

(Only page No. 1 will be printed on Stamp Paper of Rs. 20/- duly attested by Notary Public)

**PAKISTAN AGRICULTURAL RESEARCH COUNCIL
Plot No. 20, G-5/1, P.O. Box 1031
Islamabad**

This indenture is made and entered into at Islamabad on this day the _____ between **Mr.** _____ **S/o** _____ owner of the **House No.** _____ through attorney _____ with the address **House No.** _____. Hereinafter referred to as “the lessor” (which expression shall unless repugnant to the context, mean and include his heirs assignees executors administrators and legal representatives) of the one part and PARC, Islamabad, hereinafter referred to as “the Lessor” (which expression shall where the context admits be deemed to include the assignees of the PARC, Islamabad of the other part.

2. Whereas the said Lessor is the owner and in possession of and has agreed to give on Lease on **House No.** _____ . Measuring _____ and the Lessee has agreed to take on lease the said house consisting of Bed rooms/Dining Room/Drawing Room and other allied facilities and conveniences, hereinafter called the said premises for the residential accommodation of the employees of the lessee.

3. Now this indenture witnessed that pursuant to the aforesaid agreement and in consideration of the rent herein reserved and of the covenants and conditions herein contained, the lessor do the hereby grant and demise into the Lessee the said premises for the period of **Three years** commencing from _____.

4. **The total rent of the said premises shall be Rs. _____ /- PM (Rupees) Only.** The amount payable by PARC inclusive of fittings and fixtures shall be **Rs. _____ /- per month** as per present ceiling of official / officer and excess amount of **Rs. _____ /-** per month shall be paid directly by the occupant to the owner. PARC will pay advance rent of one year **w.e.f. _____ to _____** amounting to **Rs. _____ /-** and thereafter annually. The rent for _____ has been kept in reserve to meet the repair charges etc; which shall be used by the lessee in case the lessor fails to carry out the repair etc; after he has been served with a notice of 30 days to carry out the said repair. If any balance is left out of the said reserved after meeting such charges it shall be paid by the lessor after the expiry of the lease period. In case the lessee is obliged to incur expense in excess of one month rent it will be recoverable from the lessor. The lessee shall have to render the account to the lessor of the expenditure incurred on repair etc; on this behalf.

5. The lessor hereby covenants with lessee as follows:

- a) The lessor will pay all rates, taxes and assessments including urban proper taxes etc; as assessed and levied on the said premises by Government or Municipal authority or, any local provincial or Central Authority.
- b) The Lessor shall provide gas connection up to kitchen and drawing cum dining room and one geezer for supply of hot water to the bathroom/rooms and also provide ceiling fans. Gas cooking range/gas burners shall be provided in the kitchen. The aforesaid rent includes rent for these fixtures and the lessor shall not claim rent separately for the same.
- c) The lessor shall have the said premises white-washed and repaired every year at his own cost. Distempering shall be done once every two years. If he does not do so, the work will be carried out at his cost by the PARC after giving 30 days notice for the same. The charges shall be met out of the reserved money referred to in para-4 above or from the rent payable by PARC next year and settlement made accordingly. In case of any dispute between the lessor and the lessee over the expenditure of repairs incurred by PARC on behalf of the owner the matter shall be referred to an arbitrator, Chairman, PARC being the sole arbitrator. The award given by the arbitrator shall be final and binding on both the parties.
- d) The lessor shall take over peaceful possession of the said premises after the expiry of the lease period, or if it is desired by the Pakistan Agricultural Research Council. If the lessor fails to take over the premises, the Chowkidar will be posted in the premises at his cost.

6. The lessee do hereby covenant with the lessor as follows:-

- i) The lessee shall not carry out any alterations or additions to the premises or demolish any part thereof without the consent of the lessor in writing, except non structural repairs including minor repairs these to sanitary, water and electrical installations which shall be the responsibility of the lessee.
- ii) The occupant shall be responsible for charges for consumption of electricity, Sui Gas, water and conservancy during the subsistence of the lease.

- iii) The lessee shall deliver peaceful and vacant possession of the said premises after the expiry of the lease period in the original condition subject to normal wear and tear.
7. And it is also hereby covenanted between the lesser and the lessee as follows:-
- a) Whenever the said premises or any essential part thereof is destroyed or damaged by fire, earthquake, war, civil disturbance or any other natural calamity or due to faulty construction so as to make it unfit for further tenancy, the lease shall stand terminated at once.
 - b) The opinion of the lessee that premises or part thereof have become unfit for further tenancy shall be final.
 - c) If for the reasons stated in sub-para-(a) the premises is partially damaged, the lease shall be terminable on the part of the lessee by 30 days notice. No rent shall be payable to the lessor from the date of such termination of the lease and lessor shall refund to the lessee the unadjusted portion of the advance rent paid. If he does not do so, the matter shall be referred to an arbitrator, Project Director (Works), PARC, being the sole arbitrator. The award given by the arbitrator shall be acceptable to the lessor and the lessee both.
8. The Lessee and as well as the lesser do hereby irrevocably commit themselves not to dispute or raise any objection to the agreed amount of rent and the terms and conditions of this lease throughout the lease period.
9. The witness whereof the lessor and the lessee have executed this indenture of and hereinto subscribed their names and set their respective seal as the date first above written.

Lessor

Lessee

For and on behalf of owner

For and on behalf of Chairman, PARC.

Witness

Witness

UNDER TAKING

- a) I, being the occupant of the house is fully responsible for timely payment of utility bills to the concerned authorities. In case of any balance it shall be recovered from my salary, pension, dues etc; by the PARC. I am also liable to pay extra rent from my own sources to the owner as mentioned in para 4 (four) of agreement.

- b) Three months before expiry of lease, I either approach the owner for renewal of agreement and produce his consent or shall find out another house for hiring through PARC.

- c) In case of non-vacation of house on due date, I shall be fully responsible, if any complications arises then also responsible for other charges such as legal, court, lawyer fee, damages rent, extra rent utilities.

- d) On expiry of lease or advised by the PARC, I shall hand over the vacant possession of the house to the owner/attorney/PARC by clearing all dues, damaged etc; and obtain clearance certificate for submission to Estate Office, In case of non-compliance, the amount, if any shall be recovered by the PARC from my salary, pension, dues etc;

Signature: _____

Name: _____

Designation: _____

Distribution:

- 1. DDO concerned

- 2. Owner: _____

- 3. Occupant: _____

- 4. Office copy

APPLICATION FOR REQUISITION OF ACCOMMODATION BY PARC

PART-A (To be completed by the owner or his representatives)

House No. & Location: _____

Owner's Name & Address: _____

Particulars of Accommodation
And covered area etc.

-Drawing Rooms:
-Dining Rooms:
-Bed Rooms:
-Bath Rooms:
-Covered Area:
-Garage/Car Porch:
-Servant Quarter:
-Kitchen:
-Lounge Store:

House Plan approved by CDA/Cantonment Board/MC etc. (Approved copy of Plan attached) _____

Total Rent of the House Rs. _____ By PARC Rs. _____ Monthly, By the Occupant Rs. _____ Monthly/Annually directly to the owner/attorney, PARC shall not be involved/responsible of this payment at any stage. If PARC de-hired the house during the lease agreement the owner/attorney shall refund the unutilized rent to PARC if any and take over the possession, otherwise PARC may allot the house to any other employee.

Certified that the above house is my personal property/the personal property of _____

and that the house has not been hired/requisitioned by the Govt. or any other Authority/Agency and there is no liability/commitment that may render the house unfit for lease agreement.

Signature: _____
of Landlord/Lawful Attorney

Dated: _____

PART-B: (To be completed by the official concerned)

- i) I undertake that if I or my family build or acquire a house at the place of my posting. I shall immediately inform the PARC of this fact and vacate the PARC allotted accommodation as per rules.
- ii) I undertake not be sublet the PARC allotted accommodation. For break of any rules or conditions of allotment, I undertake to abide by any decision given by the competent authority.
- iii) It is certified that my wife/husband is serving in department of which particulars are as under: - Name: _____ Designation: _____ BPS _____
Name of the Organization _____

and hereby solemnly declare that my wife/husband is not drawing housing facility. The house in question will not be hired in name of my wife/husband if so. I know my allotment will be cancelled or I will be deprived of housing facility, henceforth. He/She is also not drawing house rent allowance as per rules.

- iv) The above house is quite suitable for my occupation and may be acquired under lease. In case of no separate entrance/meters of Electricity, Sui Gas and Water, I shall fully responsible and not create any dispute. In case of non-payment of utility bills etc. the said shall be deducted from my salary, funds, dues/pension etc. by the PARC.

Name: _____ Designation: _____

Scale: SPS- _____ Excess rent of Rs. _____ per month shall be paid by me to the owner/ attorney directly throughout the lease period.

Dated: _____

Signature: _____

PART-C: (To be filled in by House/Rent Assessment Committee).

The House has jointly been inspected and is suitable / unsuitable for the reasons as shown against column below:-

- i) Accommodation layout and covered area.
- ii) Category.
- iii) Rental Assessment and terms of payment.
- iv) Other requirements and works not agreed/agreed by the owner and period of completion of works.
- v) Other remarks.
- vi) Date of Occupation.

(Sr. Technical Officer)

(Director MIS & ICT)

(Accounts Officer)