



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

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|---|---|---|
| 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 |

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|--------------|------------------------|---|------------------|-------------------|
| 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) |