OLD					
Date of Birth (D-M-Y)			-		-	
	Service Joining Year (yyy)					
Department						
Designation	BPS					
Present Posting (Official Address)						
District of Present Place of Posting				District of Domicile		
GP Fund No. / Personal No.						
Preference of District for Provision of House in Order of Precedence	1					
	2					
	3					
Permanent mailing Address of the Applicant	House No.				Street	
	Mohallah / Colony					
	City			District	Contact No.	
<p>I, the applicant, understand and agree that on becoming member of the Provincial Housing Authority, I shall be bound by the provisions of the KPK PHA Act, 2005 and the Rules and Regulations framed there under:</p> <p>I, the applicant also certify that :-</p> <ol style="list-style-type: none"> 1. I do not own a plot in any scheme duly sponsored by the Provincial Housing Authority. 2. The allotment of house so allocated shall be canceled if any information given in this form is subsequently found wrong or false. 3. I fully understand that the possession of house so allocated shall be handed over to me on full payment of its actual cost as per PHA Regulations. 						
Date of Application (dd-mm-yy)			-			
				Applicant's Signature		
I, the DDO of the applicant, certify that the information filed in this form is correct according to the official record. I also certify that the applicant is a regular government servant and not a contractual, work-charged or contingent paid employee.				Signature & Stamps of DDO with DDO No.		

PLEASE CAREFULLY READ THE INSTRUCTIONS ON THE BACK BEFORE FILLING IN THIS FORM

INSTRUCTION

1. ELIGIBILITY TO BECOME MEMBER OF THE PHA

- a. All persons in service of the Government of KPK on or after 3rd August 2005 (that is, the day Government of KPK Housing Authority Act was notified) are eligible to become members of the Authority Housing Scheme.

2. OPTION FORMS TO BE USED

- a. The following membership option forms shall be used.
- (i) Government servants retired since 3rd August 2005 shall apply on PHA -01
 - (ii) Non Gazetted Government servants shall apply on PHA – 02.
 - (iii) Gazetted Government Servants shall apply on PHA-03
 - (iv) APUG Government Servants shall apply on PHA-04
 - (v) DDO certificate (Non Gazetted Govt: Servants Option Forms) on PHA-05.

3. AVAILABILITY OF FORMS

- a. Form can be obtained from the PHA Head Office designated Banks, AG, KPK/District Accounts Officer / Agency Accounts Officer / Head of Departments / offices and can also be downloaded from the website of the KPK Housing Authority www.housingkp.gov.pk
- b. Photocopies of the forms can be used. Use A4 size paper for photocopy. While making a photocopy, DO NOT REDUCE OR ENLARGE the size of the form.

4. SUBMISSION OF FORMS

- a. Non-Gazetted Government servants shall submit their filled-in forms to their Drawing & Disbursing Officer (DDO) in their office of present posting. DDO's shall collect the form from Non-gazetted Government Servants in their office and submit the forms along-with PHA -05 Form to their respective District Accounts Officers who, after verification shall submit the forms to Director General, PHA.
- b. Gazetted Government Servants shall submit their filled-in forms through mail directly to the KPK Provincial Housing Authority after attestation from the head of office of their present posting.
- c. APUG Government Servants shall submit their filled-in forms to Establishment Department, Government of KPK for attestation and onward transmission to the KPK Housing Authority.
- d. The forms shall be submitted alongwith bank draft of application fee (non-refundable) in favour of Director General Provincial Housing Authority or through designated banks.**

5. FILLING IN FORMS

- a. Please type or print in CAPITAL letters.
- b. All entries in the forms must be duly filled in English.

6. **MEMBERSHIP FEE:** On acceptance of applications form on the prescribed proforma by the competent authority, the applicant shall deposit a down payment at the following rates:-

S#	Category	Pay Scales	Size of House	Down payment	Monthly installment	Application fee
1.	I	BS 1-7	5 Marlas	Rs. 15000/-	1400/-	500/-
2.	II	BS 10-16	10 Marlas	Rs. 20000/-	2400/-	1000/-
3.	III	BS 17 & above	01 kanal	Rs. 30000/-	3600/-	1500/-

PLEASE CAREFULLY READ THE INSTRUCTIONS ON THE BACK BEFORE FILLING IN THIS FORM

PHA	KPK HOUSING AUTHORITY				Documents No.	Version
					PHA-03	1
	MEMBERSHIP OPTION FORM (GAZETTED GOVERNMENT SERVANTS)				Issue Date	Page #
				1 of 3		
Incharge	<input type="checkbox"/> Forwarded	DEO	Initiator	<input type="checkbox"/> Forwarded	Dept Code	REL NO.
Signature	<input type="checkbox"/> Rejected	<input type="checkbox"/> All	<input type="checkbox"/> Den	<input type="checkbox"/> Rejected		
DO NOT WRITE ABOVE THIS LINE (FOR OFOFICAL USE ONLY)						
Name	<input type="checkbox"/> Mr : <input type="checkbox"/> Miss: <input type="checkbox"/> Mrs: <input type="checkbox"/> Ms:					
Father's Name						
National ID Card Number(s)	New					
	OLD					
Date of Birth (D-M-Y)			-		-	
	Service Joining Year (yyy)					
Department						
Designation				BPS		
Present Posting (Official Address)						
District of Present Place of Posting				District of Domicile		
GP Fund No. / Personal No.						
Preference of District for Provision of House in Order of Precedence	1					
	2					
	3					
Permanent mailing Address of the Applicant	House No.				Street	
	Mohallah / Colony					
	City				District	Contact No.
<p>I, the applicant, understand and agree that on becoming member of the Provincial Housing Authority, I shall be bound by the provisions of the KPK PHA Act, 2005 and the Rules and Regulations framed there under:</p> <p>I, the applicant also certify that :-</p> <ol style="list-style-type: none"> 1. I do not own a plot in any scheme duly sponsored by the Provincial Housing Authority. 2. The allotment of house so allocated shall be canceled if any information given in this form is subsequently found wrong or false. 3. I fully understand that the possession of house so allocated shall be handed over to me on full payment of its actual cost as per PHA Regulations. 						
Date of Application (dd-mm-yy)			-			
				Applicant's Signature		
I, the Head of Office of the applicant, certify that the information filed in this form is correct according to the official record. I also certify that the applicant is not a contractual employee.				<u>Signature & Stamps of Head of Office</u>		

INSTRUCTION

1. ELIGIBILITY TO BECOME MEMBER OF THE PHA

- a. All persons in service of the Government of KPK on or after 3rd August 2005 (that is, the day Government of KPK Housing Authority Act was notified) are eligible to become members of the Authority Housing Scheme.

2. OPTION FORMS TO BE USED

- a. The following MEMBERSHIP OPTION FORMS shall be used.
- (i) Government servants retired since 3rd August 2005 shall apply on PHA -01
 - (ii) Non Gazetted Government servants shall apply on PHA – 02.
 - (iii) Gazetted Government Servants shall apply on PHA-03
 - (iv) APUG Government Servants shall apply on PHA-04
 - (v) DDO certificate (Non Gazetted Govt: Servants Option Forms) on PHA-05.

3. AVAILABILITY OF FORMS

- a. Form can be obtained from Head of Deptt: Designated Banks, AG, KPK/District Accounts Officer / Agency Accounts Officer / Head of Departments / offices and can also be downloaded from the website of the KPK Housing Authority www.housingkp.gov.pk
- b. Photocopies of the forms can be used. Use A4 size paper for photocopy. While making a photocopy, DO NOT REDUCE OR ENLARGE the size of the form.

4. SUBMISSION OF FORMS

- a. Non-Gazetted Government servants shall submit their filled-in forms to their Drawing & Disbursing Officer (DDO) in their office of present posting. DDO's shall collect the form from Non-gazetted Government Servants in their office and submit the forms along-with PHA -05 Form to their respective District Accounts Officers who, after verification shall submit the forms to Director General, PHA.
- b. Gazetted Government Servants shall submit their filled-in forms through mail directly to the KPK Provincial Housing Authority after attestation from the head of office of their present posting.
- c. APUG Government Servants shall submit their filled-in forms to Establishment Department, Government of KPK for attestation and onward transmission to the KPK Housing Authority.
- d. **The application forms shall be submitted alongwith bank draft of application fee (non-refundable) in favour of Director General Provincial Housing Authority or through designated banks.**

5. FILLING IN FORMS

- a. Please type or print in CAPITAL letters.
- b. All entries in the forms must be duly filled in English.

6. **MEMBERSHIP FEE:** On acceptance of applications form on the prescribed proforma by the competent authority, the applicant shall deposit a down payment at the following rates:-

S#	Category	Pay Scales	Size of House	Down payment	Monthly installment	Application fee
1.	I	BS 1-7	5 Marlas	Rs. 15000/-	1400/-	500/-
2.	II	BS 10-16	10 Marlas	Rs. 20000/-	2400/-	1000/-
3.	III	BS 17 & above	01 kanal	Rs. 30000/-	3600/-	1500/-

PLEASE CAREFULLY READ THE INSTRUCTIONS ON THE BACK BEFORE FILLING IN THIS FORM

PHA	KPK HOUSING AUTHORITY					Documents No.	Version
						PHA-04	1
	MEMBERSHIP OPTION FORM (APUG SERVANTS)					Issue Date	Page #
					1 of 2		
Incharge	<input type="checkbox"/> Forwarded	DEO	Initiator	<input type="checkbox"/> Forwarded	Dept Code	REL NO.	
Signature	<input type="checkbox"/> Rejected	<input type="checkbox"/> All	<input type="checkbox"/> Den	<input type="checkbox"/> Rejected			
DO NOT WRITE ABOVE THIS LINE (FOR OFOFICAL USE ONLY)							
Name	<input type="checkbox"/> Mr : <input type="checkbox"/> Miss: <input type="checkbox"/> Mrs: <input type="checkbox"/> Ms:						
Father's Name							
National ID Card Number(s)	New						
	OLD						
Date of Birth (D-M-Y)			-		-		Service Joining Year (yyy)
Department							
Designation	BPS						
Present Posting (Official Address)							
District of Present Place of Posting					District of Domicile		
GP Fund No. / Personal No.							
Period Served in KPK (dd-mm-yy)	From			-			To
	From			-			To
Preference of District for Provision of House in Order of Precedence	1						
	2						
	3						
Permanent mailing Address of the Applicant	House No.					Street	
	Mohallah / Colony						
	City				District	Contact No.	
<p>I, the applicant, understand and agree that on becoming member of the Provincial Housing Authority, I shall be bound by the provisions of the KPK PHA Act, 2005 and the Rules and Regulations framed there under:</p> <p>I, the applicant also certify that :-</p> <ol style="list-style-type: none"> 1. I do not own a plot in any scheme duly sponsored by the Provincial Housing Authority. 2. The allotment of house so allocated shall be canceled if any information given in this form is subsequently found wrong or false. 3. I fully understand that the possession of house so allocated shall be handed over to me on full payment of its actual cost as per PHA Regulations. 							
Date of Application (dd-mm-yy)			-				Applicant's Signature
Establishment & Administration Department, Government of KPK certifies that (tick whichever is applicable): <ul style="list-style-type: none"> <input type="checkbox"/> He is domiciled in KPK and has served in connection with the affairs of the Province for a period of more than Five years; or <input type="checkbox"/> He has served in connection with the affairs of KPK for period of more than Eight years. 					Signature & Stamps of E&AD.		

INSTRUCTION

1. ELIGIBILITY TO BECOME MEMBER OF THE PHA

- a. All persons in service of the Government of KPK on or after 3rd August 2005 (that is, the day Government of KPK Housing Authority Act was notified) are eligible to become members of the Authority Housing Scheme.

2. OPTION FORMS TO BE USED

- b. The following MEMBERSHIP OPTION FORMS shall be used.
- (i) Government servants retired since 3rd August 2005 shall apply on PHA -01
 - (ii) Non Gazetted Government servants shall apply on PHA – 02.
 - (iii) Gazetted Government Servants shall apply on PHA-03
 - (iv) APUG Government Servants shall apply on PHA-04
 - (v) DDO certificate (Non Gazetted Govt: Servants Option Forms) on PHA-05.

3. AVAILABILITY OF FORMS

- a. Form can be obtained from Head of Deptt: Designated Banks, AG, KPK/District Accounts Officer / Agency Accounts Officer / Head of Departments / offices and can also be downloaded from the website of the KPK Housing Authority www.housingkp.gov.pk
- b. Photocopies of the forms can be used. Use A4 size paper for photocopy. While making a photocopy, DO NOT REDUCE OR ENLARGE the size of the form.

4. SUBMISSION OF FORMS

- a. Non-Gazetted Government servants shall submit their filled-in forms to their Drawing & Disbursing Officer (DDO) in their office of present posting. DDO's shall collect the form from Non-gazetted Government Servants in their office and submit the forms along-with PHA -05 Form to their respective District Accounts Officers who, after verification shall submit the forms to Director General, PHA.
- b. Gazetted Government Servants shall submit their filled-in forms through mail directly to the KPK Provincial Housing Authority after attestation from the head of office of their present posting.
- e. APUG Government Servants shall submit their filled-in forms to Establishment Department, Government of KPK for attestation and onward transmission to the KPK Housing Authority.
- f. The application forms shall be submitted alongwith bank draft of application fee in favour of Director General Provincial Housing Authority or through designated banks.**

5. FILLING IN FORMS

- a. Please type or print in CAPITAL letters.
- b. All entries in the forms must be duly filled in English.

6. **MEMBERSHIP FEE:** On acceptance of applications form on the prescribed proforma by the competent authority, the applicant shall deposit a down payment at the following rates:-

S#	Category	Pay Scales	Size of House	Down payment	Monthly installment	Application fee
1.	I	BS 1-7	5 Marlas	Rs. 15000/-	1400/-	500/-
2.	II	BS 10-16	10 Marlas	Rs. 20000/-	2400/-	1000/-
3.	III	BS 17 & above	01 kanal	Rs. 30000/-	3600/-	1500/-

PHA	KPK HOUSING AUTHORITY				Documents No.	Version	
					PHA-05	1	
	DRAWING & DISBURSING OFFICER'S CERTIFICATE (NON-GAZETTED GOVERNMENT SERVANTS OPTION FORM)				Issue Date	Page #	
		<input type="checkbox"/> Forwarded	DEO <input type="checkbox"/>	Initiator	<input type="checkbox"/> Forwarded	Dept Code	REL NO.
Incharge		<input type="checkbox"/> Rejected	<input type="checkbox"/> All <input type="checkbox"/> Den		<input type="checkbox"/> Rejected		
Signature							

DO NOT WRITE ABOVE THIS LINE (FOR OFOFICAL USE ONLY)

OFFICIAL ADDRESS (DEPARTMENT / OFFICE, NAME & ADDRESS)			
		District	
Name of DDO			
DDO Number			

BPS	Total Number of Non-Gazetted Government Servants under the DDO	Number of Non-Gazetted Government Servants who have submitted Option Forms
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
TOTAL		

CERTIFICATE BY THE DRAWING & DISBURSING OFFICER	Date (dd-mm-yy)								
I, the Drawing & Disbursing Officer (DDO), certify that the information filled in this form is correct according to the official record.	SIGNATURE & STAMP OF DDO								

Appendix - II**KPK HOUSING AUTHORITY****DELEGATION OF POWERS ON HOUSING MANAGEMENT**

No.	FUNCTION	TO WHOM POWER IS DELEGATED	EXTENT OF POWER
(1)	(2)	(3)	(4)
1.	Earmarking of plots under different categories / quotas.	Housing Allocation Committee	Full powers subject to approval of Chairman, PHA.
2.	Allocation of plots Nos:- a. Balloted plots b. Ex-Land owners. c. All other allotment.	District Housing Committee	After approval of PHA
3.	Signing and issuance of allotment order of quarter / flats, residential, commercial and industrial plots and community sites.	Director Town Planning, PHA	Full Power's subject to approval of the competent authority.
4.	Signing of sale agreement of quarters/flats, residential, commercial & industrial plots and community sites.	Director Town Planning PHA	-do-
5.	Delivery of physical possession of quarters/flats & plots/sites of all types.	Director Town Planning PHA	-do-
6.	Realization of cost of: a) Quarters / flats (on hire purchase basis) residential plots (allotted and community sites. b) Residential, commercial and industrial plots and Quarters / flats disposed of through open auction.	Director Town Planning PHA	-do-

7.	Extension in the period of Payment of: a) First installment which is payable within one month in respect of residential plots and quarters / flats, except those which are auctioned, on payment of usual interest / penal interest. b) All the subsequent installments including enhanced cost with usual / penal charges, in respect of residential plots and quarters / flats which are not auctioned.	Director Town Planning PHA	For one months For three months Full powers (to the extent of general extension / in line with the policy)
8.	Extension in the period of execution of sale agreement / memorandum of acceptance, in respect of quarters / flats, residential, commercial and industrial plots and community sites.	Director Town Planning, PHA	Full Powers subject to payment of all outstanding dues.
9.	To allow transfer of rights of allotment of quarters / flats, residential, commercial & industrial plots to:- a) Legal heirs b) 3 rd party	Director Town Planning, PHA	i. Full powers subject to a decree through a declaratory suit. ii. Full powers subject to fulfillment of codal formalities.
10.	Grant of proprietary rights / execution of sale deeds in respect of :- a) Quarters / flats, residential & commercial plots and community sites. b) Industrial plots.	Director Town Planning, PHA	Full powers subject to fulfillment of codal formalities.
11.	Approval of building plan / design and addition / alteration.	Director Town Planning PHA	Full powers subject to fulfillment of all codal Rules.
12.	Refund of cost of quarters / flats residential, commercial & industrial plots, community sites, in case of surrender.	Director Town Planning PHA	Full Powers subject to fulfillment of all prescribed formalities.

15.	Cancellation of allotment of quarters / flats, residential, commercial and industrial plots and community sites due to breach of terms and conditions of allotment.	Director Town Planning, PHA	Full Powers.
16.	Appeal against the order of the competent authority canceling the allotment:- a) Quarters / flats, residential and commercial plots and community sites. b) Industrial plots.	i. First appeal with DG, PHA ii. Second appeal with secretary, Housing Deptt. i. First appeal with D.G. PHA ii. Second appeal with Secretary, Housing Deptt.	Full Powers) with 10%)restoration fee Full Power) Full Powers) with 10%)restoration fee Full Power)
17.	To permit the allottees to mortgage residential, commercial and industrial plots with House building finance Corporation or Scheduled Banks on payment of Government dues:- a) For construction of Building. b) For addition / alteration of constructed building. For business purpose after construction of building.	Director Town Planning, PHA	Full Powers
18.	To allow Sub-Division of Plots	Secretary Housing on the recommendation of DG PHA	Full Powers
19.	To allow adjustment of additional area of allottees of residential, commercial and industrial plots provided the excess area is less than the standard size of plot in the row in Area Development Scheme, 3-Marlas Scheme, Satellite Town Schemes:- a) Adjustment of excess area of less than one Marla. b) Exceeding one Marla where dimensions of the plot are given on the detailed layout plan of the scheme. c) To allow adjustment of excess area / un-utilized strip of land to the allottee (s) / owner (s) of adjacent quarters provided the excess are / is less than the standard size of quarters in the row. Moreover, such land is not part of the right of way and no utility services exist underneath.	Director General, PHA.	Full Powers

20.	Issuance of completion certificate of residential / commercial / industrial plots and community sites.	a) Director Technical, PHA b) Director Headquarter, PHA	Full Powers
21.	Rent out quarters and other buildings.	Housing Allocation Committee after approval by DG	Full Powers
22.	Change in name / title of industrial Unit	Director Town Planning, PHA	Full Powers on Payment of fee @ Rs. 10,000/- per kanal provided the allotment is genuine, conditions of allotment are not violated and NOC is obtained from the Competent Authority.
23.	Change in line of production of Industrial Unit.	Director Town Planning, PHA	Full Powers provided the case is reprocessed by the industries Department and an NOC is issued by it. A fee of Rs. 10,000/- per kanal shall be charged.
24.	To allow a change in corporate set up of industrial unit.	Director Town Planning, PHA	Full Powers on payment of fee @ Rs. 10,000/- per kanal provided the allotment is genuine, conditions of allotment are not violated and NOC is obtained from the Competent Authority. In Case of Industrial Unit where building is not constructed partially constructed or the Unit is not running at it's full.

25.	Creation of a plot where a change in land use is not involved.	Director General, PHA	Full Powers
26.	Combined construction	Director General, PHA	Full Powers
27.	Reconstruction of property file	Director Town Planning, PHA	Full Powers subject to a probe fixing responsibility upon the delinquents and registration of a case with the local police for loss of file.
28.	Notwithstanding anything contained above, chairman, PHA may decided any consequential matter arising there from or review a decision if it is found so necessary in the circumstances of case.	Chairman, PHA through Housing Department.	Full Powers.