



# Pakistan Defence Officers Housing Authority

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

e-mail: [ccc@dhakarachi.org](mailto: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"/>		

### 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"/>		
Phone: (Landline)	<input type="text"/>	NTN:	<input type="text"/>

\_\_\_\_\_  
Applicant/Submitter Signature

\_\_\_\_\_  
Receiver Signature



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### CHECK LIST

### COMPLETION PLAN (DHA)

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

### CHECK LIST

### Completion Plan Fee

<b>COMPLETION PLAN FEE STRUCTURE – RESIDENTIAL / REVISED</b>					
Plot Area (Sq Yds)	Upto 200	Upto 500	Upto 1000	Upto 2000	Above 2000
<b>Urgent</b> (14 Working days)	120,000/-	156,000/-	240,000/-	312,000/-	480,000/-
<b>Ordinary</b> (45 Working days)	48,000/-	72,000/-	120,000/-	132,000/-	144,000/-
<b>CORPORATE BODIES &amp; FOREIGNERS</b>					
Plot Area (Sq Yds)	Upto 200	Upto 500	Upto 1000	Upto 2000	Above 2000
<b>Urgent</b> (14 Working days)	240,000/-	312,000/-	480,000/-	624,000/-	780,000/-
<b>Ordinary</b> (45 Working days)	120,000/-	156,000/-	198,000/-	240,000/-	276,000/-

<b>Category 'A' &amp; 'B' – Commercial</b>					
Plot Area (Sq Yds)	Upto 200	Upto 600	Upto 1000	Upto 2000	Above 2000
<b>Urgent (Rs)</b> (14 Working days)	312,000/-	480,000/-	-	-	-
<b>Ordinary (Rs)</b> (45 Working days)	78,000/-	120,000/-	240,000/-	312,000/-	384,000/-
<b>Corporate Bodies &amp; Foreigners - Commercial</b>					
<b>Urgent (Rs)</b> (14 Working days)	480,000/-	624,000/-	-	-	-
<b>Ordinary (Rs)</b> (45 Working days)	240,000/-	312,000/-	384,000/-	480,000/-	624,000/-

**Note:** Case Submission Timing - 0930 to 1300 hrs (Mon to Friday)  
Case Collection Timing - 1400 to 1600 hrs (Mon to Thursday)  
1430 to 1600 hrs (Friday)

Karachi \_\_\_\_\_  
(Date of Delivery at the  
Cantonment Board Clifton

To,  
The Cantt. Executive Officer  
Clifton Cantonment.

Dear Sir,

I hereby give notice of completion of Building /Addition & Alteration in my Building situated on Plot no. \_\_\_\_\_ inclusive of drainage and water supply arrangements therein and apply for your permission to occupy and let the said building.

2. Constriction of the above building has been carried out in accordance with building plan approved vide your Permit No \_\_\_\_\_ dated \_\_\_\_\_ completed on \_\_\_\_\_  
(.....)

3. I agree to pay all Cantonment Taxes etc. from the date of completion of building.

4. Information required under section 66 of Cantonments Act, 1924 is also furnished on the attached Performa.

Yours faithfully,

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

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

N.I.C. No. \_\_\_\_\_

Phone No. (if any) \_\_\_\_\_

Clifton.

Dated the \_\_\_\_\_

**Architect's Certificate**

I hereby certify that building located on Plot No. \_\_\_\_\_

(Addition / alteration has don therein) has / have been completed under my supervision and my satisfaction,

Building has been constructed in accordance with building plans as approved vide CEO's letter No. \_\_\_\_\_ date \_\_\_\_\_.

Architect

Licence No. \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Clifton.

dated \_\_\_\_\_

## CLIFTON CANTONMENT VALUATION FORM

I have completed my bungalow on Plot No. \_\_\_\_\_

\_\_\_\_\_ Clifton Cantonment, \_\_\_\_\_

The bungalow has been completed in all respects & consists of the following:

S. No.	Accommodation	No.	Size/Sizes	Nature of Construction
1.	Bed Rooms			
2.	Bath Rooms			
3.	Dining Rooms			
4.	Drawing Rooms			
5.	Halls			
6.	Pantry			
7.	Kitchen			
8.	Stores			
9.	Dressing Rooms			
10.	Servant Qtrs.			
11.	Garage			
12.	Porch			
13.	Gallery			
14.	Passage			
15.	Stairs			
16.	Box Rooms			

Total area of land / plot \_\_\_\_\_

Total area of main building \_\_\_\_\_

Total area of servant Qtrs. \_\_\_\_\_

Compound Wall \_\_\_\_\_

(i) Cost of construction of building \_\_\_\_\_  
measuring \_\_\_\_\_ Sq. ft. @ Rs. \_\_\_\_\_ per Sft. \_\_\_\_\_

(ii) Cost of boundary wall \_\_\_\_\_

(iii) Cost of land \_\_\_\_\_

(iv) Cost of approach road \_\_\_\_\_

(v) Cost of fans \_\_\_\_\_

(vi) Cost of water tank \_\_\_\_\_

(vii) Cost of construction:-

(a) Including land / plot \_\_\_\_\_

(b) Excluding land / plot \_\_\_\_\_

**CLIFTON CANTONMENT**  
**Assessment under Section 66 of the Cantonments Act, 1924**

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1. Serial No. \_\_\_\_\_
  2. Name of road street or mohalla \_\_\_\_\_
  3. No. of Building allotted under Section 193 of the Cantts. Act, 1924 \_\_\_\_\_
  4. Type of building e.g. bungalow house, shop, factory, mosque, cinema, hotel or railway station etc. (vide Section 64 of the cantts. Act 1924) \_\_\_\_\_
  5. Name, parentage & residence of owner \_\_\_\_\_
  6. Total area of the site (new building) \_\_\_\_\_
  7. Size of the building on the site according to the plinth area (new bldg.) \_\_\_\_\_
  8. Number of storeys \_\_\_\_\_
  9. No. of rooms, living rooms, baths, latrines, toilets etc. \_\_\_\_\_
  10. Details of electric installations, Sanitary fitting, water supply taps \_\_\_\_\_
  11. Probable year of construction \_\_\_\_\_
  12. In the new construction, material addition or alteration reference to Cantt. Board Resolution sanctioning the same. \_\_\_\_\_
  13. Date of completion or occupation whichever is earlier vide section 74 of the Cantts. Act. 1924. (new) \_\_\_\_\_
  14. Rent charged by the owner \_\_\_\_\_
  15. Annual value proposed (vide Section 66) \_\_\_\_\_
  16. Annual value fixed in pursuance of objection, if any, (Ref. Section 68) \_\_\_\_\_
  17. Annual value fixed in pursuance of Appeal, if any, (Ref. Section 84/88) \_\_\_\_\_
  18. Annual House Tax payable by the owner per annum \_\_\_\_\_
  19. Annual Water Tax payable by the owner / occupant per annum \_\_\_\_\_
  20. Mutations affected and authority \_\_\_\_\_
  21. Remarks 9if any) \_\_\_\_\_
- 

Signature of Tenant.

dated \_\_\_\_\_

Signature of Owner.

dated \_\_\_\_\_