

Immediate



GOVERNMENT OF PAKISTAN
MINISTRY OF FINANCE



No.F.NO.4(7)R-14/2024

Islamabad, the 24th October , 2025

OFFICE MEMORANDUM

SUBJECT: HIRING OF PRIVATE PROPERTIES FOR OFFICE ACCOMODATION BY THE FEDERAL GOVERNMENT

The undersigned is directed to refer to the instructions issued by the Finance Division through its O.M.No.F.8(69)R.14/83/2001-452, dated 18.10.2001 on the above subject and to state that it has been observed that Ministries/Divisions/Departments/Organizations are not following these instructions in letter and spirit. Instances have come to the notice of Finance Division where certain cases involving ex-post-facto approval are being forwarded, after audit objection, to Regulations Wing in clear violation of the instructions of Finance Division vide the aforementioned OM.

2. Ministries/Divisions/Departments are, therefore, once again requested to strictly adhere to the hiring of office accommodation instructions/procedure and not enter into any lease agreement with a private party, involving higher rental rates than those permissible and issued by the Ministry of Housing & Works from time to time, without obtaining prior permission of Finance Division (Regulation Wing). In future, no ex-post-facto approval will be granted by the Finance Division (Regulation Wing) to such lease agreements.

3. Further, cases of initial hiring as well as subsequent increases in rent beyond the prescribed limit should be forwarded to Finance Division (Regulation Wing) with the approval of the Secretary Incharge of the concerned Ministry/Division, through the respective concerned JS-Exp, and must be supported by the prescribed documents/procedure.

4. It may also be noted that, in future incomplete proposals missing any one of the required documents -- i.e. (i) Consent of owner, (ii) Statement of space entitlement, (iii) Detail of sanctioned strength of officers/officials duly approved by Ministry of Housing & Works, (iv) Hiring particulars on the Standard Format duly signed by Grade-20 officer or equivalent with complete entries, (v) Authentic copy of the map of the premises in question, (vi) Copies of previous lease agreement in cases of enhancement, (vii) Self contained note along with specific recommendations of concerned JS-Exp, will not be entertained and will be returned at initial stage without examination.

5. This issues with the approval of Finance Secretary.

Zulfiqar Ali Saggo
SO (Regulation-XIV)

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Secretary Climate Change

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Secretary

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Federal Secretary (MoCommunication)

Ministry of Communications,
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Lt Gen Muhammad Ali (Retd)

Secretary

Ministry of Defence (Defence Division),
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Lt Gen (R) Muhammad Chiragh Haider HI(M)

Secretary (DP)

Ministry of Defence Production, Rawalpindi,
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