

## TRANSFER PROCEDURES

### DHA MULTAN

#### Transfer “On Behalf” (Purchaser Abroad / Not avail / Medically unfit etc).

##### Required Documents

1. Medical reasons.
2. Out of country.
3. Exigencies of the service / Job.
4. In case of ‘On Behalf’ following transfer papers (undertaking) will be submitted alongwith Transfer Set. ([Download Specimen from DHA website](#)).
  - a. Authority letter (undertaking) - Purchaser
  - b. Rep of Purchaser (undertaking) - -do-
  - c. Purchaser outstation undertaking) - -do-
  - d. Realtor undertaking (if req) - Realtor
5. If on behalf transfer papers are submitted at time of transfer, then urgent fee will be charged”-

**Procedure** Purchaser may authorize a person on his behalf on an undertaking to include the date, detail of the person who has been authorized, reason for his unavailability, duration of the authorization letter, scop of authorization and action to be done.