



Pakistan Defence Officers Housing Authority

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

e-mail: ccc@dhakarachi.org

Ph: 99266849

UAN:111589589

Extn: 2191

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



Pakistan Defence Officers Housing Authority, Karachi
CENTRAL CONTROL CELL

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") (along with 2 x soft copy (DVD) on Auto CAD format)	7
6	Photocopy of Valid Site Plan (valid for 2 years from the date of issuance)	2
7	Photocopy of valid CNIC	2
8	Photocopy 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 / License '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



Pakistan Defence Officers Housing Authority, Karachi
CENTRAL CONTROL CELL

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)	100,000/-	130,000/-	200,000/-	260,000/-	400,000/-
Ordinary (45 Working days)	40,000/-	60,000/-	100,000/-	110,000/-	120,000/-
CORPORATE BODIES & FOREIGNERS					
Plot Area (Sq Yds)	Upto 200	Upto 500	Upto 1000	Upto 2000	Above 2000
Urgent (14 Working days)	200,000/-	260,000/-	400,000/-	520,000/-	650,000/-
Ordinary (45 Working days)	100,000/-	130,000/-	165,000/-	200,000/-	230,000/-
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/-