CAPITAL DEVELOPMENT AUTHORITY
(ADMINISTRATION DIRECTORATE)

No. CDA/DA-12(1095)/Admin/2026/**996** Islamabad, the 6th November, 2026

OFFICE ORDER

Subject: **ESTABLISHMENT OF MCI COMPLEX AND SHIFTING OF MCI OFFICES TO OLD NAVAL HEADQUARTERS BUILDING, G-6, ISLAMABAD.**

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accorded by the competent authority, i.e. Member (Administration), CDA, the following office accommodation is hereby **withdrawn and re-allocated**, with immediate effect, for the establishment of the **Metropolitan Corporation Islamabad (MCI) Complex** at old Naval Headquarters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S#	Directorate / Office	Accommodation Withdrawn	Accommodation Allocated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)	**Islamabad Water (IW), CDA**	**Old Naval Headquarters Building, 1st Floor:** Room Nos. 125 to 133, 138 to 140, 147, 148, 155, 158, 159, 159-A, 159-B, 160 to 162, 164 to 167, 170 and 181	**Directorate of Municipal Administration, MCI:** Room Nos. 1 to 25, DMA Office, Fire Headquarters Building, Sector G-7/1, Islamabad.
(ii)	**Directorate of Municipal Administration (DMA), MCI**	**Directorate of Municipal Administration, MCI:** Room Nos. 1 to 25, DMA Office, Fire Headquarters Building, Sector G-7/1, Islamabad.	**Old Naval Headquarters Building (MCI Complex), 1st Floor:** Room Nos. 141 to 144, 147 to 156, 158, 159, 159-A, 159-B, 160 to 167, 170 and 181
(iii)	**Maintenance Directorate, CDA**	**Old Naval Headquarters Building, 1st Floor:** Room Nos. 141 to 144, 149 to 154, 156 and 163	**Old Naval Headquarters Building, 1st Floor:** Room Nos. 125 to 133 and 138 to 140

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. 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.

4. Director (Security), CDA is requested to make necessary security arrangements and extend coordination and facilitation during the shifting process, so that it is completed smoothly and securely.

5. This issues with the approval of the competent authority.

(LIAQAT HAYAT KHAN)
Assistant Director (Admin), CDA

Distribution:

1. Director General, Islamabad Water Agency (IWA), CDA
2. Director General (Services), CDA
3. Dy. Director General (HR, Admin, Legal), MCI
4. Director, Municipal Administration (DMA), MCI
5. All concerned Directors, IWA, CDA
6. Director, Maintenance, CDA
7. Director, Security, CDA
8. 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 (Planning & Design), CDA
5. PS to Member (Buildings), CDA
6. Master File

Assistant Director (Admin), CDA