



ISLAMIA COLLEGE, PESHAWAR

KHYBER-PAKHTUNKHWA, PAKISTAN

Tel: +92-(0)91-9222036 Fax: +92-(0)91-9216432

Url: www.icp.edu.pk Email: registrar@icp.edu.pk

APPLICATION FOR GRANT OF HOUSE SUBSIDY

Attested
Picture

1	Applicant's Name (In block letters)	
2	CNIC Number	
3	Father's Name	
4	Husband's Name (If applicable)	
5	Wife's Name (If applicable)	
6	Husband's occupation (If applicable)	
7	Nature of post whether Gazetted or Non-Gazetted	
8	House No. & location	
9	Affidavit regarding self-occupancy on stamp paper (Rs.200/-)	
10	Affidavit regarding service status of spouse on stamp paper (Rs.200/-) (Annexure-A)	
11	Phone #. Mobile / office / residency	
12	Sole ownership (Mutation/Registry or Transfer Deed) (2 copies)	
13	Attach pay slip	
14	Exclusive Ownership Certificate	
15	Limit Certificate from dept. concerned. (Original & one attested copy)	
16	I do hereby solemnly confirm and verify that the contents of the above application are true and correct to the best of my knowledge and belief and that I have concealed nothing.	_____ (Signature)
17	I know that in the event of making a willful miss-presentation of facts I shall be liable to be proceeded against under the Efficiency & Discipline Rules.	_____ (Signature)
Dated: ____/____/2023		_____ (Applicant's Signature) Department/Section _____ Designation with grade _____
For office use only:		
Superintendent (Estt): _____		(Signature)
Registrar: _____		(Signature)
Vice-Chancellor: _____		(Signature)

REQUIREMENTS FOR HOUSE SUBSIDY

1. Application form alongwith covering letter from HOD.
2. Attested picture (passport size).
3. Attested copy of CNIC.
4. Intiqal / Registry / Transfer deed from the concerned department.
5. Fard Number (issued within last 03 months) from the concerned department.
6. Drawing Paper / Map (Approved from the concerned Town/PDA/Department).
7. Limit Certificate (02 Nos) from the concerned Town/PDA/Department:
 - i. Original & one attested photo copy.
8. Certificate of Exclusive Ownership (available with form).
9. Departmental Verification Report (available with form).
10. Affidavit (03 Nos) worth Rs.200/- each as mentioned bellow:
 - a. *Affidavit (Urdu) regarding service status of spouse.*
 - b. *Affidavit (Urdu) regarding declaration of house being non-rental.*
 - c. *Affidavit (English) regarding Self Occupancy.*
11. Pay slip.
12. Service certificate.

-End-

CERTIFICATE OF EXCLUSIVE OWNERSHIP

I, Mr./ Ms. _____ S/O _____

applying / applied for House Subsidy. My House No. _____ situated at

_____ situated at
Peshawar City in Union Council _____, Peshawar. I submit
certificate of "Exclusive Ownership" that I personally reside in my house
consist of ____ Kanal, ____ Marla, ____ Sarsai on Khasra No. _____.

It is further certified that there is no other co-owner with me in the said
house, as I am the sole owner of the house.

Signature: _____

Name: _____

Designation: _____

Department/Section: _____

Cell No. _____

Res. No. _____

Countersigned by HOD

DEPARTMENTAL VERIFICATION REPORT

House No. _____, situated at _____

_____ has been
visited and it is verified that the said house belongs to
Mr./Ms. _____ and he/she is
living in the said house and none of its portion has been rented out.

Official Stamp

(Head of the Concerned Department)

AFFIDAVIT REGARDING SELF OCCUPANCY

It is certified and declared that: I Mr. _____ S/O
_____ working as _____, Department of
_____, Islamia College Peshawar is residing in my own house
situated at _____

Peshawar.

Whatever is stated above is true and correct to the best of my knowledge &
belief.

Dated: ___/___/2023

Signature: _____

Name: _____

Designation: _____

Department: _____

