Introduction

To own a piece of land for construction of house has been a basic desire of human beings since time immemorial. The modern life style has revolutionalized the concept of living. Every individual wants an abode at an affordable cost in a peaceful locality with pleasant environment. Recognizing this human need, all big organizations initiate housing schemes for their employees. Pakistan Air Force also develops modern housing schemes for its personnel in major cities. This responsibility has been assigned to Dte of Housing. Keeping in mind the stated objective, Directorate of Housing is focusing its endeavors on developing housing projects with all possible modern facilities in line with its culture of excellence. Dte of Housing under ACAS (Housing) is looking after development works & related maintenance requirements, record keeping of all members, transfer of houses, construction bye laws and financial management of its projects ie Peshawar, Rawalpindi, Lahore and Karachi.
History

Dte of Housing was established in 1992. Since inception two types of Categories of Houses SDH (Semi Detached Houses) for Wg Cdr and below and IH (Independent Houses) for Gp Capt and Air Cdre and SC Plots (Self Constructed Plots) for AVM and above are allotted. House are constructed in big cities of countries ie Peshawar, Rawalpindi, Lahore and Karachi. Presently construction has stopped at Peshawar due to non availability of land.
Role & Task

Role and Task of Dte of Housing is as under:

(a) Formulation, implementation and update of policies related to allotment of houses to PAF Officers’ at an affordable cost.

(b) Efficient financial management of housing.

(c) Approval of Master plans for the housing schemes, design of houses and award of contracts.

(d) Procurement of AFOHS stores for construction of houses.

(e) Visit / inspect the ongoing housing projects to ensure quality of work & timely completion.

(f) Ascertain and review the cost of AFOHS houses for each batch through the governing body.
Organization

DCAS (HOUSING)

ACAS (HOUSING)

DIR HOUSING

DDH (FIN)  DDH (LEG)  DDH (CO-ORD)  DDH (PROC)  DDH (ENGG)

ADH (FIN)  ADH (STORE)

ADH (DETT) FSL  ADH (DETT) MLR  ADH (DETT) LHR  ADH (DETT) RWP  ADH (DETT) PSH

ADMINISTRATOR AFOHS PSH  ADMINISTRATOR AFOHS RWP  ADMINISTRATOR AFOHS LHR  ADMINISTRATOR AFOHS FSL
Future Projects

- Project of AFOHS Emporiums has been launched by Dte of Hsg at Rawalpindi, Lahore and Karachi sites.

AFOHS Emporium
RESIDENTS ADVISORY AND ADMINISTRATIVE COMMITTEES AT AFOHS COMPLEXES

For the handling of routine administrative matters and for resolving the problems/disputes of residents, Administrative Committees and Resident Advisory Committees have been formulated at AFOHS Complexes. Their role and task is given below:

1. **Residents Advisory Committee (RAC).** The Resident Advisory Committees at the AFOHS Complexes have been established for the overall supervision and smooth handling of the matters. It is a body consisting of seven members working voluntarily. RAC is responsible for suggesting policies / rules, regulations to implement AFOHS Bye Law, dispute resolution and critically analyze the future needs. The RAC will be recommending authority to Air HQs for obtaining approval for any business / contract at Falcon Complex. The RAC will recommend all the NOCs to AHQ after ensuring that all the formalities have been fulfilled. RAC is responsible to assign any duty / task, relevant to and for the implementation of Community Rules prescribed by the AHQ, to a member of the RAC. The composition of the RAC is as under:-

   (a) President RAC
   (b) 01 Reputed civilian resident & owner nominated by AHQ (Secy RAC)
   (c) 02 PAF Retd officers selected by President RAC
   (d) 02 Civilian residents selected by nominated civilian
   (e) ADH (Dett)

2. **Functions of RAC.** The functions of the RAC will be as under:-

   (a) **Dispute Resolution.** RAC will Work as mediators and facilitate the residents in dispute resolution remaining impartial, just and following the law of the land.

   (b) **Framing of policies.** RAC will critically analyze the existing policies/procedures for the smooth functioning of the administrative facilities. The members shall represent the overall interest of the residents in line with the Air Headquarters policies and shall create harmony, congenial environment with futuristic approach.

   (c) **Creation of Social Life.** RAC shall endeavor to implement the innovative ideas to create social life/arrange events in the complex remaining with in the norms of the society.

   (d) **Dealing with Defaulters/Undisciplined Members.** RAC shall exert social pressure on those members who violate the AFOHS Bye Laws or create any
inconvenience for others. The members of the RAC may cordially make the person to realize of his offence and persuade him to avoid such actions in future. RAC may recommend termination of any contract/rent agreement. Or may impose appropriate fine/penalty corresponding to the nature of the offence. RAC Shall also warn the individuals to avoid default in their dues payable to the administration and may authorize discontinuation of given services including disconnection of water supply, refusal to up lift garbage or any other suitable measures as a remedy.

(e) The RAC shall not have any direct interference / control in the administration headed by the Administrator, however, both being administratively under the AHQ may recommend anything which is beneficial to AFOHS, to the AHQ for seeking Air Staff approval pertaining to RAC or Administrator would be forwarded to AHQ for appropriate decision. The Dte of Housing would only present the facts along with recommendations to DCAS (A) for appropriate decision.

3. President Residents Advisory Committee (RAC). He will be a senior retired PAF officer, resident and preferably an owner of house willing to work on volunteer basis. He will be nominated by the AHQs directly for a period of one year extendable to another year. The responsibilities of President RAC are as follows:-

(a) The president RAC is authorized to select 02-03 Retired Officers, residing inside the Complex, as RAC members in addition to 02-03 civilian members from the residents from the Complex. He may opt to select these individuals in consultation with ADH Dett and Administrator. For the said purpose preference may be given to non-controversial personalities. These members would be assigned the duties as per their competence and shall assist the president in managing the routine affairs.

(b) The President RAC may call the meeting of all the residents for immediate resolve or appraisal of any issue. He will chair the meeting and forward the recommendation if any new idea has come up. He will have the final casting vote, in case the house or the committee is equally divided on any issue.

(c) The president RAC will observe the working of all the security related matters and forward his recommendations to AHQ for improvements required.

(d) The president RAC will also forward his recommendations to AHQ for overall improvement of the system and facilitation of the AFOHS members.

(e) President alongwith AD Dett as co-opted member will take the interview of the tenant and intended buyer and forward the recommended / not recommended documents to AHQ for final decision within seven days.

4. Secretary Residents Advisory Committee (RAC). A reputable senior civilian resident and preferably an owner of house willing to work on volunteer basis shall be appointed by AHQ on the recommendations of President RAC as secretary. He would be responsible to maintain all the records/correspondence and activities of the committee. The responsibilities of the secretary are as follows:-
(a) To keep record minutes of meetings and issue the DFA of the same to the AHQ through President RAC within 07 days of the meeting. After receiving the approved minutes of the meeting from the AHQ, he would be responsible for its dissemination to all concerned people / agencies.

(b) To issue notices, circulars and other statements in respect of meetings of the RAC.

(c) To be responsible for the maintenance and safe custody of files, records, documents, correspondences, papers, stationery etc.

(d) To be responsible for smooth functioning of the RAC office.

5. ADH (Dett). The incumbent ADH (Dett) shall be the co-opted permanent member of the committee.

6. Member's non Availability/Resignation/Inability. In case of a member's non availability/resignation/inability to work for continuous period of three months, he may be relieved by the President from the duties by the President and AHQs may be informed accordingly. The president or senior civilian member (Secretary) as the case may be, will appoint a suitable and eligible member with the approval of AHQ.

7. Administrative Committee. The administrative committee shall comprise of an administrator, security officer, treasurer and clerical staff. The committee’s aim would be to provide security, routine services/maintenance of the infrastructure and to create/maintain congenial environments in the Falcon Complex. All members of this committee would be paid as per terms and conditions of their contract. The role and task of the administrative committee members are as under:-

(a) Administrator. The administrator shall be a retired PAF officer with a rank compatible to size of the PAF Falcon Complex and may be a resident/non-resident. He would be responsible to provide, maintain and secure the AFOHS infrastructure through security officer/staff. The responsibilities of Administrator are as follows:-

(i) Day to day cleanliness, maintenance of green belts, management of water supply and all other issues, pertaining to daily needs of the residents will be looked after by the Administrator.

(ii) For implementation of AFOHS by Laws inside the AFOHS Complex.

(iii) Administrator will work as mediator and help the residents in dispute resolution by remaining impartial and he will also facilitate the residents in sending the disputes to RACs for amicable solution.

(iv) The Administrator shall have the key staff as mentioned in succeeding paragraphs.

(b) Security Officer. He shall work under the Administrator and remain responsible primarily of security, discipline and safeguarding of the AFOHS property. The security officer shall devise entry/exit procedures of the
residents/servants/workers etc. He shall keep a comprehensive record of all the
servants/workers/drivers and may expel any one of the above form the complex or
hand over the culprits to the civil police due to their involvement in nefarious
activities.

(c) **Treasure.** A treasure would be a suitable JCO/Civilian having sufficient
experience in accounting and financial matters. He shall maintain the complete
record of income/expenditures prepare monthly balance sheet and shall follow the
financial policies of the AHQ.

(d) **Clerical Staff.** To run the functions of the committee, suitable number of
clerical staff would be employed by Air Headquarters. The strength of clerical staff
shall be compatible with the size of the respective Falcon Complex.

8. RAC & Administrative Committees are mandated to support each other while
avoiding any direct interference in each other’s domain. The Dte of Hsg is the monitoring /
final authority for making decisions for facilitating and smooth functioning of the
committees.

9. AHQ can suspend/debar any member or may dissolve RAC and Administrative
Committee at any time without assigning any reason.

**Family Welfare Fund (Insurance)**

Following two insurance benefits are given to AFOHS members:

- **1st Benefit:** In case of death of a member, NoK is allotted a house, free of
cost.

- **2nd Benefit:** Post possession compensation / benefit

| Category                        | Period of Contribution | Risk Cover                                                      | Compensation Amount (Rs) |
|---------------------------------|------------------------|                                                               |                          |
| All officers                    | Till 05 Yrs from SOD   | Death, policy maturity or 60 Yrs of age which ever is earlier  | 250,000/-                |
| Officers retiring on medical    | Till SOD               | -                                                              | 100,000/-                |
| grounds (Svc 05 – 15 Yrs) not   |                        |                                                               |                          |
| eligible for house              |                        |                                                               |                          |