



NO.EDU(E&A)CIR(S&GAD)/2018  
GOVERNMENT OF THE PUNJAB  
SCHOOL EDUCATION DEPARTMENT

DATED: SEPTEMBER 13, 2018

PA/DPI (EE) Pb

No. 405 Dated 17/9/18

To,

1. All Additional Secretaries, School Education Department.
2. All Deputy Secretaries, School Education Department.
3. The Deputy Director Monitoring (CMMF), School Education Department.
4. The Director Public Instructions (SE), Punjab, Lahore.
5. The Director Public Instructions (EE), Punjab, Lahore.
6. The Director General, Quaid-e-Azam Academy for Educational Dev., Lahore.
7. The Director, National Education Equipment Centre, Lahore.
8. The Director, National Museum of Science & Technology, Lahore.
9. The Managing Director, Punjab Curriculum and TextBook Board, Lahore.
10. The Managing Director, Punjab Education Foundation, Lahore.
11. The Project Director, Children Library Complex, Lahore.
12. The Chief Executive Officer, Punjab Examination Commission, Lahore.
13. The Managing Director, Punjab Teachers Foundation, Lahore.
14. The CEO, Punjab Daanish Schools and Centers of Excellence Authority, Lahore.
15. The CEO, Punjab Education Initiatives Management Authority.

SUBJECT: - INSTRUCTIONS REGARDING FORWARDING CASES OF OFFICIALS / OFFICERS FOR SEEKING FINAL RENT CLEARANCE CERTIFICATE OCCUPYING GOVT. RESIDENCES AND NO DEMAND CERTIFICATES DO NOT OCCUPYING GOVT. RESIDENCES ON RETIREMENT.

I am directed refer to the subject noted above and to enclose herewith a copy of letter No.SO(W-IV)MISC./2018-1166 dated 05.09.2018 received from the Section Officer (W-IV), S&GAD alongwith two Circulars (A&B) consisting instructions for seating Final Rent Clearance Certificate by the officers / officials occupying Govt. residences and No Demand Certificate seeking by those who do not occupy Govt. residences at the time of their retirement with the request that complete applications in all respect as per instructions 'A' & 'B', whichever is applicable may be forwarded to the Section Officer (W-IV) for seeking Final Rent Clearance Certificate / No Demand Certificate.

SECTION OFFICER (ADMN)

**DIRECTORATE OF PUBLIC INSTRUCTION (EE) PUNJAB, LAHORE.**

Endt.No. 2386 /B-4

Dated: 28-09- /2018

Copy forwarded for information & necessary action to:-

1. All the Divisional Directors(Elementary Education) in the Punjab.
2. All the Chief Executive Officers (DEA) in the Punjab.
3. All the Directors/DDO/Cashier of this Directorate.
4. The Section Officer(Admn), Govt. of the Punjab, School Education Department, Lahore.

*M. M. Agha*  
ASSISTANT DIRECTOR (B)  
FOR DIRECTOR PUBLIC INSTRUCTION (E.E)  
PUNJAB, LAHORE





99212781

NO. SO(W-IV)MISC/2018-1166  
GOVERNMENT OF THE PUNJAB  
SERVICES & GENERAL ADMINISTRATION DEPARTMENT  
(WELFARE WING)

Dated Lahore the 05<sup>th</sup> September, 2018

To

- 1) ✓ The Chairman, Planning & Development Department
- 2) The Senior Member, Board of Revenue, Punjab
- 3) All Administrative Secretaries to Government of the Punjab
- 4) The Inspector General of Police, Punjab
- 5) The Registrar, Lahore High Court, Lahore
- 6) The Secretary, Punjab Public Service Commission, Lahore
- 7) The Secretary, Provincial Assembly, Punjab, Lahore

Subject: **INSTRUCTIONS REGARDING FORWARDING CASES OF OFFICIALS/OFFICERS FOR SEEKING FINAL RENT CLEARANCE CERTIFICATES OCCUPYING GOVT. RESIDENCES AND NO DEMAND CERTIFICATES DO NOT OCCUPYING GOVT. RESIDENCES ON RETIREMENT**

I am directed to refer to the subject noted above and to enclose herewith two Circulars (A&B) consisting instructions for seeking Final Rent Clearance Certificate by the officers/officials occupying Govt. residences and No Demand Certificate seeking by those who do not occupy Govt. residences at the time of their retirement.

It is requested that complete applications in all respects as per instructions 'A' & 'B', whichever is applicable, may be forwarded to the undersigned for seeking Final Rent Clearance Certificate / No Demand Certificate.

(UMER FAROOQ)

RENT CONTROLLER/SECTION OFFICER (W-IV)

8759  
11/9/18

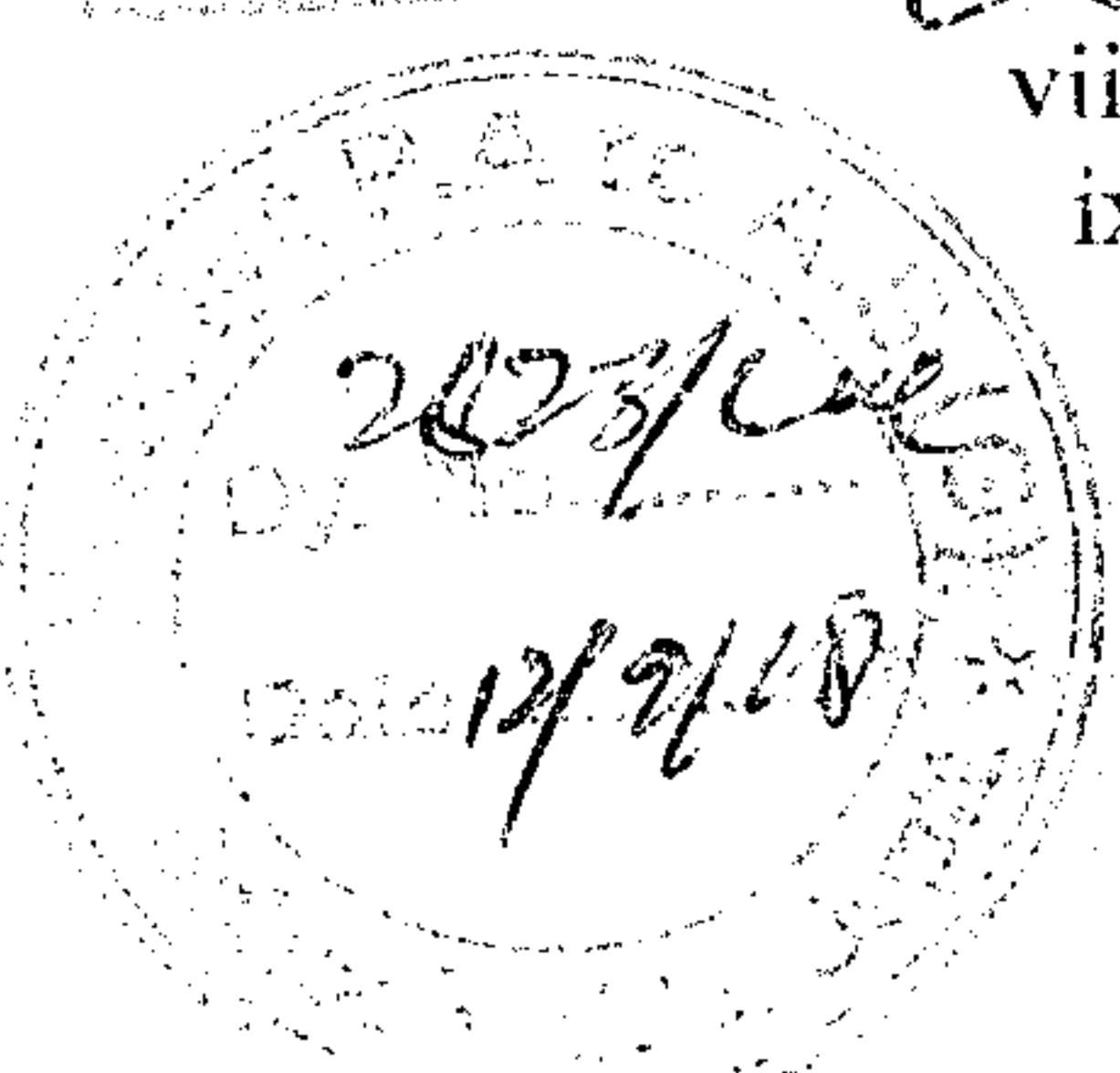
NO & DATE EVEN:

action to:-

A copy alongwith proforma 'A' and 'B' is forwarded for information / necessary

- i. The Secretary (Services), Government of the Punjab, S&GAD
- ii. The Secretary (I&C), Government of the Punjab, S&GAD
- iii. The Secretary (Regulations), Government of the Punjab, S&GAD
- iv. The Superintendent, Govt. Printing Press Punjab, Lahore, for publication
- v. The Estate Officer, Government of the Punjab, S&GAD
- vi. The PSO to Chief Secretary, Punjab
- vii. The PSO to Additional Chief Secretary, Punjab
- viii. The PS to AS(W), Govt. of the Punjab, S&GAD
- ix. Office file

Dy. No. 14  
Dated: 13/9/18  
DS (A/C)  
Govt. of the Punjab  
School Education Deptt.



DS(A/C)  
12.09.18

13/9/18  
12/9/18



**A (Residential)**

**INSTRUCTIONS REGARDING FORWARDING OF CASES OF OFFICERS/OFFICIALS FOR ISSUANCE OF RENT CLEARANCE CERTIFICATE ON RETIREMENT**

For Officers/Officials residing in official accommodation.

1. Applied through Department.
2. Following Undertaking, on the stamp paper, attested by the DDO concerned of the Department.
3. Affidavit on stamp paper containing permanent address, duly verified by the Oath Commissioner clearly stating whether the spouse is Government Servant or not. If yes, mention whether Government accommodation was provided during his/her entire service.
4. Attested Photocopy of Computerized N.I..Card (Both Husband & Wife).
5. Attested copy of latest computer pay slip.
6. Attested copy of Retirement notification.
7. Application requiring Rent Clearance Certificate addressed to Section Officer (W-IV), Government of the Punjab, Services & General Administration Department, Lahore through the forwarding letter from the pension papers submitting Authority.
8. Attested copies of last utility bills paid.
9. Certificate of the concerned SDO that no damage has been done to the building and fixtures during the period the residence remained under possession of the retiring/retired government employee.

**UNDERTAKING**

I Mr. \_\_\_\_\_ S/o \_\_\_\_\_ hereby undertake to pay to Government any amount recoverable from me on account of rent /utility Bills i.e. Sui Gas, Electricity, Water & Telephone of Government Residence No. \_\_\_\_\_ for the period I kept under my possession before or after my retirement. In case of any default, I will have no objection if the said arrears of rent utility bills are recovered from my pension. I further undertake that I will vacate above Government residence before the expiry of grace period or extension period (if granted) I shall be responsible for any damage to the official residence and its fixtures done intentionally or unintentionally during my stay and shall repay to the Government of Punjab full cost of the repair of these damages even after retirement at any stage. My husband/wife is \_\_\_\_\_

ATTESTED

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

## B (Non Residential)

### INSTRUCTIONS REGARDING FORWARDING OF CASES OF OFFICERS / OFFICIALS FOR ISSUANCE OF RENT CLEARANCE CERTIFICATE ON RETIREMENT

For Officers / Officials not residing in official accommodation.

1. Applied through Department.
2. Following Undertaking, on the stamp paper, attested by the DDO concerned of the Department.
3. Affidavit on stamp paper duly verified by the Oath Commissioner clearly stating as to whether the spouse is Government servant or not. If Government Servant, mention whether Government accommodation was provided during his / her entire Government Service.
4. Attested Photocopy of Computerized N.I. Card (Both Husband & Wife).
5. Attested copy of latest Computer pay slip.
6. Attested copy of Retirement Notification.
7. Application requiring Rent Clearance Certificate addressed to Section Officer (W-IV), Government of the Punjab, Services & General Administration Department, Lahore through the forwarding letter from the pension papers submitting Authority.

### UNDERTAKING

I Mr. \_\_\_\_\_ S/o \_\_\_\_\_ hereby solemnly declare that throughout my service I did not occupy Government owned / requisitioned building of residential purpose during entire Service at Lahore. I however, undertake to pay to Government on account of arrears of rent of Government allotted building in case my statement is proved to be false at any stage after retirement at any stage and will be liable to the action under the civil service Rules. My husband / wife is \_\_\_\_\_.

ATTESTED:-

NAME ( \_\_\_\_\_ )

DESIGNATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_