

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/self hired w.e.f. _____ to _____. As per policy, kindly grant me six (06) months House Rent Subsidy advance w.e.f. 2024 to 2024. (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.

Signature: _____

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)