

APPLICATION FORM FOR GRANT OF HOUSE SUBSIDY / REQUISITION House Subsidy House Requisition New application House Requisition Renewal

1.	Name of applicant	
2.	Father's Name of the applicant	
3.	Designation/BPS of the applicant	
4.	Present place of posting of the applicant	
5.	Demand of the owner/amount of monthly rent of the house (H/Requisition only)	Rs.
6.	Complete address of the house to be requisition / subsidized	
7.	Owner name Owner's father name Owner's postal address (H/Requisition only)	_____ _____ _____
8.	Total plot area in the ownership document(*N/A)	
9.	Total plot area as per approved site plan/map(*N/A)	
10.	Total covered area of the house under consideration of applicant(*N/A)	

11. Please attach attested photocopies of the following documents:

S No.	Description	Page No.
a.	CNIC of applicant, owner of the house and witnesses	
b.	Copy of Pay Roll / Pay Slip(*N/A)	
c.	Ownership document(s) of house/land (please tick whichever is applicable):(*N/A) (a) Mutation; or (b) Registry; or (c) Transfer deed; or (d) Other _____ (Please specify)	
d.	Fresh Fard of land not older more than 3 months (in case of mutation only)(*N/A)	
e.	Approved site plan/map from CD&MD / PDA / TMAs etc.(*N/A)	
f.	Cost of land certificate issued by CD&MD/DRO/PDA/TMAs etc. (only for H/R)(*N/A)	
g.	Limit certificate issued by CD&MD / PDA / TMAs etc.(*N/A)	
h.	Undertaking as per format downloadable from UET website	
i.	Lease agreement by owner with the Registrar on judicial stamp paper duly attested by Notary Public (as per format downloadable from UET website) - (for house Requisition only)	

12. Declaration: I do hereby solemnly confirm and verify that the contents of the above application are true and correct to the best of my knowledge and belief and that I have concealed nothing. I know that in the event of making a willful mis-presentation of facts, I shall be liable to be proceeded against the UET E&D Statutes 2016.

Date: _____	Signature of applicant: _____ Name: _____ Designation: _____ Department/Section: _____
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Note:*N/A means not applicable in renewal of House Requisition. Please write N/A, if not applicable.

COUNTERSIGNED BY HEAD OF DEPTT/SECTION
(Seal and Signatures with date)

13. FOR ACTION IN THE ESTABLISHMENT SECTION (ESTATE OFFICE)	
Certified that the application is complete in all respect and is forwarded for documents verification, physical verification and rent assessment.	
Date: _____	Signature of dealing Assistant
Endorsement by Supdt (Estt)/Estt: Officer	Recommendation by Dy./Addl. Registrar (Estt)
Date: _____ Signature	Date: _____ Signature
14. FOR ACTION IN THE LEGAL CELL (Not applicable in renewal of House Requisition)	
Certified that the documents furnished by the applicant for house requisition / subsidy have been checked and verified with the relevant authorities i.e. _____	
Date: _____	Signature of Concerned official
Endorsement by Supdt (Legal Cell)	Recommendation by Law Officer
Date: _____ Signature	Date: _____ Signature
15. FOR ACTION IN THE DIRECTORATE OF WORKS	
a. Certified that the house has been physically checked and verified.	
b. Certified that the house has been physically checked with drawings and assessed for Rs. _____/P.M. rent as per detail placed at page _____.	
Date: _____	Signature of the official concerned
Endorsement by Assistant-Engineer	Recommendation by Director of Works
Date: _____ Signature	Date: _____ Signature
16. FOR ACTION IN THE REGISTRAR'S OFFICE	
(a) The applicant is entitled for the grant of house subsidy @ Rs. _____/- per month for his/her own/spouse house, being his/her maximum entitlement with effect from the date of approval.	
(b) The Directorate of Works has worked out the rent of the said house @ Rs. _____/- per month, whereas demand of the owner as per Clause-I of the lease agreement is Rs. _____/- per month. Thus, the rent assessed by the Directorate of Works and demand of the owner is more/less than his/her maximum entitlement. As such, he/she is entitled for the grant of house requisition @ Rs. _____/- per month for the said house as per assessment / demand of the owner / entitlement of the applicant for a period of one year with effect from the date of application i.e. _____ to _____. Recommended / not recommended to allow/extend lease agreement of house requisition. Lease agreement furnished by the owner of the house is also submitted for signature of the Registrar.	
Date: _____	Signature of dealing Assistant
Endorsement by Supdt (Estt)/Estt Officer	Recommendation by Dy./Addl. Registrar (Estt)
Date: _____ Signature	Date: _____ Signature
PARA -16(a) / (b) APPROVED AND LEASE AGREEMENT SIGNED/ NOT APPROVED	
REGISTRAR (Signature with date)	