



# Pakistan Defence Officers Housing Authority

2-B, East Street, Ph-I, DHA, Karachi – 75500

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## CENTRAL CONTROL CELL

### **CHECK LIST FOR THE DIGITAL PICTURE OF BUILDING PLAN / APPROVAL LETTER / COMPLETION PLAN **CTC EXT-2141****

Sr	Description	Qty
a.	Powdered photocopy of <b>CNIC</b>	<b>1</b>
b.	Application for Issuance of Digital Picture ( <b>Addressed To: The Administrator, DHA Karachi</b> )	<b>1</b>
c.	Photocopy of Payment Receipt	<b>1</b>
d.	Photocopy of Valid DHA Membership Card	<b>1</b>
e.	Photocopy of Amalgamation Letter/Transfer Order/DHA Mutation Letter.	<b>1</b>

### **Service Charges (Fee)**

Sr	NOTE
a.	Rs.10000/- (Rupees Ten Thousand) will be charged for issuance of digital picture of complete set of documents (Building Plan, Completion Plan, Approval Letter)
b.	Fee will be deposited through Pay Order with Fin Dte
c.	CD containing digital picture will be issued to the applicant within 7 working days from the date of acceptance of request.
d.	Only Owner/Applicant will be able to collect the CD by presenting original receipt and copy of the CNIC, in case of collection through Authority letter, Approval may be avail in advance through <b>Manager CCC</b> .

**Caution:** It is prohibited at DHA Karachi to ask for favor/gratification in return of work/job done. If you find anyone not abiding by the rule, kindly contact us.

- 021-99266823 (Secy DHA)
- 021-99266868 (Director Coord)
- Email: [complaints@dhakarachi.org](mailto:complaints@dhakarachi.org)

## REQUEST FORM FOR CTC

The Administrator  
Pakistan Defence Officer  
Housing Authority  
Karachi.

Subject: **ISSUANCE OF DIGITAL PICTURE OF BUILDING PLAN/ APPROVAL LETTER OF COMPLETION PLAN/ COMPLETION LETTER.**

Reference: a. Membership No. \_\_\_\_\_  
b. Plot No. \_\_\_\_\_ Street/ Lane/ Kh-e- \_\_\_\_\_  
Ph \_\_\_\_\_ Measuring \_\_\_\_\_ Sq.Yds (Approx).

Dear Sir,

I have lost my Building Plan/ Approval Letter of Completion Plan/Completion Letter. I therefore, request that Digital Picture of the same way please be issued. In case original is found, the same will be returned for cancellation.

\_\_\_\_\_  
Signature of Applicant

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

CNIC: \_\_\_\_\_

Cell & Tel No \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_