

PUNJAB WORKERS WELFARE BOARD
HOUSING SCHEME POLICY 2018

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HOUSING SCHEME POLICY – 2018

SECTION – I

PREAMBLE

1.1 Housing is a basic and fundamental human need. Being poor strata of the society, residential accommodation is one of the basic need of the working class. A worker being a poor segment of the society deserves extra attention in this regard. As such, it is prime responsibility of the employer to ensure housing facility to the shelterless worker. The gravity of the issue can be imagined by the current number of workers in the metropolitan city of Lahore which is around 244579 whereas the total number of houses / flats/ plots currently available for these workers built by PWW Board is 6354. Moreover, the vision for welfare essentially focuses on provision of housing facilities to a common person especially the industrial workers.

1.2 Whereas, it is expedient to provide residential accommodation to workers and their families by virtue of the provisions contained in Workers Welfare Fund, Ordinance 1971.

1.3 And whereas, in order to regularize the procedure as well as to provide the basic regulations for establishment, allotment and to deal with the matters ancillary thereto, the Punjab Workers Welfare Board under the provisions contained vide Section 11-C of the Ordinance referred to above makes and promulgates the following allotment policy namely “**Punjab Workers Welfare Board Housing Scheme Policy-2018**”

1.4 SHORT TITLE.

This allotment policy will be called "Punjab Workers Welfare Board Housing Scheme Policy 2018".

1.5 COMMENCEMENT.

This Scheme shall come into force “at once”.

1.6 EXTENT OF APPLICATION.

The scheme shall apply to the existing housing colonies as well as to the housing colonies to be established under this scheme.

SECTION – 2

DEFINITIONS

- 2.1 "Appellate authority" means the Board or any officer authorized by it to act as Appellate Authority.
- 2.2 "Board" means the Board constituted under Section 11(C) of the Workers Welfare Fund Ordinance 1971.
- 2.3 "Competent Authority" in respect of allotment, leasing and alienation of housing units means the "Authority" nominated by the Board.
- 2.4 "Housing Units" include houses/flats exclusively meant for residential purposes.
- 2.5 "Non Housing Units" includes shopping areas of the housing schemes including the amenities plots exclusively for use other than residential purposes.
- 2.6 "Family member" means the wife, husband, children and parents who are dependents on the applicant worker.
- 2.7 The word and phrases defined in the ordinance and the scheme made therein shall also apply to this scheme.

SECTION-3

GENERAL PROVISIONS

3.1 PROCEDURE OF ALLOTMENT.

- (a) As soon as housing units have been completed by the Board, its Director of Works shall hand over the same to the concerned Director / Deputy Director / Assistant Director Labour Welfare having territorial jurisdiction.
- (b) The Director / Deputy Director / Assistant Director Labour Welfare after assuming the possession of the Housing units shall follow the following procedure for their allotment **(Annexure-A)**.

3.2 METHOD OF ALLOTMENT.

The housing units shall be allotted on monthly rent / lease for the period as may be determined by the Board in line with provisions of the Workers Welfare Fund Ordinance 1971 and decision taken by the Provincial Cabinet in its 5th meeting held on 23.11.2018.

3.3 COMMITTEE FOR ALLOTMENT.

- (a) A Committee for allotment of the housing units shall be constituted by the Board consisting of ten members.
- (b) The quorum of the Allotment Committee would not be less than 2/3rd of the total non-official members but presence of the official members will be envisaged compulsory.

3.4 CONSTITUTION OF THE COMMITTEE.

The committee shall consist of (a) the concerned Director / Deputy Director / Assistant Director Labour Welfare, (Chairman) (b) three members each representing employers and workers and one officer / official each from Punjab Workers Welfare Board / Punjab Employees' Social Security Institution / Representative of District Administration nominated by Deputy Commissioner concerned.

3.5 ELIGIBILITY OF INDUSTRIAL ESTABLISHMENT.

The worker should be an employee of such industrial unit which:-

- (a) Is defined in Section 2(f) of Workers Welfare Fund Ordinance, 1971, and Section 2(b) of Companies Profit (Workers Participation) Act, 1968 and registered under the Factories Act 1934.
- (b) Has been paying PESSI/EOBI contribution for last three years.
- (c) Is functioning without interruption for a continuous period of 3 years.
- (d) Is situated in the same District where Labour Colony is located as may be notified by the Board.

3.6 ELIGIBILITY OF THE WORKER.

- (a) Any worker employed in any of the Industrial establishment listed in para 3.5 of the scheme for a cumulative period of 3 years in the same district.
- (b) He / She or any member of his / her family is not tenant, lessee or owner in any of the housing colony of the Board.
- (c) Is working in any industrial unit which is situated in the same District where Labour Colony is located.
- (d) He / She has not been convicted by any Court of Law.
- (e) Workers fulfill the condition of workmen given in IRA 2012 subject to the condition that they should be registered with EOBI or Social Security so that they could be identified as worker.
- (f) Only married workers can apply for allotment of housing units.

3.7 INVITATION OF APPLICATION.

Applications for allotment of the housing units shall be invited through publication of notice in two National and one local Daily Newspapers of wide circulation.

3.8 PROCEDURE FOR SUBMISSION OF APPLICATION.

- (a) The eligible workers shall apply for allotment on the prescribed form to be available from the office of concerned Director / Deputy Director / Assistant Director Labour Welfare and website of the Punjab Workers Welfare Board.
- (b) The applications shall be submitted to the concerned Director / Deputy Director / Assistant Director Labour Welfare within the period specified in the advertisement and it shall be accompanied by the following documents:-
 - (1) Copy of National Identity Card.
 - (2) Copy of Social Security/EOBI Card attested by the Management
 - (3) Particulars of the worker indicating length of service and pay, certified by the Employer and the CBA (where applicable) as per prescribed Performa / application form.
 - (4) Affidavit from the applicant that neither he/she nor any of his / her family member is tenant, lessee or owner of the housing unit in any of the housing scheme of the Board.
 - (5) Copy of Family Registration Certificate issued by NADRA.
 - (6) Character certificate by the concerned Police Station and Management of industrial unit.
 - (7) Two passport size photographs.

3.9 LIST OF ELIGIBLE INDUSTRIAL UNITS.

- (a) The Director / Deputy Director / Assistant Director Labour Welfare shall maintain a list of eligible industrial units of the concerned district. These lists shall be updated each year ending 30th June.
- (b) Each eligible industrial unit shall supply a list of its eligible workers to the concerned Director / Deputy Director / Assistant Director Labour Welfare as on first July and before 14th of August each year.
- (c) The concerned Director / Deputy Director / Assistant Director Labour Welfare shall verify correctness of the list by cross checking from other concerned welfare agencies such as Social Security Institutions.
- (d) *The Allotment Committee shall allot housing units as per open draw according to the following quotas to the eligible applicants:-*
 - i. 15% for female workers.*
 - ii. 2% for disable workers.*

- iii. 5% for widows whose husbands have died due to an accidental death during work.
- iv. 25% for the workers having more than five years service at their credit.
- v. 15% for old age workers having age 50 years & above.
- vi. 38% open draw.

Note: In case, number of applications for a specific quota are less than the housing units reserved for the same, the remaining housing units will go to open draw.

3.10 EXECUTION OF LEASE AGREEMENT / RENT DEED.

Lease agreement rent deed shall be executed between Punjab Workers Welfare Board through concerned Director / Deputy Director / Assistant Director Labour Welfare and the allottee on the terms & conditions as in **Annexure-B** to this scheme.

3.11 PROCESS OF ALLOTMENT.

- (a) Within 20 days of the last date fixed for submission of the applications, the Allotment Committee, shall prepare the final list of eligible workers after due scrutiny by the Allotment Committee.
- (b) The allotment of residential units to the eligible workers, shall be made through ballot to be supervised by the Allotment Committee. In order to ensure transparency the date, time and venue of the ballot shall be duly publicized in the press.
- (c) Information shall be publicized in the press so that CBA representatives participate in the supervision of the ballot.
- (d) The list of workers successful in the draw of ballot shall be prepared by the allotment committee.
- (e) The Rent Deed / Lease Agreement would be executed by and between Punjab Workers Welfare Board through concerned Director / Deputy Director / Assistant Director Labour Welfare and the allottee as per **Annexure-C**.
- (f) Allotment Certificate will be signed by the concerned Director / Deputy Director / Assistant Director Labour Welfare as per **Annexure-D**.

3.12 NON CONFORMING USE.

- (a) There shall be no non-conforming use of the housing units. The unit allotted for residential purpose shall only be used for residence and likewise non-residential units shall also be used only for the specified use and to none else.
- (b) Director / Deputy Director / Assistant Director Labour Welfare shall ensure the conforming use of the buildings. In case of violation, after show cause notice, the Competent Authority shall have the power to terminate the tenancy / lease after affording an opportunity of personal hearing.

- (c) The allottee would not have the right to sublease the property or lease hold rights of the property.

3.13 SHOPPING AREA / COMMERCIAL UNITS / AMENITIES PLOTS.

- (a) The plots in the shopping/commercial areas of the housing scheme shall be sold through unrestricted public auction.
- (b) The amenities plots like plots reserved for School/Hospital/Dispensary/Mosque, Marriage Hall etc. may be allotted to the concerned Government Department free of cost or may be leased out to such institutions as are approved by the Board on such terms & conditions as may be determined by the Board keeping in view the specified use of the plot.

3.14 MANAGEMENT COMMITTEE.

There shall be a Management Committee of the Labour Colony constituted by the Punjab Workers Welfare Board which shall work as per prescribed TORs.

3.15 ENCROACHMENT.

The buildings in the housing schemes shall be constructed in accordance with the plan sanctioned by the Authority authorized by law. No encroachment shall be allowed in any form. Director / Deputy Director / Assistant Director Labour Welfare, in summary proceedings, may order the removal of encroachments and if the encroachment is not removed within the period specified by the concerned Director / Deputy Director / Assistant Director Labour Welfare, he may with the assistance of the law enforcing agencies, if required, may remove the encroachment at the cost of the encroacher.

3.16 CANCELLATION OF ALLOTMENT OF HOUSING UNITS.

The Competent Authority, may, after notice of show cause to the defaulter for a period of not less than 10 days, order the cancellation of the lease or revoke tenancy or deed of allotment as the case may be; in case he decides that the allottee has committed breach of the terms and conditions of allotment. If such a breach is rectifiable, the defaulter may be given a period not exceeding one month to rectify such breach.

3.17 APPEAL.

- (a) Any person aggrieved of the order passed by the Competent Authority regarding allotment or its cancellation may file appeal with the Appellate Authority within 20 days of the impugned order.
- (b) The order passed by the Appellate Authority shall be final and shall not be called in question at any forum.

3.18 AMENDMENT IN THE SCHEME.

The Board shall always have the power to add or amend or revise this scheme.

3.19 PENALTY FOR DEFAULTERS.

The allottee will be charged a fine of Rs.20/- per day for default in payment of monthly rent till the rent is fully realized. In case the period of default exceeds three months the Board may cancel the orders of allotment of the housing units.

3.20 EVICTION.

If the allottee violates any of the conditions laid down in the rent deed, he / she shall be liable to eviction in the manner prescribed in Section 11-E of Ordinance, read with the provisions of this scheme.

3.21 MAINTENANCE OF HOUSING UNITS.

The maintenance of housing units shall be the responsibility of the allottee who have been allotted the housing units.

3.22 REPEAL.

Punjab Workers Welfare Board Housing Scheme Policy 2002 is hereby repealed.

ANNEXURE-A
TO PUNJAB WORKERS WELFARE BOARD HOUSING
SCHEME POLICY 2018

REFERRED IN PARA-3.1(b)

Process of Handing /Taking Over of Housing Units

- A.1** After substantial completion of housing units, a detailed inventory would be prepared by the consultant and verified by the Director Works.
- A.2** Handing /taking over process would be carried out between the concerned Director / Deputy Director / Assistant Director Labour Welfare, contractor or his representative, Consultant & Client.
- A.3** Concerned Director / Deputy Director / Assistant Director Labour Welfare or his representative will take over possession of the housing units after inspection/ verification of the items of the inventory from the Contractor, Consultant & client.
- A.4** The process of handing over/taking over would get finality once signatures from the parties (i.e taking over by the concerned Director /Deputy Director /Assistant Director Labour Welfare and handing over by the Contractor ,Consultant & Director Works/Deputy Director (Works)/Assistant Director (Works) are affixed on the detailed inventory.

ANNEXURE-B

TO PUNJAB WORKERS WELFARE BOARD HOUSING SCHEME POLICY 2018

(REFERRED IN PARA-3.10)

The lease agreement / rent deed to be executed by the Board and the allottee shall have the following terms and conditions:-

- B.1 The housing units shall be allotted to the selected workers in the prescribed procedure.
- B.2 The possession of the housing units shall be handed over to the allottee through concerned Director / Deputy Director / Assistant Director Labour Welfare.
- B.3 The allottee shall pay monthly rent of the housing unit to the Board through concerned Director / Deputy Director / Assistant Director Labour Welfare by 10th of every month.
- B.4 The allottee shall not be allowed to do any unlawful activity or to create any nuisance to the annoyance of neighbours.
- B.5 In case the allottee resigns or leaves the job or his services are terminated, the allottee shall hand over the possession of the housing units to the concerned Director / Deputy Director / Assistant Director Labour Welfare within three months and it shall not be transferred to any other worker without allotment by the allotment committee in the prescribed procedure.
- B.6 The allottee shall not sublet whole or any portion of the housing unit.
- B.7 In case of death, retirement or removal from service or permanent disability of the allottee worker, concerned Director / Deputy Director / Assistant Director Labour Welfare shall get vacated the housing units from the worker or his dependents within six months of his ceasing to be an employee.
- B.8 In case the allottee fails to pay Utility Bills, for three consecutive months, the Competent Authority may cancel the order of allotment of the housing unit after serving allottee with a notice.
- B.9 Any officer of the Board or the concerned Director / Deputy Director / Assistant Director Labour Welfare may inspect / check / examine the housing unit at any time without any hindrance by the occupant.
- B.10 The Board reserves the right to make any addition or alteration in the housing unit as and when deemed necessary.
- B.11 The allottee shall not be allowed to keep animals such as buffaloes, cows, horses etc. in the housing unit.
- B.12 The allottee, without prior permission, shall not add / alter or demolish any part of the housing unit and if happens so shall be responsible to make good the loss to the Board.
- B.13 The allottee shall be responsible to keep the housing unit in good order and condition including electric fitting, water connection, sanitary ware etc. Any loss or damage shall be recovered by the Board from the allottee.

B.14 The Board reserves the right to make any addition or alteration or amendment in these terms and conditions whenever deemed necessary in the larger interest of workers with prior consultation of the worker.

B. 15 Signing of Allotment Certificate.

The Allotment Certificate shall be signed by the concerned Director / Deputy Director / Assistant Director Labour Welfare on behalf of Punjab Workers Welfare Board.

B.16. Fixation of Rent

The rent to be charged from the allottee shall be determined by the Punjab Workers Welfare Board in respect of each Housing Project.

B. 17 Enhancement of Rent.

The rent shall be enhanced @10% after every three years.

B.18 Recovery of Rent

- (a) The allottee shall deposit the monthly rent in the specified account number in the name of Chairman Punjab Workers Welfare Board and send the receipt thereof to the concerned Director / Deputy Director / Assistant Director Labour Welfare by 10th of every month.
- (b) In case the receipt for deposit of rent is not received by the concerned Director / Deputy Director / Assistant Director Labour Welfare by 10th of the month, he shall depute an officer/official to collect the rent from the allottee on behalf of Punjab Workers Welfare Board along with fine accrued in respect of late payment.
- (c) The rent and fine recovered under sub clause(b) shall be deposited in the account mentioned in sub clause (a) above.
- (d) Monthly statement of recovery of rent shall be submitted by concerned Director / Deputy Director / Assistant Director Labour Welfare to the Director (Finance), Punjab Workers Welfare Board.
- (e) The Board shall be entitled to affect the recovery of rent as prescribed in Section 11-D of the Workers Welfare Fund Ordinance, 1971.

5. That in case the Tenant/ allottee resigns or leaves the job or his services are terminated, the Tenant/ allottee shall hand over the possession of the housing units to the concerned Director / Deputy Director / Assistant Director Labour Welfare of PWWB within three months.
6. The Tenant/ allottee shall not sublet whole or any portion of the housing unit.
7. That in case of death, retirement or removal from service or permanent disability of the Tenant/ allottee/worker, concerned Director / Deputy Director / Assistant Director Labour Welfare shall get vacated the housing units from the worker Tenant/ allottee or his dependents within six months of his ceasing to be an employee and the allottee or his/ her dependants shall cooperate and vacate the housing unit as per policy.
8. That in case the tenant/ allottee fails to pay Utility Bills, for three consecutive months, the Competent Authority as prescribed in the Housing Scheme Policy 2018 Workers Welfare Board, Punjab may cancel the order of allotment of the housing unit after serving Tenant/ allottee with a notice.
9. Any officer of the Board or the concerned Director / Deputy Director / Assistant Director Labour Welfare may inspect / check / examine the housing unit at any time without any hindrance by the occupant.
10. That the Board reserves the right to make any addition or alteration in the housing unit as and when deemed necessary in the larger interest of workers.
11. The Tenant/ allottee shall not keep animals such as buffaloes, cows, horses etc. in the housing unit.
12. The Tenant/ allottee without prior permission of the Board, shall not add / alter or demolish any part of the housing unit and if happens so, the Tenant/ allottee shall be responsible to make good of the loss incurred to the Board.
13. The Tenant/ allottee is responsible to keep the housing unit in good order and condition including electric fitting, water connection, sanitary ware etc. Any loss or damage shall be recovered by the Board from the Tenant/ allottee.
14. The Board reserves the right to make any addition or alteration or amendment in these terms and conditions whenever deemed necessary in the larger interest of workers with prior consultation of the worker.
15. **Fixation of Rent**
The monthly rent to be charged from the Tenant/ allottee shall be _____(determined by the Punjab Workers Welfare Board in respect of each Housing Unit/Project).
16. **Enhancement of Rent.**
The monthly rent shall be enhanced @10% after every three years.
17. **Recovery of Rent**
 - (a) The Tenant/ allottee shall deposit the monthly rent in the specified account number in the name of Chairman Punjab Workers Welfare Board and send the receipt thereof to the concerned Director / Deputy Director / Assistant Director Labour Welfare by 10th of every month.
 - (b) That in case the receipt for deposit of rent is not received by the concerned Director / Deputy Director / Assistant Director Labour Welfare by 10th of the month, he shall depute an officer/official to collect the rent from the Tenant/

allottee on behalf of Punjab Workers Welfare Board along with fine accrued in respect of late payment.

- (c) The Board shall be entitled to affect the recovery of rent as prescribed in Section 11-D of the Workers Welfare Fund Ordinance, 1971.

Signature of Tenant/ Allottee Worker
Name: _____
CNIC No. _____

Signature & Stamp of concerned
Director / Deputy Director / Assistant
Director Labour Welfare
Dated _____

WITNESSES – 1

Name: _____
Signature _____
Nic No. _____
Address: _____

WITNESSES – 2

Name: _____
Signature _____
Nic No. _____
Address: _____

ANNEXURE-D
TO PUNJAB WORKERS WELFARE BOARD HOUSING
SCHEME POLICY 2018
(Allotment Certificate)