**The Chairman,
House Rent Assessment/
Evaluation Committee
Quaid-i-Azam University,
Islamabad**.

Subject: - **Enhancement of Self-Hiring**

, It is stated that I had submitted the Lease Agreement/ Declaration for hiring of House No. \_\_\_\_ St. No.\_\_\_\_\_\_\_\_\_ Sector/Mohallah/Village \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Islamabad/ Rawalpindi on self-hiring basis

The Ministry of Housing And Works, Govt of Pakistan has revised the rental ceiling for hiring residential accommodation. According to this order; my entitlement of rental ceiling has become Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_per month. I may please be allowed to draw the rental ceiling according to my present entitlement w.e.f **01-10-2014**

The covered area of my accommodation is\_\_\_\_\_\_\_\_\_\_\_\_\_\_square feet

The existing rental value of my house is Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_P.M.

Thanking you in anticipation

 Yours truly,

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Deptt/Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **Pay Slip Code No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(FOR OFFICE USE ONLY)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Submission of Lease Agreement****Declaration**  | **Rent** **Claimed (Rs.)** | **Current Assessment/Evaluation** **(Rs.)** | **Present Entitlement****(Rs.)**  | **Rent Revised/Recommended** **w.e.f. 01-10-2014** **(Rs.)** |
|  |  |  |  |  |

**The Chairman,
House Rent Assessment/
Evaluation Committee
Quaid-i-Azam University,
Islamabad**.

Subject: - **Enhancement of Rental Ceiling**

It is stated that I had submitted the Lease Agreement/ Declaration for hiring of House No. \_\_\_\_ St. No.\_\_\_\_\_\_\_\_\_ Sector/Mohallah/Village \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Islamabad/ Rawalpindi at the rental value of Rs. \_\_\_\_\_\_\_\_\_\_\_ per month. The said Lease Agreement was approved @ Rs\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per month vide Estate Office Notification No. \_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Ministry of Housing And Works, Govt of Pakistan has revised the rental ceiling for hiring residential accommodation vide OM No.F.4(8)/92-Policy dated **01-10-2014** w.e.f. **01-10-2014**.my The Quaid-i-Azam University has also adopted the same thereby , my rental ceiling entitlement has become Rs \_\_\_\_\_\_\_\_\_\_\_\_\_ P.M. it is, therefore, requested to allow me to draw the rental ceiling as per my PRESENT ENTITLEMENT i.e; Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ p.m w.e.f **01-10-2014**

 Thanking you in anticipation

 Yours truly,

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Deptt/Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **Pay Slip Code No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(FOR OFFICE USE ONLY)**

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| --- | --- | --- | --- | --- |
| **Date of Submission of LeaseAgreement****Declaration**  | **Rent** **Claimed (Rs.)** | **Current Assessment/Evaluation** **(Rs.)** | **Present Entitlement****(Rs.)**  | **Rent Revised/Recommended** **w.e.f. 01-10-2014** **(Rs.)** |
|  |  |  |  |  |