



Pakistan Defence Officers Housing Authority

2/B East Street, Phase I, D H A, Karachi-75500.
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CENTRAL CONTROL CELL

DATA ENTRY FORM FOR RESIDENTIAL / REVISED / AMENITY / COMM / COMPLETION

Applicant Info (Owner)

Plot No:	<input type="text"/>	Salutation:	<input type="text" value="Mr/Ms/Mrs/"/>
Location:	<input type="text"/>	Owner Name:	<input type="text"/>
Phase:	<input type="text"/>	Membership No:	<input type="text"/>
Sub Division:	<input type="text"/>	Membership Cat:	<input type="text"/>
Plot Size: (SqYds)	<input type="text"/>	CNIC:	<input type="text"/>
Process Type:	<input type="text" value="Building Plan / Completion"/>	Email:	<input type="text"/>
Case Type:	<input type="text" value="Res / Rev / Comm / Amenity"/>	Phone: (Landline)	<input type="text"/>
Plot File Number	<input type="text"/>	Cell (+92):	<input type="text"/>
Request Type:	<input type="checkbox"/> Ordinary <input type="checkbox"/> Urgent	CBC Challan No:	<input type="text"/>
DHA Receipt No:	<input type="text"/>	CBC TIP Challan No:	<input type="text"/>
MEO Receipt No:	<input type="text"/>		

Submitter Info (other than owner)

Salutation:	<input type="text" value="Mr/Ms/Mrs/"/>	Phone: (Landline)	<input type="text"/>
Name:	<input type="text"/>	Cell (+92):	<input type="text"/>
CNIC:	<input type="text"/>	Address:	<input type="text"/>
Email:	<input type="text"/>		<input type="text"/>

Architect Info

Salutation:	<input type="text" value="Mr/Ms/Mrs/"/>	Cell :(+92)	<input type="text"/>
Name:	<input type="text"/>	Name of Office:	<input type="text"/>
CNIC:	<input type="text"/>	Office Address:	<input type="text"/>
Email:	<input type="text"/>		<input type="text"/>
Phone: (Landline)	<input type="text"/>	NTN:	<input type="text"/>

Applicant/Submitter Signature

Receiver Signature



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CHECKLIST
COMPLETION PLAN (DHA)

Ser	Documents	No(s)
1	Application addressed to Director TP&BC Directorate	1
2	Evaluation Form from CBC	1
3	Copy of approved Building Plan (drawing)	1
4	Photocopy of Approval Letter	1
5	Completion Plan drawings on ammonia print (size 30" x 40")	7
6	Copy of Valid Site Plan (valid for 2 years from the date of issuance)	2
7	Copy of valid CNIC	2
8	Copy of Demarcation letter	1
9	NOC for road cutting of Electric, Gas & Sewerage connection from CBC OR (Electric & Gas Bill)	1
10	Copy of Registered A/B-Lease / Licence 'A', issued by Registrar Office OR Un-Registered A-lease executed/duly signed by Secretary DHA Karachi OR Commencement of Building Work Order required from Land Directorate	1
11	Copy of DHA payment receipt	1
12	Color pictures of Front, Rear and Side(s) (if corner plot) are required for Commercial Building only on A4 Size	1 each (for all sides)
13	<u>No Violation Certificates as given below :-</u> a. <u>Residential</u> (1) Plinth Level (2) 1 st Floor slab (if stair tower is not constructed) (3) Stair Tower (if constructed) b. <u>Commercial</u> (1) Basement (if Constructed) (2) Plinth Level (3) Ground floor slab (4) Typical Floors one of each stage (5) Stair Tower	1 each



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Completion Plan Fee

COMPLETION PLAN FEE STRUCTURE – RESIDENTIAL / REVISED					
Plot Area (Sq Yds)	Upto 200	Upto 500	Upto 1000	Upto 2000	Above 2000
Urgent (14 Working days)	100000	130000	200000	260000	400000
Ordinary (45 Working days)	40000	60000	100000	110000	120000
CORPORATE BODIES & FOREIGNERS					
Plot Area (Sq Yds)	Upto 200	Upto 500	Upto 1000	Upto 2000	Above 2000
Urgent (14 Working days)	200000	260000	400000	520000	650000
Ordinary (45 Working days)	100000	130000	165000	200000	230000
Category ‘A’ & ‘B’ – Commercial					
Plot Area (Sq Yds)	Upto 200	Upto 600	Upto 1000	Upto 2000	Above 2000
Urgent (Rs) (14 Working days)	260,000/-	400,000/-	-	-	-
Ordinary (Rs) (45 Working days)	65,000/-	100,000/-	200,000/-	260,000/-	320,000/-
Corporate Bodies & Foreigners - Commercial					
Urgent (Rs) (14 Working days)	400,000/-	520,000/-	-	-	-
Ordinary (Rs) (45 Working days)	200,000/-	260,000/-	320,000/-	400,000/-	520,000/-