

# **PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY**

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2-B, East Street, Phase-I  
Defence Housing Authority  
Karachi-75500

## **APPLICATION FORM FOR SERVING CIV OFFRS PAID OUT OF DEFENCE ESTIMATE FOR ALLOTMENT OF PLOT IN DHA CITY KARACHI**

(TO BE FILLED IN CAPITAL LETTERS)

1. Category of applicant  **H** 2. Plot Type / Size  
\_\_\_\_\_
3. Svc No, Grade & Name  
\_\_\_\_\_
4. CNIC No  
\_\_\_\_\_
5. Father's Name  
\_\_\_\_\_
6. Date of Birth  
\_\_\_\_\_
7. Visible Mark of Identification  
\_\_\_\_\_
8. Religion / Sect  
\_\_\_\_\_
9. Present Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Permanent Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Present Department  
\_\_\_\_\_
12. Email  
\_\_\_\_\_
13. Telephone Nos. Res \_\_\_\_\_ Off  
\_\_\_\_\_

14. Status

a. Married Offrs

b. Unmarried Offrs

(1) Name of Spouse

\_\_\_\_\_

(in case of married offrs)

CNIC No

(2) Name / relation with NOK

\_\_\_\_\_

CNIC No

\_\_\_\_\_

(if other than spouse)

15. Svc Status

a. Offrs

(1) Date of Employment \_\_\_\_\_ Common Course

\_\_\_\_\_

(2) Svc (yy/mm/dd) upto 31 May 2009

\_\_\_\_\_

(3) Svc in Ministry of Defence (yy/mm/dd)

b. Offrs Promoted from Lower Cadre

(1) Date of Employment \_\_\_\_\_ Common Course

\_\_\_\_\_

(2) Svc in Grade 17 & above (yy/mm/dd)

\_\_\_\_\_

(3) Total Svc including 50% Svc in Lower Cadre

\_\_\_\_\_

(4) Svc in Ministry of Defence (yy/mm/dd)

16. I certify that: -

a. The above particulars are correct.

b. I have not been altd any plot in DHA.

c. I am prepared to accept registration in the Pakistan Defence Officers Housing Authority, Karachi and to subscribe to its all dues.

d. I hereby confirm that the amount has been deposited at my own free will, it may remain with the Authority for indefinite period free of interest but I shall have the option to withdraw the amount in question after the ballot. I further confirm that I shall not claim allotment of plot or compensation in lieu thereof if Authority does not allot a plot to me.

e. I hereby attach the following:-

(1) Pay Order/Bank Draft No \_\_\_\_\_ for Rs

\_\_\_\_\_

dated \_\_\_\_\_ Bank/Branch

\_\_\_\_\_ including down payment for the plot and processing fee specified below.

(2) Two latest attested passport size photographs.

(3) Two attested photocopies of CNIC.

(4) Attested copy of CNIC of Spouse/NOK (in case of other than spouse).

**CERTIFICATE FOR CIVILIAN SERVING OFFICERS ONLY BY RESPECTIVE  
HEAD OF THE DEPARTMENT**

17. Certified \_\_\_\_\_ that

Mr/Miss/Mrs \_\_\_\_\_

S/O,D/O,W/O \_\_\_\_\_ was

appointed as \_\_\_\_\_ in BPS-17 on \_\_\_\_\_ and date of joining service in Defence Service Estimates is \_\_\_\_\_.

At present the officer is serving as \_\_\_\_\_ in BPS \_\_\_\_\_ and has \_\_\_\_\_

years service in BPS-17 and above. (Relevant documents are also attached). It is also certified that he has been paid from Defence Services Estimates for a minimum 20 yrs svc.

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

Countersigned

\_\_\_\_\_

Designation (with stamp) \_\_\_\_\_

18. Acceptance of applications is subject to approval of DHA Executive Board. The Executive Board may accept or reject any application without assigning any reason. The allotted plot is liable to be cancelled at any stage in case of submission of forged documents or if information given in application form is found to be false.

19. Last date of receipt of application through prescribed branches of banks and DHA Head Office (by hand or through courier) is **28 Aug 2009**.

20. Payment Schedule

<u>Ser</u>	<u>Description</u>	<u>Residential</u>	<u>Commercial</u>
		<u>(Sq Yds)</u>	<u>(Sq Yds)</u>
		<u>500</u>	<u>200</u>
a.	Processing Fee* (Rs)	5,500	5,500
b.	Down Payment (Rs)	25,000	200,000
Total (Rs with application)		30,500	205,500
Quarterly Installments (Nos)		40	37

\* Processing fee is non refundable

21. Eligibility

- Serving Civilian Gazetted Offrs paid out of Defence Estimates with 15 yrs of svc on 31 May 2009 having no benefit in any DHAs.
- Offrs serving in fol departments of Ministry of Defence and Defence Production are eligible: -

<u>Ministry Of Defence</u>					
(1)	MAG	(2)	Surveyor General	(3)	DG PASB
(4)	DG ML&C Dept	(5)	DG Pak Met Dept	(6)	DG ASF
(7)	DG MSA	(8)	Director FGEI (C/G) Dte	(9)	Director (Admin), JSHQ
(10)	CAO's Office, GHQ	(11)	DCP, GHQ	(12)	E-in-C's, Branch, GHQ
(13)	DCA, NHQ	(14)	DCP, NHQ	(15)	DCA, AHQ
(16)	DG ISI	(17)	JS – I	(18)	JS – II
(19)	JS - IV	(20)	Sr JS – V	(21)	JS – VI
(22)	JS - VII	(23)	S.O (D-7)		
<u>Ministry of Defence Production</u>					
(1)	POF, Wah	(2)	HIT, Taxila	(3)	PAC, Kamra
(4)	DEPO, Rwp	(5)	DW & CE (DP)	(6)	MVR & DE, Rwp
(7)	AR & DE, Rwp	(8)	Institute of Optronics		
(9)	Submarine Rebuild Complex				

22. Payment Instructions

- Applications will be received by specified branches of Askari Bank Ltd, MCB Bank Ltd, United Bank Ltd, Standard Chartered Bank Ltd and Habib Bank Ltd or by hand in DHA head office.
- Down payment of unsuccessful applicants will be refunded by **26 Nov 2009** through the branches of bank from where applications were received.

23. Notes

- Print or type or write in capital letters (use black ink for writing).
- Strike out whatever is not applicable.
- Unfilled / damaged form will not be accepted.

- f. In case of offr promoted from lower cadre total svc including 50% svc in lower cadre shall not be less than 15 yrs.
- g. Forms may be downloaded from [www.dhakarachi.org](http://www.dhakarachi.org) or photocopied on a DO paper (33.5 cm X 21.5 cm).
- h. An indl can apply for only one category and size of residential / commercial plot.