



Business Support Services Department

ALLOTMENT RULES FOR SBP STAFF COLONY ISLAMABAD

1. An employee of the State Bank of Pakistan, SBP BSC and NIBAF will be eligible for accommodation in his own, superior or lower class provided there is no one on the waiting list of that class and does not own house at Islamabad.
2. An employee, who is transferred from any Office to Islamabad Office, will be allowed accommodation after following necessary formalities.
3. The accommodation will be handed over in habitable condition to the employee who shall be responsible maintenance and payment of all utilities during entire period of occupancy. Upon vacation of accommodation allottee will ensure that accommodation is handed back in comparable condition with no dues outstanding on any utilities.
4. An employee against whom disciplinary action is taken proffers an appeal or petition against the order of dismissal, discharge or removal; he may be allowed to retain his accommodation allotted to him pending decision on his appeal or petition against payment of monthly charges.
5. The allotment of Bank's accommodation shall be allowed to all such employees who have built their houses through HBA outside Islamabad as per following:
 - The employee's children are studying in Islamabad/Rawalpindi and are living in rented house.



Business Support Services Department

- Employees are living with their families in rented houses in Islamabad/ Rawalpindi or adjoining areas.
6. In extra ordinary or special cases, the Chief Manager with the approval of Director BSSD, SBP shall consider granting allotment to an employee required in the best interest of the institution.
 7. SBP employees who have their children studying in educational institutions/universities in Islamabad or in adjoining areas shall be provided accommodation in the colony provided they present documentary evidence to this effect and undertakes presence of at least one parent or guardian in the apartment during occupancy under this provision.
 8. If an employee fails to occupy accommodation with thirty days from the date of allotment, the allotment will be cancelled.
 9. The employee at the time of taking possession will sign an undertaking that shall not be sublet or transfer or otherwise subjected to monetary transactions or any other purpose the accommodation allocated by Bank; failing which employee can be liable to disciplinary action under Rule 34 for which Bank reserves the right to cancel an allotment without assigning any reasons to employee at any time. In such a case the employee shall vacate the accommodation within 15 days from the date of cancellation order.
 10. If the behavior or actions of an employee residing in the colony cause a nuisance or trouble in the area the Chief Manager may issue show cause and obtain opinion of other residents and cancel the allotment in consultation with Director BSSD.



Business Support Services Department

11. Exchange of accommodation between two employees without the approval of the Bank will render the allocation liable to cancellation.
 12. An employee on allotment of accommodation will be required to pay the monthly rent which may be revised from time to time
 13. No major repairs or alternations in the flats will be carried out by the allottee except with the permission of the Bank. However no prior permission would be required for installation of geysers, heaters, cables or air conditioners besides intimation to this effect.
 14. At the time of taking over or vacating accommodation, all fixtures are fittings and other condition of the flat shall be inspected to avoid any loss to the Bank's property.
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