

**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY KARACHI**  
**SPECIMEN**  
**ISSUANCE OF CERTIFIED TRUE COPY**

The Administrator  
Pakistan Defence Officers Housing Authority,  
2-B, East Street, Phase-I,  
Karachi.

Subject: **Issuance Of Certified True Copy**

Reference: a. File No. \_\_\_\_\_  
b. Plot No. \_\_\_\_\_ Street No/Lane/Khayaban \_\_\_\_\_  
Phase \_\_\_\_\_ Measuring \_\_\_\_\_ sq. yds.(approx)

Dear Sir,

I have lost my \*Allotment Order/\*Transfer Order/\*Division Order/\*Amalgamation Order/\*Adjustment Letter/\*Intimation Letter. I therefore request that Certified True Copy of the same may please be issued. In case Original Allotment Order/Transfer Order/Division Order/Intimation Letter is found, the same will be sent to you for cancellation.

Thanking You,

Your's faithfully,

Name: \_\_\_\_\_

Address: \_\_\_\_\_

CNIC No. \_\_\_\_\_

M/Ship No. \_\_\_\_\_

Contact No. \_\_\_\_\_

Dated: \_\_\_\_\_

**Enclosures to be submitted: -**

- a. Affidavit on Rs. 100/- Non Judicial Stamp Paper duly attested (Specimen Attached).
- b. Signatures on application (Specimen as above) to be attested by Nazim/CO/Sta Comd/Fmn Comd/Oath Commissioner (as the case may be).
- c. 1 X photo copy of CNIC duly attested.
- d. Publication in two National daily Newspapers (Urdu & English) of reputed/wide circulation in Karachi and the province of residence of the applicant regarding loss of document required (Specimen attached). **\*\* List of newspapers below.**
- e. Bank Draft/Pay Order for Rs. 15000/- CTC Charges/fee in favour of **PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY KARACHI.**(CTC Fee chargeable)
- f. Photocopy of valid DHA membership card.
- g. **Copy of FIR duly attested.**

**Notes:**

1. CTC will not be despatched. Personal appearance before the Designated Officer of the Authority is mandatory while receiving CTC.
2. CTC will be processed after completion of 15 days mandatory waiting period of press publication.
3. In case of CTC is required to be **attached** with the case, then appearance of owner before the DHA designated officer is mandatory at the time of deposit of application for CTC.
4. The CTC application should be deposited at the Reception T&R and obtain a receipt. The receipt will indicate the date of collection in case of no dispute/legal notice etc. (Original receipt will be deposit back)
5. CTC cases are not processed on urgent basis.  
Before submission of CTC Case, All outstanding dues, upto date instalment against plot must be cleared.
6. **Attestation of Affidavits**
  - a. Affidavit Inland be attested by oath Commissioner/Notary Public.
  - b. Executed abroad be attested from area Oath Commissioner/Pakistan Embassy.

\* **Strike out whichever not applicable.**

\*\* **List of Newspapers: - English Morning Daily.** Dawn, The News, The Nation, Financial Post, Frontier Post, Baluchistan Time and Pakistan Time.  
Urdu Morning Daily. Jang, Nawa-e-Waqt, Express, Daily Dunya and Daily Nai Baat.

**SPECIMEN AFFIDAVIT****(On Rs. 100/- Non Judicial Stamp Paper. Attested by Oath Commissioner)**

1. I, Mr/Miss/Mrs/Mst \_\_\_\_\_ s/o/d/o/w/o \_\_\_\_\_  
CNIC Number. \_\_\_\_\_ Defence Housing Authority membership No  
\_\_\_\_\_ Muslim adult, resident of \_\_\_\_\_ do hereby  
solemnly affirm on Oath and declare that I have lost Allotment Order/Transfer Order/Division  
order/Intimation Letter of my Plot No. \_\_\_\_\_, Phase \_\_\_\_\_, Measuring  
\_\_\_\_\_ Sq Yds.
2. That in case, any claim is made by any body on the lost/misplaced Allotment  
Order/Transfer Order/ Division Order/Intimation Letter of this plot, I undertake to indemnify  
the Defence Housing Authority for any consequences.
3. That in case the Allotment Order/Transfer Order/Division Order/Intimation Letter is  
found later on, it will be deposited with the Defence Housing Authority.
4. I affirm that till to date, I am not availing any financial facility on the subject property  
from any of the financial organization.
5. That I understand the CTC can be stopped/with held at any stage by DHA in case of  
any query is revealed during the scrutiny till issuance of CTC.
6. I have not entered into any of the sale agreement with any party based on lost title  
document.
7. That whatever been stated above are true and correct to the best of my knowledge and  
belief.

**DEPONENT**

**LOST**

Intimation\* Letter /Allotment Order/Transfer Order/Division Order of Plot Number \_\_\_\_\_ Street Number/Lane/Kheyaban\_\_\_\_\_ Phase \_\_\_\_\_ Area \_\_\_\_\_ Sq Yds (approx) located in Pakistan Defence Officers Housing Authority, Karachi has been lost. Finder or anyone having objection/claim may please be contacted me/us and Director Transfer and Record, Pakistan Defence Officers Housing Authority, Karachi within fifteen (15) days of publication. I/we have also approached Defence Officers Housing Authority, Karachi for Certified True Copy of this document. On expiry of notice period, no objection/claim will be accepted.

Name \_\_\_\_\_

DHA Membership Number. \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Note:-

- \*Strike out whichever is not applicable.
- The publication be published in English and Urdu Newspapers.
- Publication be made in following morning dailies of wide circulation: -  
**English:** Dawn, The News and The Nation.  
**Urdu:** Daily Jang, Nawai Waqt, Express and Dunya.

## اطلاع گمشدگی

پاکستان ڈیفنس آفیسرز ہاؤسنگ اتھارٹی، کراچی میں واقع میرے/ہمارے پلاٹ نمبر \_\_\_\_\_ اسٹریٹ نمبر/ریلین نمبر/خیابان \_\_\_\_\_ فیز \_\_\_\_\_ مربع گز \_\_\_\_\_ کا ایلیمنٹیشن لیٹر/الٹمنٹ آرڈر/ٹرانسفر آرڈر/ڈویژن آرڈر/موٹیشن آرڈر/رائڈ/سمنٹ لیٹر کہیں گم ہو گیا ہے اگر کسی صاحب کو یہ دستاویز ملے یا کوئی اعتراض رکھیں تو اس سے گزارش ہے کہ مجھے/ہمیں مندرجہ ذیل پتہ پر اور ڈائریکٹر ٹرانسفر اینڈ ریکارڈ پاکستان ڈیفنس آفیسرز ہاؤسنگ اتھارٹی کراچی کو (15) یوم کے اندر اطلاع دیں۔ اس دستاویز کی تصدیق شدہ کاپی کیلئے میں/ہم نے پاکستان ڈیفنس آفیسرز ہاؤسنگ اتھارٹی کراچی سے بھی رجوع کیا ہے۔ بعد از مدتِ اِغتباہ کوئی عذر/اعتراض قبول نہیں کیا جائے گا۔

\_\_\_\_\_ مسلمی رسمہ

\_\_\_\_\_ ڈی۔ ایچ۔ اے، ممبر شپ نمبر \_\_\_\_\_

\_\_\_\_\_ فون نمبر \_\_\_\_\_

نوٹ:- \* - غیر متعلقہ معلومات کو قلم زد کر دیں۔

ب۔ اشتہار/اردو اخبار، روزنامہ جنگ، نوائے وقت، ایکسپریس، دنیا اور نئی بات۔

**LOST**

Intimation Letter/Allotment Order/Transfer Order/Division Order of Plot Number \_\_\_\_\_ Street Number/Lane/Kheyaban \_\_\_\_\_ Phase \_\_\_\_\_ Area \_\_\_\_\_ Sq Yds (approx) located in Pakistan Defence Officers Housing Authority, Karachi has been lost. The plot was the property of our Late Father/Mother/Husband/Wife (Name and Relationship \_\_\_\_\_) who was registered in Category \_\_\_\_\_ with membership Number \_\_\_\_\_ Defence Officers Housing Authority Karachi. We Legal Heirs (Names \_\_\_\_\_) are now getting this plot transferred in our names and have approached DHA for Certified True Copy of the documents. Finder or anyone having objection/claim may please be contacted me/us and Director Transfer and Record, Pakistan Defence Officers Housing Authority, Karachi within fifteen (15) days of publication.. I/we have also approached Defence Officers Housing Authority, Karachi. On expiry of notice period, no objection/claim will be accepted.

Name \_\_\_\_\_  
DHA Membership No. \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_

Note:-

- d. *\*Strike out whichever is not applicable.*  
e. *The publication be published in English and Urdu Newspapers.*  
f. *Publication be made in following morning dailies of wide circulation: -*  
**English:** Dawn, The News and The Nation.  
**Urdu:** Daily Jang, Nawai Waqt, Express, Dunya, Daily nai Baat.

## اطلاع کمشدگی (FOR LEGAL HEIRS)

پاکستان ڈیفنس آفیسرز ہاؤسنگ اتھارٹی، کراچی میں واقع پلاٹ نمبر \_\_\_\_\_ اسٹریٹ نمبر \_\_\_\_\_ خیابان \_\_\_\_\_ فیٹر \_\_\_\_\_ مربع گز \_\_\_\_\_ مرحوم / مرحومہ \_\_\_\_\_ ولد / بنت / زوجہ \_\_\_\_\_ کے نام تھا مرحوم / مرحومہ ڈی۔ ایچ۔ اے۔ کیٹگری \_\_\_\_\_ کے ممبر تھے تھی مندرجہ بالا پلاٹ کا \*ٹیمپٹیشن لیٹر / ایلٹمنٹ آرڈر ٹرانسفر آرڈر ڈویژن آرڈر کہیں گم ہو گیا ہے ہم درج ذیل افراد مرحوم کے قانونی ورثا ہیں اور مندرجہ بالا پلاٹ اپنے نام ٹرانسفر کر رہے ہیں نیز ہم نے گم شدہ دستاویز کی مصدقہ کاپی کے لیے بھی ڈی۔ ایچ۔ اے، کراچی سے رجوع کیا ہے اگر کسی صاحب کو یہ دستاویز ملے یا کوئی اعتراض رکھیں ہو تو پندرہ (15) دن کے اندر اندر ہمیں مندرجہ ذیل پتہ پر اور ڈائریکٹر ٹرانسفر اینڈ ریکارڈ پاکستان ڈیفنس آفیسرز ہاؤسنگ اتھارٹی، کراچی کو مطلع کریں بعد ازاں متاثرہ کوئی عذر / اعتراض قبول نہیں کیا جائے گا۔

ورثا کی تفصیل \_\_\_\_\_

ڈی۔ ایچ۔ اے۔، ممبر شپ نمبر \_\_\_\_\_

پتہ \_\_\_\_\_

فون نمبر \_\_\_\_\_

نوٹ:- \* جن معلومات کی ضرورت نہ ہو انہیں قلم زد کریں۔

ب۔ اشتہار اردو اخبار، نوائے وقت، ایکسپریس اور ڈیلی نی باٹ