

JOINT CIRCULAR MEMORANDUM
(NO.50/75)

TO : All Residents.
All Heads of State & Federal Departments.
All District Officers.

SUBJECT : **Renting of Private Buildings for Government Use**

Ref : 71/PKM/1396

Date : 24th December, 1975.

Cases have come to light that private buildings rented by Government for official use or housing were not immediately occupied by Government Departments or officers. In some instances, the buildings were left vacant for periods ranging between three months to almost one year. This is a waste of public funds and must not, therefore, be allowed to happen again.

2. In future, whenever a sublease or agreement is entered into or about to be made on the renting of a private building by Government the Director of Lands and Surveys or in the case of Divisions other than the First Division, the Divisional Superintendent of Lands and Surveys, should immediately notify the Department or Housing Board for which the building is rented, of the date of commencement of the renting. The Land and Survey Department should, if possible, convey the

3. On receipt of the information the Department or Housing Board for which the building is to be rented should immediately make necessary arrangement for the building to be occupied. In the case of private houses rented for living accommodation for officers, allocation of the houses to Government officers should be considered by the Housing Boards without undue delay and, if necessary, through flying minutes.

4. If any officer who has been allocated Government housing by the Housing Board, declines the offer without valid reason acceptable to the Housing Board, his priority for Government accommodation should be down-graded to the bottom of the WAITING LIST of applicants for Government housing. This means that he would not be given any Government housing until all the applicants above his name in the Waiting List have been allocated with Government quarters or Government rented houses. Similar penalty should also be accorded to officers who vacated the Government quarters or Government rented houses without the prior approval of the Housing Board concerned, merely on the ground that the buildings are not to their likings.

5. Departments applying for Government housing for their officers are requested to ensure that the information given to the Housing Board particularly on the date of arrival of the officers to the station should be as accurate as possible in order to avoid the building being left vacant for over a long period. All Heads of Departments are requested to give their co-operation on this.

(Engku Ibrahim Ngah)
Ag. Federal Secretary

(Datuk Haji Yusuf Puteh)
for state Secretary