



GOVERNMENT OF KHYBER PAKHTUNKHWA
ADMINISTRATION DEPARTMENT

No. EO(Admn) R-1

Dated Peshawar the 07.11.2013

TO

All Administrative Secretaries to
Govt of Khyber Pakhtunkhwa

Subject: **PROCESSING AND DISPOSAL OF HOUSING SUBSIDY CASES**

Dear Sir,

I am directed to state that Administration Department is in receipt of large number of Housing Subsidy cases and tries its level best to process them by observing codal formalities including inspection of the houses. However, scrutiny of paper takes considerable time due to shortage of staff.

2. In order to avoid delay and streamline the process a sub committee comprising the following officers is required to be constituted in each Administrative Department for scrutiny of their respective Housing Subsidy papers, so that complete / verified cases could be forwarded to this Department for final approval of the competent authority:-

- | | | | |
|----|--|---|----------|
| 1. | Administrative Secretary / Addl Secretary | - | Chairman |
| 2. | Deputy Secretary | - | Member |
| 3. | Concerned Section Officer | - | Member |
| 4. | Concerned Office representative
(Not below the rank of BS-17) | - | Member |

3. A copy of prescribed application form on the subject is enclosed with a request that the sub committee may be constituted and tasked to examine the documents of applicants & get them scrutinized / verified from Board of Revenue and Local Government & Rural Development Department before forwarding to Estate Office, Administration Department for final approval, please.

Yours Faithfully


ESTATE OFFICER

ENDST. OF EVEN NO & DATE

Copy forwarded to;

1. PS to Secretary Administration Department.
2. PA to Deputy Secretary (Admn) Administration Department.

ESTATE OFFICER