

SOP

TRANSFER OF PLOT THROUGH NAZIR (DECREE/EX-PARTE DECISION)

Gen: There are cases which are required to be executed through NAZIR in accordance with Court Orders. No formal SOP was in place to deal with the subject cases, rather such cases were being dealt in accordance with the precedence of old cases. Hence there is a need to formulate SOP to deal with such case.

Aim: To streamline the existing procedure alongwith additional safeguards in the form of SOP to execute transfer cases through Nazir Court.

Procedure: Transfer documents duly signed by NAZIR on behalf of Seller are submitted for processing of the case. Transfer documents incl:-

- a. Affidavit of Rs. 100/- stamp paper duly attested.
- b. Original Allotment Order/Transfer Order/Division Order/Title docus.
- c. Photocopies of CNIS of both parties i.e. seller & buyer/NAZIR CNIC & Service ID Card Copy.
- d. Undertaking regarding loan/mortgage of plot.
- e. In case, only Intimation Letter has been issued, transfer of plot can be undertaken through an application for issuance of Allotment Order and cancellation in the name of new owner.
- f. In case of Transfer of plot in the name of more than one owner, a consent letter from all co-sharers is required to be attached, indicating/mentioning the name and address of the co-sharer on which the correspondence is to be made.
- g. GHQ NOC, in case of transfer by Army allottee officer.
- h. 1x passport size photograph of purchaser duly attested.
- j. In case title documents are lost CTC procedure is completed through NAZIR.
- k. All dues against the plot are cleared.
- l. Attach CVT proforma duly paid as applicable.
- i. After sign before an officer of DHA T&R Dte, transfer documents are returned to NAZIR or authorized person.

Pts of Emphasis:

- a. Prior to sign before through NAZIR, formal approval of ADHA is sought. The owner of the property should be inform in writing regarding Transfer of property through Court NAZIR.

- b. NAZIR is informed through letter to visit DHA and complete transfer formalities. In case of any discrepancy NAZIR should be informed in writing.
- c. NAZIR should be informed for time required in completing DHA procedure.
- d. NAZIR on DHA's intimation will visit as coordinated by the concerned parties.
- e. The transfer procedure to be done under camera.
- f. In case of ex-parte decision owner of the plot/property shall be informed about the dcree/exprte decision.
- g. Complete transfer procedure in vogue is followed and transfer papers duly checked/verified are returned to NAZIR or concerned proposed owners for re-submission after clearance of dues and obsns for preparation of title docus in the name of proposed owner.