

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

2 x Recent
Attested Passport
Size Photographs

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

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

Dear Sir,

1. Please issue site plan of my plot having File Ref No. _____, Plot No. _____, Sector _____, Phase _____, and hand over to me.
2. Photocopy of CNIC and Transfer Letter / Allocation Letter are attached. Details are as under:

Owner's Name _____

Owner's Signature _____
(As per CNIC)

Address _____

Contact No: _____

Email address _____

CNIC No:

					-						-	
--	--	--	--	--	---	--	--	--	--	--	---	--

PART I – TRANSFER AND RECORD BRANCH

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

Name: _____ Additional Director / Director (Transfer and Record)
Date _____

PART II – (P&D BRANCH) BUILDING & CONTROL SECTION

Demarcation of the plot is as under:-

- (1) Front Side _____
- (2) Rear Side _____
- (3) Left Side _____
- (4) Right Side _____

Bounded by _____
Bounded by _____
Bounded by _____
Bounded by _____

Standard Area of Plot: _____ Sq ft.

Area of Plot: _____ Sq ft.

Excess Area: _____ Sq ft.

Less Area: _____ Sq ft.

Ref No. of approved min sheet _____

- 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 _____

Name: _____ Date _____

(Additional Director / Director Finance)

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. 2x attested recent passport size pictures
 - b. 1x copy of intimation/ Transfer/ Allocation letter
 - c. 2x attested 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.