



DEFENCE HOUSING AUTHORITY -RAWALPINDI
REQUEST FOR FINANCIAL CLEARANCE
(ALLOTMENT LETTER—DHA VALLEY PROJ)

From

Member 1: _____

Member 2: _____

To: **Dir Finance - DHAR**

Subject: **Request for Conversion of Open Cert / Fresh / Revised Almt ltr against MS No:** _____
Regn No _____ **Plot No:** _____ **St/Lane No:** _____ **Sector:** _____

1. I/we, intend to get Almt Letter (First time Revised Conv from Open Ltr of my subject plot. My/our particulars are as under

a.Name 1 _____ CNIC

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b.Name 2 _____ CNIC

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2. Following documents are attached for further necessary action :

Please relevant boxes

Sr #	Documents	<input type="checkbox"/>	Sr #	Documents	<input type="checkbox"/>
1	Attested CNIC copy of Member/ Authority holder		4	Stamp Duty Challan with Stamp Papers	
2	CPR of Adv Tax u/s 236K		5	Verified Deposit Slips (if any)	
3	Authority letter for submission of docs		6	Others	

Date _____

Signatures _____

For Office Use Only (FIN DTE)

Registration No. _____ JVMC Verification Date _____

Sr, No	Docs	Status	Amount (Rs.)	Attachment Yes/NA	Remarks
1.	Adv Tax 236K				
2.	Stamp Duty Challan + Stamp Paper				
3.	MS Fee				Slip No
4.	Principal Dues				Slip No
5	Others Dues (if any)				

Checked by _____

Approved by _____

Date _____

Date _____

AUTHORITY LETTER

To

Director Finance
DHA Rawalpindi

Subject : **Submission of Docus for Almt Lts (New / Revised) & Conversion of Open Cert to Almt ltr**

1. I am allottee of Plot No ____, Street/Lane ____, Sector _____, Project _____, DHA Rawalpindi vide Regn No _____. I want to apply for issuance of Almt Ltr and I have signed the “Request for Issuance of financial clearance for Almt Ltr”. You are therefore requested to please allow Mr./Ms. _____ CNIC No. _____ (copy attached) to submit the docs in FIN Dte on my behalf.
2. His three specimen signatures are given below.

a. _____ b. _____ c. _____
3. It is further submitted that this authority letter is given only for preliminary documentation as per instruction of DHA Rawalpindi and remaining all documents will be signed by me personally.

Signatures

Name _____

Reg No _____

CNIC No _____