

2 Pages

GOVERNMENT OF PAKISTAN  
M/O HOUSING & WORKS  
MONITORING CELL

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F.No. 1(1)/2013/M.C

Islamabad the July 1<sup>st</sup>, 2013

01 JUL 2013

M(A)

OFFICE MEMORANDUM

Subject:

COMPUTERIZATION OF DATA OF ESTATE OFFICE.

A.S (Rev. Div)

The Ministry of Housing and Works / Estate Office is carrying out the computerization of the data of the Government owned residential accommodation at Islamabad. During scrutiny the data of occupants of certain accommodation have been found missing. Therefore, the notices such occupants have been served to furnish the details on enclosed performa within 3 days time.

Imam Singh  
SPS

01 JUL 2013

C(A)

2. It is requested that the officers/officials working in your ministry/division or in departments under your ministry may be informed accordingly with the directions to furnish the details within stipulated time on receipt of notice at their residences to avoid action under Accommodation Allocation Rules-2002.

1/27/13

Slade

urgent

Secretary/Head of Department

All Ministries/Divisions/Departments

(Muhammad Saleem)  
Deputy Secretary (Estate)  
Ph: 9103969

28879-R

SR eDOX Dy. No. 28879-R  
Received in JCh. Sectt.  
on 01 JUL 2013

2/7  
SS (Estate)

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<b>PERFORMA FOR PARTICULARS OF OCCUPANT</b>	
Block/Flat/Quarter No.	
Street No.	
Sector	
Name	
Date of birth	
Designation & BPS	
Department	
Date of entry in to Govt. Service	
CNIC No.	
Old NIC No.	
Date of allotment	
Date of occupation	
Name of Spouse	
CNIC No. Of Spouse	

**Attachments:**

Kindly attached copies of following documents: -

- i. Allotment letter
- ii. CNIC of occupant
- iii. Payslip
- iv. CNIC Of spouse

(Signature of occupant)  
Name  
Quarter No.