

**PROFORMA**

Dated: \_\_\_\_\_

Block No: \_\_\_\_\_

Flat No: \_\_\_\_\_

Name of Colony: \_\_\_\_\_

Package: \_\_\_\_\_ Location: \_\_\_\_\_

**EXISTING ALLOTMENT (To be filled in by the Mgt)**

Name of Existing Mgt: \_\_\_\_\_

Total Flats allotted to this Mgt: \_\_\_\_\_

Annual Contribution of Met:

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Contact No of Management: \_\_\_\_\_

Name of Existing Allottee: \_\_\_\_\_ F/Name: \_\_\_\_\_

ESSI/EOBI Card No: \_\_\_\_\_ Designation: \_\_\_\_\_ Duration of Service: \_\_\_\_\_

Date of Allotment: \_\_\_\_\_ Total Period spent in Flat: \_\_\_\_\_

**CANCELLATION (To be filled in by the Mgt)**

Reason for Cancellation

Date of Cancellation:

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**NEW ALLOTMENT (To be filled in by the Mgt)**

Name of Management: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ F/Name: \_\_\_\_\_

CNIC No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

ESSI No: \_\_\_\_\_ EOBI No: \_\_\_\_\_ Designation: \_\_\_\_\_

Salary per Month: \_\_\_\_\_ Total Duration of service: \_\_\_\_\_

Rent Payment by: \_\_\_\_\_ Total No. of Dependents:

(Allottee or Management)

Parents      Sons      Daughters

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Mobile No 1: \_\_\_\_\_ Mobile No 2: \_\_\_\_\_

**To BE FILLED IN THE CARETAKER**

Name of Caretaker: \_\_\_\_\_

Signature: \_\_\_\_\_

Legal Status of Existing allottee: \_\_\_\_\_ Duration he /she spend in Flat: \_\_\_\_\_

## VERIFICATION / RECOMMENDATION

Information provide on this Proforma are dully checked and verified in accordance with eligibilty /entitlement of Unit / worker on my personal verification required under the rule and Authenticated:

- 1) Unit /Worker is registered with Directorate of ICL, ESSI or EOBI contribution.
- 2) He / She is permanent worker and having at least 5 years contribution service in the establishment.
- 3) He / She is married.
- 4) He / She is eligible for availing this facility.

Management	Management
CBA	CBA
Caretaker	Caretaker
Allotment Committee	Allotment Committee

### TO BE FILLED IN BE THE CARETAKER

Date of Flat Allotment: \_\_\_\_\_

CC:

- 1) Flat History File (CT Officer)
- 2) Flat History File (MO)
- 3) New Allottee
- 4) Management
- 5) CBA
- 6) Allotment Committee

\_\_\_\_\_  
Stamp of CT Officer

Signature: \_\_\_\_\_

**Attachment: Attested /Verified by the Management, Copies of the Following Documents Must be Attached.**

- |   |                     |                                       |
|---|---------------------|---------------------------------------|
| 1: CNIC Card.   | 2: ESSI /EOBI Card. | 3: Service Certificate / Service Card |
| 4: Terms and conditions for flats on stamp paper.                             |                     | 5: Nikah Nama / Wife CNIC Card.       |
| 6: Factory Registration Certificate with Directorate of Labour Under 1934 Act |                     |                                       |

Undertaking

Family Flat. No \_\_\_\_\_ In the Workers City \_\_\_\_\_ is hereby allotted to \_\_\_\_\_ subject to the following conditions.

1. That the management will allot the family flat only to genuine and entitled worker / employee of the establishment.
2. That the establishment / employer will pay monthly rent of Rs.200/- and Rs.50/- on account of water charges to the Caretaker of the Workers City \_\_\_\_\_ within the first week of each month and will also be responsible for payment of month electricity bill and other utility bills if any within due dates. The allottee of the flat will be charged a fine of Rs.10/- per month of default in payment of monthly rent till the rent amount is finally realized.
3. That the establishment / worker will not do or allow to be done any sort of unlawful activities nor create any nuisance of the detriment of any neighbor(s) or to the community. The worker will use the family flat for residential purpose only.
4. That the establishment / worker will immediately hand over the FF to Caretaker of labour Colony / establishment in the event of his leaving employment and will not in any circumstances give the possession of the ff to any unauthorized person.
5. That the establishment / worker will have not right the possession of the family flat or any portion of the family flat or its front area. not it / he is allowed to accommodate any person other than the family members of the allottee worker. The worker shall not put up any outsider in his Family Flat under any circumstances.
6. That upon death discharge, resignation, termination or retirement from service or permanent disability or for any other reason if the worker ceases to be workmen he will hand over the family flat to the Care Taker of the labour colony / establishment.
7. That in case the establishment / allottee fails to pay rent for three consecutive months the allotment of the Family Flat will stand cancelled and he along with his family members will be ejected from the family flat.
8. That the residing worker shall at all times allow Allotment Committee or any officer of the Board authorized as such to inspect examine and check the family flat freely without hitch or hindrance.
9. That board reserves the right to make any addition or alteration in the flat structure as & when deemed necessary.
10. That the Allotment Committee, Caretaker of the W.C \_\_\_\_\_ will provide for the cleanness of road etc by sweeper. However the residing worker will be responsible to keep the Flat, its background and front side always neat clean and tidy and deposit all refuse in bins as provide.
11. That animal shall not be kept in the family flat.
12. That the arrears against the quarter, if any will also have to be paid by the establishment / employer along with usual monthly rent.
13. That the establishment / worker will not add demolish or alter the present structure or any part of the building and will be responsible to make good of the expense or demolishing any unauthorized construction, or cost of repair and all damages caused of whatsoever natures. No repairs / improvement in the flat shall be carries out expect with the prior approval of the KPK Workers Welfare Board.
14. That the establishment / worker will keep in good order and condition all the electric fittings, water connections, sul gas, sanitary wares, doors, windows etc and will maintain and keep in good order all such equipment at its / his cost. Any damage done to the property by the worker it will be charged to the establishment and recovered along with the monthly dues from the allottee worker.
15. That in case an allottee is found to have been indulging in suspicious activities like supply of narcotics, prohibited drugs, mini cinemas or other activities leading to moral turpitude he will be proceeded against under the relevant law with the help of local police.
16. That the establishment / worker after depositing the monthly rent / utility bills in the band will furnish a copy of the receipt to the office of Caretaker of the labour colony.
17. That in case of grievance / dispute over the allotment of family flat the establishment / worker will refer the case to the Board for decision.
18. That the establishment / worker will be bound to abide by all rules and regulations of the KPK Workers Welfare Board.

Allottee

Management