

LAND PROCUREMENT PROCEDURE

DHA MULTAN

Preliminary Engagement (OPTIONAL)

Service	Timeline	Charges	Delivery
Initial clearance of land	2 x Working days	Nil	Land Branch DHA Multan

1. Provision of "**Fard Malkiyat**" (Not older than 15 days) along with "**Khasra Girdawry**" / "**Aks Shajra**" by Land Owner / Investor to concerned Assistant Director Land
2. On ground visit / indication of the said land to Defense Housing Authority staff, for initial confirmation of its validity for Defense Housing Authority Multan

Formal Offer of Land

After preliminary clearance by concerned Assistant Director Land, the Land Owner / Investor will formally offer land on "**Sale of Land Form**", issued by the Land Branch along with requisite documents complete in all respect

Documents Required

1. Original **Payment Challan Form** @Rs.2000/- per Acre
2. Non Encumbrance Certificate (**NEC**) From Sub – Registrar
3. Original copy of fresh "**Fard Malkiyat**" duly attested by Tehsildar.
4. Copy of "**Intiqal**" stamped and attested by Tehsildar
5. 4 x copies of Computerized National Identity Card "**CNIC**" of Vendor (if Vendor is attorney) and Land Owner, attested by the Oath Commissioner
6. Original copy of "**Transfer Order**" (if Vendor is allottee)
7. Original copy of "**Sale Deed**" forming basis of title
8. Attested copy of above "**Sale Deed**" from Sub - Registrar
9. Copy of original "**Khasra Girdawari**" from Halqa Patwari
10. Copy of "**Aks Shajra**" from Halqa Patwari

11. **"Affidavit 1"** on stamp paper of worth Rs.50.00 (as per specimen given in Sale of Land Form)
12. **"Undertaking"** by Land Owner and Investor written on a stamp paper of worth Rs.100.00 (as per specimen issued along with Sale of Land Form)
13. 6 X Passport size Photographs of Land Owner and Investor, attested by the Oath Commissioner

Note. Incomplete / incorrect Sale of Land Form and documents as mentioned above will not be accepted

Verification

Land Branch Defense Housing Authority Multan will carry out an internal verification of offered land and its documents within Three Working days

Issuance of Approval Letter

After completion of verification, an **"Approval Letter"** will be issued by Defense Housing Authority Multan to Land Owner / Investor for handing over of clear physical possession of offered land

Handing over of Possession

Land Owner / Investor will hand over clear and vacant possession of offered land to Defense Housing Authority Multan in accordance with the revenue record

Personnel required for Possession

1. Land Owner(s)
2. Investor
3. Halqa Patwari along with relevant revenue record
4. Khewatdar / Khatadar
5. Neighboring Land Owners

Public Notice

After possession, publication of advertisement in two newspapers will be done on behalf of Land Owner / Investor by Defense Housing Authority Multan (Expenditure will be borne by the Land Owner / Investor)

Agreement

On successful completion of possession an "**Agreement**" will be signed on stamp paper of worth Rs.1200.00 by Land Owner, Investor and Defense Housing Authority administration covering details of offered land along with terms and conditions governing the deal , in Land Branch of Defense Housing Authority Multan

Note. Presence of Land Owner is must during signing of the said agreement.

Conclusion of Conveyance / Sales Deed

After Possession and Agreement, completion of "**Conveyance / Sales Deed (Registry)**" in the name of **Defense Housing Authority Lahore C/O Defense Housing Authority Multan** by the Land Owner / Investor will be concluded

Procedure for Conveyance / Sales Deed

1. Sales Deed will be written according to the specimen issued by the Defense Housing Authority Multan
2. Sales Deed will be signed in Defense Housing Authority Multan by the Land Owner in presence of Investor
3. All taxes / fees required to be paid in the process of Sales Deed will be made by the Land Owner / Investor and will not be reimbursed by the Defense Housing Authority at any stage
4. Original Copy of the Sales Deed along with Musadaqa copy of the same (by sub registrar) will be provided to Defense Housing Authority Multan by the Land Owner / Investor
5. Verification of Sales Deed by Sub Registrar will be ensured by Defense Housing Authority Multan through Land Owner / Investor

Mutation (Intiqal)

1. On completion of Sales Deed (Registry), "**Mutation (Intiqal)**" in the name of Defense Housing Authority Lahore c/o Defence Housing Authority Multan will be ensured by the Land Owner / Investor
2. After Mutation, attested Copy of said Mutation (by Tehsildar) i.e **Pert Sarkar** along with **Aks Shajra** and **Fard Malkiyat** showing Defense Housing Authority Multan ownership will be provided to Defense Housing Authority by the Land Owner / Investor
3. Verification of said Mutation from Tehsildar will be ensured by Defense Housing Authority Multan through Land Owner / Investor

Indemnity Bond

“**Indemnity Bond**” on stamp paper of worth Rs.100.00 will be submitted by the Land Owner to the Defense Housing Authority Multan, as per prescribed format

No Demand Certificate

On completion of case file and documents in all respect, No Demand Certificate “**NDC**” will be issued by concerned Assistant Director Land

Affidavit 2

Nomination of name of purchaser on “**Affidavit 2**” by Land Owner / Investor (against whom Intimation letter will be issued) along with original Challan Form @ Rs. 6500/- per affidavit, will be submitted against each 1Kanal (i.e. 500 Sq Yds) residential plot file

Docus Required with Each Affidavit 2

1. Attested photographs of Land Owner, Investor and Purchaser will be pasted on each Affidavit
2. Photocopies of Affidavit 2 and Challan Form will also be provided along with the original copies
3. Attested Photocopies of Computerized National Identity Card of Land Owner, Investor and Purchaser will also be provided with each Affidavit 2

Intimation Letter

1. Concern Assistant Director Land will Issue of “**Intimation Letter(s)**” to the Purchaser according to the list of nominees submitted by the Land Owner / Investor through Affidavit 2
2. The Purchaser is then required to report to **Transfer and Record Branch** of Defence Housing Authority Multan with Intimation letter and Computerized National Identity Card within 45 days of issuance of Intimation Letter for receipt of “**Allocation Letter**”

Miscellaneous Instructions / Guidelines

1. All photographs and photocopies of Computerized National Identity Card being submitted at various steps must be attested by the Oath Commissioner
2. All affidavits / stamp papers must be registered with authorized Stamp Vendor and attested by the Oath Commissioner

3. All documents including Sale of Land Form, Affidavit, Undertaking Certificate, Agreement, Sale Deed (Registry), Indemnity Bond etc will be written strictly in accordance with the latest specimens received from Land Branch Defense Housing Authority Multan
4. Prior filling / preparing, all documents, necessary guidelines / instructions must be sought from concerned Assistant Director Land / Clerk
5. Stamp papers for will be used of values as mentioned against each (or as described by the government)
 - a. Affidavit - Rs. 50.00
 - b. Indemnity - Rs. 100.00
 - c. Agreement - Rs. 1200.00