



Possession No \_\_\_\_\_

**DEFENCE HOUSING AUTHORITY  
APPLICATION FOR POSSESSION OF PLOT (SITE PLAN)  
(FOR MULTIPLE OWNERS)**

2 x Recent Attested  
Passport Size  
Photographs of each  
Member

To: Director Transfer & Record  
Defence Housing Authority,  
Bahawalpur.

Subject: **POSSESSION OF PLOT (SITE PLAN)**

Dear Sir,

- Please issue site plan of my plot having File Ref. No. \_\_\_\_\_, Plot No. \_\_\_\_\_, Sector \_\_\_\_\_ Phase \_\_\_\_\_ and hand over possession of plot to me.
- Photocopy of CNICs and Intimation/ Transfer/ Allocation letter are attached. Details are as under:

Owner's Name \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Owner's Signature \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(As Per CNIC)

Address \_\_\_\_\_

Contact No. \_\_\_\_\_

Email Address \_\_\_\_\_

1.CNIC No.																				
3.CNIC No.																				

2.CNIC No.																				
4.CNIC No.																				

**PART I - TRANSFER AND RECORD BRANCH**

The above particulars are correct as per DHA Bahawalpur Transfer & Record Branch and it is certified that ownership is legal. Hence, possession is recommended.

\_\_\_\_\_  
Additional Director / Director (Transfer & Record)

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

**PART II - (P&D BRANCH) BUILDING CONTROL SECTION**

Demarcation of the plot is as under:-

- (1) Front Side \_\_\_\_\_ ft. Bounded By \_\_\_\_\_
- (2) Rear Side \_\_\_\_\_ ft. Bounded By \_\_\_\_\_
- (3) Left Side \_\_\_\_\_ ft. Bounded By \_\_\_\_\_
- (4) Right Side \_\_\_\_\_ ft. Bounded By \_\_\_\_\_

Standard Area of Plot: \_\_\_\_\_ Sq ft. Area of Plot: \_\_\_\_\_ Sq ft.

Excess Area: \_\_\_\_\_ Sq ft. Less Area: \_\_\_\_\_ Sq ft.

- Corner (Yes / No)
- Park Facing (Yes / No)
- Main Boulevard (Yes / No)

Surveyor \_\_\_\_\_

\_\_\_\_\_  
Additional Director / Director (Building Control)

**PART III - FINANCE BRANCH**

All dues applicable till \_\_\_\_\_ have been cleared by the applicant, hence possession is recommended.

NDC No \_\_\_\_\_

\_\_\_\_\_  
Additional Director/Director (Finance)

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

**PART IV (P&D BRANCH) BUILDING CONTROL SECTION**

Possession handed over on \_\_\_\_\_

\_\_\_\_\_  
Surveyor

Possession taken over on \_\_\_\_\_

\_\_\_\_\_  
(Owner)

## **INSTRUCTIONS FOR POSSESSION OF PLOT**

1. Following documents should be submitted with possession form.
  - a. 2 x attested recent passport size pictures
  - b. 1 x copy of Intimation/ Transfer/ Allocation letter
  - c. 1 x copy of CNIC
2. All overseas customers who have not completed their transfer/ allocation process at DHAB cannot apply for possession.
3. Customers residing in Pakistan will come to DHAB Main office/ Sub Office in person and submit their application and verify their credentials.
4. Member/ owner shall arrange four pieces of 4" x 4" concrete pillar having length 2'-6" each at the time of demarcation. Member will get the demarcation pillar grouted/ installed at the location indicated by DHAB survey team in their presence and shall remain there till the final demarcation of boundary wall up to DPC level.