CAPITAL DEVELOPMENT AUTHORITY
(ADMINISTRATION DIRECTORATE)

No. CDA DA-12(1095)/Admin/2026/1031 Islamabad, November 13th, 2026

OFFICE ORDER

Subject: **ESTABLISHMENT OF MCI COMPLEX AND REVISED RE-ALLOCATION OF OFFICE ACCOMMODATION AT OLD NAVAL HEADQUARTERS BUILDING, G-6, ISLAMABAD.**

In supersession of this office Order No. CDA DA-12(1095)/Admin/2026/996 dated 06th November, 2026, which is hereby **cancelled ab-initio**, and in pursuance of the approval accorded by the competent authority, i.e. Member (Administration), CDA, the following office accommodation is hereby **withdrawn and re-allocated**, with immediate effect, for the establishment of the **Metropolitan Corporation Islamabad (MCI) Complex** at Old Naval Headquarters Building, G-6, Islamabad:

S#	Directorate / Office	Accommodation Withdrawn	Accommodation Allocated
(i)	**DG (Services / Works) and all allied departments, CDA**	**Old Naval Headquarters Building (MCI Complex), Ground & 1st Floors:** Accommodation presently occupied (as handed/taken over).	1. DMA Offices, Fire Headquarters Building, Sector G-7/1, Islamabad 2. Iqbal Hall Building (Revenue Directorate, MCI) 3. Bazar No. 08 Building, Sector G-6/4, Islamabad
(ii)	**MCI / Directorate of Municipal Administration (DMA), MCI**	**DMA Offices, Fire Headquarters Building, Sector G-7/1, Islamabad**	**Old Naval Headquarters Building (MCI Complex), Ground Floor:** Room Nos. 27 to 29, 28-A, 28-B, 29-A, 29-B, 32 to 36 and 35-A (13 rooms) **Old Naval Headquarters Building (MCI Complex), 1st Floor:** Room Nos. 101 to 140 (incl. two rooms No. 118), 116-A, 118-A (2room), 119-A (45 rooms) Rooms at front Parking (IRMS and Cash branch)
(iii)	**Revenue Directorate, MCI**	**Iqbal Hall Building**	**Old Naval Headquarters Building (MCI Complex), Ground Floor:** Room Nos. A-1 and 1 to 26 (27 rooms)
(iv)	**Islamabad Water (IW), CDA**	**Bazar No. 08 Building, Sector G-6/4, Islamabad**	**Old Naval Headquarters Building (MCI Complex), Ground Floor:** Room Nos. 37 to 52, 37-A, 40-A, 67 to 71, 70-A and 04 rooms in parking (28 rooms) **Old Naval Headquarters Building (MCI Complex), 1st Floor:** Room Nos. 141 to 144, 147 to 164, 159-A and 159-B (24 rooms)
(v)	**Audit & Accounts Directorate**	**Old Naval Headquarters Building (MCI Complex), 1st Floor:** Room Nos. 101 to 124, incl. two rooms No. 118, 118-A and 119-A (27 rooms) Rooms at front parking (IRMS Section and Cash branch)	**Old Naval Headquarters Building (MCI Complex), Ground Floor:** Room Nos. 53 to 66, 53-A, 57-A and 58-A (17 rooms) **Old Naval Headquarters Building (MCI Complex), 1st Floor:** Store and Room Nos. 165 to 181 (18 rooms)

2. Only the movable assets of the respective offices, such as office furniture, equipment, computers, stores and official records, shall be shifted. No immovable items and fixtures, including wall-mounted air conditioners, fixed/built-in furniture, electrical fittings, partitions and other fixtures, shall be removed, dismantled or damaged by any office. All such items shall remain intact in the premises on an **"as-is" basis.**

3. The concerned **Directors** shall be personally responsible for the safe and smooth shifting of all official record of his/her office. The concerned Director shall ensure that the entire record, particularly **sensitive and confidential record**, is properly packed, shifted and kept in safe custody, and that no record is lost, misplaced, damaged or tampered with in any manner during the shifting process. In case any official record is found lost or damaged during the shifting, the **concerned Directors shall be held responsible**.

4. All concerned **Directors** are hereby requested to personally supervise the entire shifting process and to complete it through their respective Admin Sections, in accordance with the details mentioned above, in mutual coordination and without disruption of official business. The handing/taking over of the vacated accommodation shall be finalized smoothly, and the duly signed handing/taking over reports, along with the inventory of fixed assets, shall be submitted to the Administration Directorate, CDA within **three (03) days** of the issuance of this Office Order, without fail.

5. The concerned **DGs / Directors** shall make internal allocation of rooms to his/her officers and formations, and submit a report thereof to the Administration Directorate, CDA. Proper internal allocation shall be the **entire responsibility of the concerned DGs / Directors**.

6. **Director (Security), CDA, shall make necessary security arrangements and provide requisite coordination and facilitation to ensure the smooth and secure shifting of offices. He shall convene a coordination meeting of all concerned Directorates, which shall nominate their respective focal persons for the shifting process. Director (Security) shall personally supervise and coordinate the entire shifting process through the nominated focal persons and ensure its smooth, secure and timely completion within the stipulated period.**

7. This issues with the approval of the Member Administration, CDA.

13/XI/26

(IDREES ANJUM)
Deputy Director (Admin), CDA

Distribution:

1. Director General, Islamabad Water Agency (IW), CDA
2. Director General (Services), CDA
3. Director General (Works), CDA
4. DG Audit & Accounts, CDA
5. Dy. Director General (HR, Admin, Legal), MCI
6. Director, Municipal Administration (DMA), MCI
7. Director, Revenue, MCI
8. Director, Audit, CDA.
9. Director Accounts, CDA
10. All concerned Directors, IW, CDA
11. All concerned Directors, Services Wing, CDA
12. All concerned Directors, Works, Wing, CDA
13. Director, Security, CDA
14. Director, IT, CDA (for update on CDA website)

Copy for information to:

1. Chief Officer, Metropolitan Corporation Islamabad
2. PS to Chairman, CDA
3. PS to Member (Administration), CDA
4. PS to Member (Finance), CDA
5. PS to Member (Planning & Design), CDA
6. PS to Member (Buildings), CDA
7. Master File

Deputy Director (Admin), CDA

Computer Dte. CDA
Dy. No. 2699
Dated: 13-11-2026