

INSTRUCTIONS

1. ELIGIBILITY TO BECOME MEMBER OF THE FOUNDATION

- a. Membership applications submitted earlier to the HUD & PHE Department of Punjab Government have been cancelled.
- b. All persons in service of the Punjab Government on or after 10th of March, 2004 (that is, the day the Punjab Government Servants Housing Foundation Act was passed) are eligible to become members of the Punjab Government Servants Housing Foundation.

2. OPTION FORMS TO BE USED

- a. The following MEMBERSHIP OPTION FORMS shall be used:
 - i. Government Servants retired since 10TH March 2004 shall apply on HFF024
 - ii. Non-Gazetted Government Servants shall apply on HFF025
 - iii. Gazetted Government Servants shall apply on HFF026
 - iv. APUG Government Servants shall apply on HFF027

3. AVAILABILITY OF FORMS

- a. Forms can be obtained from AG Punjab/District Accounts Offices/Head of Departments.
- b. Forms can also be downloaded from the website of the Punjab Government Servants Housing Foundation at www.pgshf.gov.pk
- c. Photocopies of the Forms can be used. Use A4 size paper for photocopying. While making a photocopy, DO NOT REDUCE OR ENLARGE the size of the form.

4. SUBMISSION OF FORMS

- a. Government Servants retired since 10TH March 2004 shall submit their filled-in forms through mail directly to the Punjab Government Servants Housing Foundation 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 present posting. DDOs shall collect the forms from non-gazetted government servants in their office and submit the forms along with HFF028 Form to their respective District Accounts Officers.
- c. Gazetted Government Servants shall submit their filled-in forms through mail directly to the Punjab Government Servants Housing Foundation after attestation from the Head of Office of their present posting.
- d. APUG Government Servants shall submit their filled-in forms to Services & General Administration Department, Government of the Punjab for attestation and onward transmission to the Punjab Government Servants Housing Foundation.

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. DATE OF RECEIPT OF FORMS

- a. The last date for receipt of Membership Option Forms is **30th September, 2004**.

For further information, please contact the Foundation Office at

14–A Upper Mall Scheme, Lahore

VISIT WEBSITE OF THE FOUNDATION

www.pgshf.gov.pk

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