



Pakistan Defence Officers Housing Authority

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

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CENTRAL CONTROL CELL

CHECK LIST

Soil Testing

1	Application addressed to Director TP&BC Directorate	1
2	Copy of valid CNIC	1
3	Copy of Allotment / Transfer Order /Mutation Letter	1
4	Copy of Valid Site Plan	1

Extra Land

1	Application addressed to Director TP&BC Directorate	1
2	Copy of valid CNIC	1
3	Copy of Allotment/Transfer/Mutation letter etc	1
4	Refurbishment Charges Paid Receipt of Finance Directorate, DHA	1

Open Plot Certificate

1	Application addressed to Director TP&BC Directorate	1
2	Copy of valid CNIC	1
3	Copy of Allotment / Transfer Order	1
4	Copy of Lease 'A' / 'B' or 'C'	1
5	Copy of open plot Certificate from CBC	1
6	Dues Clearance from Finance Directorate	1

Duplicate NOC

1	Application addressed to Director TP&BC	1
2	Copy of valid CNIC	1
3	Copy of Approved Building Plan letter of CBC/ DHA	1
4	Copy of Demarcation Letter	1

Duplicate Demarcation

1	Application addressed to Director TP&BC	1
2	Copy of valid CNIC	1
3	Copy of Allotment/Transfer/Mutation letter etc	1
4	Copy of Demarcation Letter (if available)	1

Duplicate Site Plan

1	Application addressed to Director TP&BC	1
2	Copy of valid CNIC	1
3	Copy of Allotment/Transfer/Mutation letter etc	1
4	Copy of Site Plan (if available)	1

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)