

ALLAMA IQBAL OPEN UNIVRSITY

(NAME OF DEPARTMENT)

Subject: REQUEST FOR GRANT OF SIX MONTHS' HOUSE RENT SUBSIDY
ADVANCE W.E.F. _____ TO _____

It is submitted that I have made an agreement of Hiring of House with the landlord **w.e.f.**_____ **to** _____. As per policy, kindly grant me six (06) months House Rent Subsidy advance **w.e.f.**_____ **to** _____. **(Copies of requisite documents mentioned overleaf are attached herewith the application).**

2. It is further certified that I am still residing in **(complete address of residence)** _____ as per lease agreement. I shall continue to reside in the same house for the remaining six months period for which I am being given advance of, if I change this house for the said duration then I am bound to provide a certificate to this effect, if I fail to provide the certificate or do not inform the Directorate of Estate Management about this change; then I shall bear all the consequences / financial penalties due on the lapse as per AIOU Rules.

Name: _____

Designation: _____

Department: _____

Personal No: _____

Date of Birth: _____

Date of Joining: _____

Head of Department

Incharge Estate Management

(1) DOCUMENTS REQUIRED FOR FRESH HOUSE RENT SUBSIDY CASE

- Application for payment of advance / arrear
- Recent Pay Slip
- Office Order for Hiring of House of the Employee issued by the HOD
- Assumption Order (For fresh appointment)
- Owner Detail Form (Directorate of Works)
- LDVC Form (Directorate of Works)
- Utility Bills (WAPDA & Sui Gas)
- Drawing / Design of the rented house
- Landlord record / details
- Surety Bond (in case of having service less than five (05) years in AIOU)
- Lease Deed & CNIC
- Independence / Dependence Certificate / Undertaking of House Owner (in case of un-married officer/official)
- Certificate of Filer of the owner
- Old Case
- Clearly mention level of residence in the Lease Agreement (Ground Floor or First Floor)
- Any other document as per Nature of HRS Case

(2) LIST OF DOCUMENTS REQUIRED FOR CONTINUE / ALREADY HIRED ACCOMMODATION

- Recent Pay Slip
- Surety Bond (in case of having service less than five (05) years in AIOU)