



## REGISTRATION FORM FOR MEMBERSHIP DRIVE PHASE-II (JULY 2019- JUNE 2020)

**Note:**

- Please fill the Form in CAPITAL/BLOCK letters and all fields are MANDATORY.
- Registration of membership is provisional and subject to verification of contents and eligibility criteria.
- All Federal Government employees entitled as per quota policy and eligibility criteria approved by Executive Committee of FGE Housing Foundation. Detail of Quota's & Eligibility Criteria is given at bottom of this form.

Paste Latest  
1 x 1 size  
Photograph

1. Application Form No (by Bank):   
2. Category:  3. Quota:  4. Date of Submission of Membership Form:

### PERSONAL INFORMATION

5. Name of Applicant: Mr. ☐ Mrs. ☐ Miss. ☐  
6. Date of Birth:   
7. Father's/Husband's Name: Mr. ☐  
8. Mobile Number (Required):   
9. CNIC No:   
10. Phone No (Residence) with Area Code:   
11. Present/Mailing Address:   
12. Permanent Address:   
13. Mailing Address: a. Present Address: ☐ b. Permanent Address: ☐  
14. E-mail Address:

### OFFICIAL INFORMATION

**Note: Information below is required from all the applicants whether "In Service"/"Retired"/"Deceased/Disable":**

15. Service Status: a. In Service ☐ b. Retired ☐ c. Disabled ☐ d. Deceased: ☐ 16. Died during Service: YES ☐ No ☐  
17. Date of Joining FG Service:  18. Date of Retirement:  19. Date of Death:   
20. Name of Deceased: (In case applicant is widow)  21. Date of Birth of Deceased:   
22. Rank with Post held:  23.\*Regular Scale:  24. Phone Number (Official):   
25. Occupational Group (if any):  \* Regular Pay Scale other then time scale upgradation/mover over / selection grade/acting charge/current charge etc.  
26. Parent Department:  27. Present Department:

### UNDER TAKING

(i) I certify that information provided by me in this form is correct according to the best of my knowledge and I am regular employee of Federal Govt. (Ministry, Division, attached department and their sub-ordinate offices) /Autonomous organization (under administrative control of Federal Govt.) and have not been allotted a plot/house by CDA/PHAF/FGEHF etc. If the information provided is found false, misstatement at any subsequent stage, the amount of membership fee deposited shall be forfeited or/and any other action may be taken by the HF as deemed fit.

(ii) I undertake that at any stage either before allotment or after cancellation of allotment by HF due to certain reason, I shall not claim any other amount except deposited amount.

Date

Signature of the Applicant:

28. Attach Colour Photocopy of CNIC:

نیپاکستان  
Paste Colour photocopy of FRONT SIDE of CNIC

نیپاکستان  
Paste Colour photocopy of BACK SIDE of CNIC

### CHOICE OF STATIONS

29. Choice of Stations: First Choice

Second Choice:

Third Choice:

Fourth Choice:

### VERIFICATION BY PARENT DEPARTMENT

I certify that the information filled in this proforma is correct as per official record.

30. Name of Officer:

Mr. ☐

Mrs. ☐

Miss. ☐

35. Rank with Post held:

Signature & Stamp of Officer:

Date

### RECEIPT - MEMBERSHIP PHASE-II (Jul 2019- Jun 2020)

FGEHF'S COPY

1. Name of Applicant:

Mr. ☐

Mrs. ☐

Miss. ☐

2. PO/DD/Cash:

3. CNIC No:

4. Category:

5. Date of Birth:

6. Bank Branch:

7. Branch Code:

8. Amount:

9. Contact No:

Date

Signature & Stamp of Bank Officer/Teller:

Signature of the Applicant:

Date

RECEIPT - MEMBERSHIP PHASE-II (Jul 2019- Jun 2020)		SCROLL COPY
<b>1. Name of Applicant:</b> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> <input style="width: 100%;" type="text"/>	<b>2. PO/DD/Cash:</b> <input style="width: 100%;" type="text"/>	
<b>3. CNIC No:</b> <input style="width: 100%;" type="text"/>	<b>4. Category:</b> <input style="width: 100%;" type="text"/>	
<b>5. Date of Birth:</b> <input style="width: 100%;" type="text"/>	<b>6. Bank Branch:</b> <input style="width: 100%;" type="text"/>	
<b>7. Branch Code:</b> <input style="width: 100%;" type="text"/>	<b>8. Amount:</b> <input style="width: 100%;" type="text"/>	
<b>9. Contact No:</b> <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
<input style="width: 100%;" type="text"/> <b>Date</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Signature &amp; Stamp of Bank Officer/Teller:</b>	

RECEIPT - MEMBERSHIP PHASE-II (Jul 2019- Jun 2020)		BANK'S COPY
<b>1. Name of Applicant:</b> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> <input style="width: 100%;" type="text"/>	<b>2. PO/DD/Cash:</b> <input style="width: 100%;" type="text"/>	
<b>3. CNIC No:</b> <input style="width: 100%;" type="text"/>	<b>4. Category:</b> <input style="width: 100%;" type="text"/>	
<b>5. Date of Birth:</b> <input style="width: 100%;" type="text"/>	<b>6. Bank Branch:</b> <input style="width: 100%;" type="text"/>	
<b>7. Branch Code:</b> <input style="width: 100%;" type="text"/>	<b>8. Amount:</b> <input style="width: 100%;" type="text"/>	
<b>9. Contact No:</b> <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
<input style="width: 100%;" type="text"/> <b>Date</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Signature &amp; Stamp of Bank Officer/Teller:</b>	



RECEIPT - MEMBERSHIP PHASE-II (Jul 2019- Jun 2020)		MEMBER'S COPY
<b>1. Name of Applicant:</b> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> <input style="width: 100%;" type="text"/>	<b>2. PO/DD/Cash:</b> <input style="width: 100%;" type="text"/>	
<b>3. CNIC No:</b> <input style="width: 100%;" type="text"/>	<b>4. Category:</b> <input style="width: 100%;" type="text"/>	
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<input style="width: 100%;" type="text"/> <b>Date</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Signature &amp; Stamp of Bank Officer/Teller:</b>	

## GUIDELINES FOR REGISTRATION IN MEMBERSHIP DRIVE PHASE-II (Jul 2019- Jun 2020)

CATEGORY	I	II	III	IV	V
REGULAR GRADE/BPS	20-22	18-19	16-17	10-15	1-9
SIZE	50x90	40x80	35x70	30x60	25x50
FEE	Rs.100,000/-	Rs.50,000/-	Rs.25,000/-	Rs.15,000/-	Rs.5,000/-

Filled Application form with the membership fee can be deposited in any branch of Askari Bank Limited/The Bank of Punjab.

Attach Copy of CNIC and/or Death certificate of deceased, in case of, applying in WIDOW quota.

### Choice of Stations:

1. Islamabad    2. Lahore    3. Karachi    4. Peshawar    5. Quetta    6. Rawalpindi    7. Multan
8. Faisalabad    9. Gujranwala    10. Hyderabad    11. Abbottabad    12. Kohat    13. Sialkot
14. Others (Sargodha/Sahiwal/Rahim Yar Khan/Bahawalpur/Sukkar/Mardan/Gawadar)

### Eligibility:

a.	Applicant have not been allotted a plot/ house by Capital Development Authority or Federal Govt. Employees Housing Foundation or Pakistan Housing Authority Foundation at any time irrespective whether it was retained or disposed off.
b.	If at any stage, contents of Membership Form are found to be fictitious or false or any material facts are found to have been concealed/misstated or suppressed deliberately and knowingly or otherwise, the allotment shall be cancelled, the money deposited shall be forfeited and legal action as deemed appropriate will be taken.
c.	In case of husband & wife both are govt. servants then both are eligible as individual service benefit, if they have not been earlier allotted house/ plot by federal government agency as stated above in clause (a).
d.	Applicants are entitled to apply for a plot according to their entitlement of Regular Pay Scale other then time scale upgradation / move over/ selection grade/acting charge/current charge etc. Only Regular Grade shall be considered for membership in respective category.
e.	Seniority of the applicants shall be determined on the basis of "Age-wise Seniority".
f.	Contractual/daily wages/work charge/contingent employees are not eligible
g.	Allotment of plot is subject to confirmation of service particulars from concerned department.

## DETAIL OF QUOTA

### Federal Government Servants in Service (FG) 56%

Employees of Federal Ministries / Divisions / Attached Departments & their subordinate offices (declared as such and included in the Rules of Business), Members of regularly constituted Occupational Groups / Services of Federal Government, and Members of Superior Courts i.e. SC, all HCs including AJ&K SC&HC and CC GB and Federal Shariat Court who were in service while applying in Membership Drive Phase-II (4th Part)

### Federal Government Servants Old Retired (OR) 10%

Old retirees of Federal Ministries / Divisions / Attached Departments & their subordinate offices (declared as such and included in the Rules of Business), Members of Regularly constituted Occupational Groups / Services of Federal Government, and Members of Superior Courts i.e. SC, all HCs including AJ&K SC&HC and CC GB and Federal Shariat Court who were retired **before 01-03-2014** while applying in Membership Drive Phase-II (4th Part)

### Federal Government Servants New Retired (NR) 10%

New retirees of Federal Ministries / Divisions / Attached Departments & their subordinate offices (declared as such and included in the Rules of Business), Members of Regularly constituted Occupational Groups / Services of Federal Government, and Members of Superior Courts i.e. SC, all HCs including AJ&K SC&HC and CC GB and Federal Shariat Court who were retired **after/on 01-03-2014** while applying in Membership Drive Phase-II (4th Part)

### Federal Government Servants (died during Service) Widow (WS) 3%

Spouses of those eligible Federal Government Employees (Ministries / Divisions & Attached Departments and Subordinate offices) and Regularly constituted Occupational Groups / Services of Federal Government, and Members of Superior Courts i.e. SC, all HCs including AJ&K SC&HC and CC GB and Federal Shariat Court who died during service including prime Minister's Assistance Package. (Length of services of deceased spouse will be the criteria).

### Federal Government Servants (died after Retirement) Widow (WR) 1%

Spouses of those eligible Federal Government Employees (Ministries / Divisions & Attached Departments and Subordinate offices) and Regularly constituted Occupational Groups / Services of Federal Government, and Members of Superior Courts i.e. SC, all HCs including AJ&K SC&HC and CC GB and Federal Shariat Court who retired on superannuation/qualifying service and died after retirement. (date of birth of deceased spouse will be the criteria).

### Federal Government Servants having Major Disability (DS) 2%

Federal Government Employees and Regularly constituted Occupational Groups / Services of Federal Government, and Members of Superior Courts i.e. SC, all HCs including AJ&K SC&HC and CC GB and Federal Shariat Court with major disability duly verified by Medical Board or recruited against disable quota, **Major Disability would be considered as:**

i.	Loss of use of two or more limbs
ii.	Total loss of eye-sight
iii.	Paraplegia or hemiplegia
iv.	Lunacy
v.	Wound injuries or diseases resulting in a disability due to which a person becomes incapacitated
vi.	Advanced incurable diseases where a special recommendation on the merits of each case is made by the Medical Board / Medical Authority
vii.	The cases under disable quota be verified through medical Board

The cases under disable quota shall be examined by a medical board which is as follows and their recommendations shall be placed before the Executive Committee of HF for final decision.

i.	Joint Secretary (Works)	Chairman
ii.	Director (Estate), Housing Foundation	Member
iii.	One Senior Doctor from Pakistan Medical & Dental Council	Member
iv.	One Senior Doctor from PIMS	Member
v.	One Senior Doctor from FG Services Hospital, Islamabad	Member

### Employees of Autonomous Bodies in Service (AB) 4%

Employees of Autonomous / Semi-Autonomous / Public Sector Organizations/Corporations under the Administrative Control of Federal Government who were in service **at the time of** applying in Membership Drive Phase-II (4th Part)

### Autonomous Retired Employees (AR) 1%

Retired Employees of Autonomous / Semi-Autonomous / Public Sector Organizations/Corporations under the Administrative Control of Federal Government, who were retired **at the time of** applying in Membership Drive Phase-II (4th Part)

### Autonomous Employee's Widows (AW) 1%

Spouses of eligible Employees of Autonomous / Semi-Autonomous / Public Sector Organizations/Corporations under the Administrative Control of Federal Government. The criteria for allotment shall be the length of service of the deceased employee.

### Constitutional 3.5% (In Service (CS) 2.5%, Retired (CR) 0.5%, Widow (CW) 0.5%)

Serving/Retired and spouses of Employees of Constitutional bodies who were serving/retired/died (in case of widow) **at the time of** applying in Membership Drive Phase-II. Their allotments shall be decided on confirmation of their service particulars from their respective institutions/departments. Further applicant must be a registered member



under Membership Drive Phase-II (4th Part) and all other terms & conditions as per policy category, shall not be changed/modified.

Also once the option exercised for allotment under specific size/

Following institutions/departments falls under **Constitutional Quota 3.5% (Employees in Service 2.5%, Retired 0.5% and Widow 0.5%)**.

i.	Supreme Court of Pakistan	vi.	National Assembly Secretariat
ii.	Islamabad High Court	vii.	Islamic Ideological Council
iii.	Federal Shariat Court	viii.	Wafaqi Mohtasib Secretariat
iv.	Election Commission of Pakistan	ix.	Federal Tax Ombudsman Office
v.	Senate Secretariat		

### Professional 3.5% (In Service (PS) 2.5%, Retired (PR) 0.5%, Widow (PW) 0.5%)

Employees of Professional bodies in service and spouses of employees who were serving/ Retired /died (in case of widow) **at the time of applying in Membership Drive Ph-II** i. Their allotments shall be decided on confirmation of their service particulars from their respective institutions/departments. Further applicant must be a registered member under Membership Drive Phase-II (4th) and all other terms & conditions as per policy Also once the option exercised for allotment under specific size/category, shall not be changed/modified.

Employees of following institutions/departments falls under **Professional Quota 3.5% (Employees in Service 2.5%, Retired 0.5% and Widow 0.5%)**.

S.No	Bodies
i.	Judges posted in Law and Justice Division, Judges of Special Courts/Tribunals under the administrative control of Law and Justice Division and Civil Courts Islamabad.
ii.	Employees of Office of ICT Administration/District Collector, Islamabad
iii.	Law Officers of the Government posted in the Supreme Court of Pakistan, Lahore High Court Rawalpindi Bench, Islamabad High Court and Civil Courts of Islamabad
iv.	Members of the Islamabad District Courts Bar Association (Criteria may be based on Seniority on the enrolment list of the District Bar Association, out of available plots in the specific quota. The applicant shall also enclose a letter with the application from the President of District Bar Association to the effect that the applicant is the permanent member of the Bar Association and is still in practice).
v.	Employees of the office of District Courts and office of District Attorney in ICT, Islamabad

### Journalist 1%

Frame work for eligibility and entitlement of allotment decided by the Information services academy, Ministry of Information and Broadcasting and Executive Committee of Housing Foundation.

- Membership of the Foundation should be a pre requisite for eligibility under any scheme
- Membership with the relevant registered Media body
- Seniority of the member to be based on Age wise Experience/Seniority in the relevant registered body/employer, in case of Age Wise Seniority based Membership.
- Satisfactory/Good Conduct to be certified by the following inter alia:

- Employer Satisfaction Certificate
- Certificate of good conduct from PEMRA, PCP, PID and Ministry of Information
- Declaration from prospective allottee alongwith certificate from Employer that no litigation regarding contempt of court or defamation or libel suit is pending.

- The applicant, his /her spouse must not have ever been allotted a plot /house by FGEHF or any other Government agency
- Journalist must be full time employee of newspaper /periodical/news agency /or electronic media with 20 year experience as a full time job.
- In case of print media employee, the employer's publication must be included in central media list maintained by M/O Information, Broad casting and National Heritage for the last 3 years.
- journalist must be based in Islamabad.
- categorization of applicants and their entitlement to plot size are as under:

Category	Class of Journalists	Plot size
I	Chief Editor and Director News of publications/Private TV Channels	50*90
II	Chief Photographer/In-Charge Photo Section, Chief Cameraman /Bureau Chief/Chief Reporters and full time employed Columnists of Metropolitan publications/Private TV Channels	40*80
III	Senior Photographer / Senior Cameraman /News Editors/Senior Reporters of Metropolitan publications /Private TV Channels/In charge Serviced	35* 70
IV	Photographer / Cameraman /Sub Editors/Reporters of Metropolitan Publications/Private TV Channels	30 *60
V	Assistant Photographer / Assistant Cameraman / Press Photographers/Cameramen of Metropolitan Publications/Private TV Channels	25* 50

### Media Workers 1%

- Islamabad based media workers are eligible and the applicant, his/her spouse have never allotted plot/house in Islamabad by FGEHF/CDA or any other Government agency
- Media worker (non journalistic staff) must be a full time employee of a newspaper/periodical/news agency or News TV Channel/Radio (Private) having more than 20 years experience. Retired employees are non-entitled.
- In case of print media employee, the employer's publication(s) must be included in the central media list (CML) maintained by Ministry of Information, Broadcasting and National

Heritage for the last 3 years

- d. Media worker must be under the age of 60 years

Categorization of applicants and their entitlement to plot size are as under:

Category	Class of applicant	Plot Size
I	Managerial Staff	50' x 90'
II	Section Head/Shift In-Charge/Senior Accounts/HR Officer etc.	40' x 80'
III	Senior page Maker/Senior Computer Operator/Senior Machine Operator/Marketing/Advertisement Officers etc.	35' x 70'
IV	Computer Operator/Clerical Staff/ Library In-Charge/Store In-charge/ Transport In-Charge/ Security In-charge/ NLE staff/ Field Engineer/DSNG Operator etc.	30' x 60'
V	Receptionist/Plate Maker/Machine helper/Security Guard/Driver/Electrician/Generator/Peon etc.	25' x 50'

### Ministry of Housing & Works 2%

Employees of Ministry of Housing & Works and its attached departments. The criteria for allotment as decided by Executive Committee.

### Housing Foundation 1%

Regular employees of Housing Foundation. The criteria for allotment as decided by Executive Committee.

