

**SPECIMEN**  
**ISSUANCE OF CERTIFIED TRUE COPY**

The Administrator  
Pakistan Defence Officers Housing Authority,  
2-B, East Street, Phase-I,  
Karachi.

Subject: **Issuance Of Certified True Copy**

Reference: a. File No. \_\_\_\_\_  
b. Plot No. \_\_\_\_\_ Street No./Lane/Khayaban \_\_\_\_\_  
Phase \_\_\_\_\_ Measuring \_\_\_\_\_ sq. yds.(approx)

Dear Sir,

I have lost my \*Allotment Order/\*Transfer Order/\*Division Order/\*Amalgamation Order/\*Adjustment Letter/\*Intimation Letter. I therefore request that Certified True Copy of the same may please be issued. In case Original Allotment Order/Transfer Order/Division Order/Intimation Letter is found, the same will be sent to you for cancellation.

Thanking You,

Yours faithfully,

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

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

CNIC No. \_\_\_\_\_

M/Ship No. \_\_\_\_\_

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

Dated: \_\_\_\_\_

**Enclosures to be submitted: -**

- a. Affidavit on Rs. 100/- Non Judicial Stamp Paper duly attested (Specimen Attached).
- b. Signatures on application (Specimen as above) to be attested by Nazim/CO/Sta Comd/Fmn Comd/Oath Commissioner (as the case may be).
- c. 1 X photo copy of CNIC duly attested.
- d. Publication in two National daily Newspapers (Urdu & English) of reputed/wide circulation in Karachi and the province of residence of the applicant regarding loss of document required (Specimen attached). **\*\* List of newspapers below.**
- e. Bank Draft/Pay Order for Rs. 15000/- CTC Charges fee in favour of DHA Karachi.(CTC Fee Changeable)
- f. Photocopy of valid DHA membership card.

**Notes:**

1. CTC will not be despatched. Personal appearance before the Designated Officer of the Authority is mandatory while receiving CTC.
2. In case of CTC is required to be **attached** with the case, then appearance of owner before the DHA designated officer is mandatory at the time of deposit of application for CTC.
3. The CTC application should be deposited at the Reception T&R and obtain a receipt. The receipt will indicate the date of collection in case of no dispute/legal notice etc. (Original receipt will be deposit back)
4. CTC cases are not processed on urgent basis.
5. Before submission of CTC Case, All outstanding dues, upto date instalment against plot must be cleared.
6. **Attestation of Affidavits**
  - Affidavit executed within Karachi (Pakistan) be got attested by Oath Commissioner/Notary Public/ Nazim concerned.
  - Affidavit executed outside Karachi (within Pakistan) be got attested by 1st class Magistrate/Nazim concerned.
  - Affidavits executed outside Pakistan be got attested from authorised officer of Pak Embassy abroad / Consulate General.

\* **Strike out whichever not applicable.**

\*\* **List of Newspapers: - English Morning Daily Dawn, The News, The Nation  
Urdu Morning Daily Jang, Nawa-e-Waqt, Express, Dunya.**

**SPECIMEN AFFIDAVIT****(On Rs. 100/- Non Judicial Stamp Paper. Attested by Oath Commissioner)**

1. I, Mr/Miss/Mrs/Mst \_\_\_\_\_ s/o/d/o/w/o,  
CNIC No. \_\_\_\_\_.

\_\_\_\_\_ Defence Housing Authority membership No. \_\_\_\_\_  
Muslim adult, resident of \_\_\_\_\_ do hereby solemnly affirm on  
Oath and declare that I have lost Allotment Order/Transfer Order/Division order/Intimation Letter of my Plot No.  
\_\_\_\_\_, Phase \_\_\_\_\_, Measuring \_\_\_\_\_ Sq Yds.

2. That in case, any claim is made by any body on the lost/misplaced Allotment Order/Transfer Order/ Division  
Order/Intimation Letter of this plot, I undertake to indemnify the Defence Housing Authority for any consequences.

3. That in case the Allotment Order/Transfer Order/Division Order/Intimation Letter is found later on, it will be  
deposited with the Defence Housing Authority.

4. That whatever been stated above are true and correct to the best of my knowledge and belief.

**DEPONENT**

**LOST**

Intimation Letter/Allotment Order/Transfer Order/Division Order of Plot No. \_\_\_\_\_ Street No. /Lane/Kheyaban\_\_\_\_\_ Phase \_\_\_\_\_ Area \_\_\_\_\_ Sq Yds (approx) located in Pakistan Defence Officers Housing Authority, Karachi has been lost. Finder or anyone having objection/claim may please be contacted me/us and Director Transfer and Record, Pakistan Defence Officers Housing Authority, Karachi within fourteen (15) days of publication. I/we have also approached Defence Officers Housing Authority, Karachi for Certified True Copy of this document. On expiry of notice period, no objection/claim will be accepted.

Name \_\_\_\_\_

DHA Membership No. \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

*Note:-*

- a. *Strike out whichever is not applicable.*
- b. *The publication be published in English and Urdu Newspapers.*
- c. *Publication be made in following morning dailies of wide circulation: -*  
**English:** *Dawn or The News or The Nation.*  
**Urdu:** *Daily Jang, or Nawai Waqt or Express or Dunya,*

## اطلاع گمشدگی

پاکستان ڈیفینس آفیسرز ہاؤسنگ اتھارٹی کراچی میں واقع میرے / ہمارے پلاٹ نمبر \_\_\_\_\_ اسٹریٹ \_\_\_\_\_  
 نمبر / لین نمبر / خیابان \_\_\_\_\_ فیز \_\_\_\_\_ مربع گز \_\_\_\_\_ کا  
 انٹیمیشن لیٹر / الاٹمنٹ آرڈر / ٹرانسفر آرڈر / موٹیشن آرڈر کہیں گم ہو گیا ہے اگر کسی صاحب کہ یہ دستاویز ملے یا کوئی  
 اعتراض / کلیم ہو تو اس سے گزارش ہے کہ وہ مجھے / ہمیں مندرجہ ذیل پتہ پر ڈائریکٹر ٹرانسفر اینڈ ریکارڈ پاکستان ڈیفینس  
 آفیسرز ہاؤسنگ اتھارٹی، کراچی کو پندرہ ۱۵ یوم کے اندر اطلاع دیں۔ اس دستاویز کی تصدیق شدہ کاپی کیلئے میں / ہم نے  
 پاکستان ڈیفینس آفیسرز ہاؤسنگ اتھارٹی، کراچی سے بھی رجوع کیا ہے بعد از میعاد کوئی عذر / اعتراض قبول نہیں کیا جائے  
 گا۔

مسمی / مسماٹ \_\_\_\_\_

ڈی۔ ایچ۔ اے، ممبر شپ نمبر \_\_\_\_\_

فون نمبر \_\_\_\_\_

نوٹ :- ا۔ جس دستاویز کی ضرورت نہ ہو اسے کاٹ دیا جائے۔

ب۔ اشتہار اردو اخبار روز نامہ جنگ، نوائے وقت، ایکسپریس اور دنیا۔

**REQUEST FORM FOR SUBJECT CTC**

The Administrator  
Pakistan Defence Officer  
Housing Authority,  
2-B East Street, Ph-I  
Karachi.

Subject: **Issuance of Digital Picture of Bldg Plan/ Approval of Completion Plan/ Completion Letter**

Reference: a. Membership no. \_\_\_\_\_  
b. Plot No. \_\_\_\_\_ Street No./Lane/Kh-e-\_\_\_\_\_  
Ph \_\_\_\_\_ Measuring \_\_\_\_\_ Sq Yds (Approx)

Dear Sir,

I have lost my Bldg Plan/Approval Letter of Completion Plan/Completion Letter. Therefore, I request for provision of Digital Picture of Bldg Plan/ Approval of Completion Plan/ Completion Letter of the same may please be issued. In case original is found, the same will be returned for cancellation.

\_\_\_\_\_  
Signature of Applicant  
(Name)

Address with CNIC & Contact no

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructions**

Fol will be attached:-

- Photo copy of CNIC of the applicant duly attested.
- Photocopy of receipt (Fee charges).
- Photocopy of valid DHA Membership Card.
- Photocopy of the ownership docus (Almt ltr/Tfr Order or DHA Mutation ltr).
- Rs 10000/- (Ten Thousand) will be charged for issuance of digital picture of complete set of docus (Bldg plan Completion Plan and Approval ltr).
- Fee will be deposited through pay order with Fin Dte.

**Note:** CD containing digital picture will be issued to the applicant within 7 working days from the date of acceptance of request.