

TRANSFER PROCEDURES

DHA MULTAN

Issuance of Duplicate Intimation / Information / Allocation / Transfer Allocation / Forwarding / Allotment (Service Benefit Plot Only – First Allottee) Letter(s)

SERVICE	TIMELINE	CHARGES	DELIVERY
Duplicate Intimation / Forwarding / Allocation / Transfer Allocation Allotment / Transfer Allotment Letter(s)	15 – 20 working days	10,850.00	Transfer Branch

Documents Required

1. Undertaking Affidavit duly attested by Oath Commissioner. ([Download Specimen from DHA website](#))
2. FIR / Police Report (with stamp) regarding loss of letter (in original).
3. Advertisement in 2 x newspapers (English & Urdu).
4. Application to Project Secretary / Director (Transfer & Record Directorate), DHA Multan for requesting for issuance of Duplicate Letter.
5. Paid challan Rs. 10850/-.
6. Membership form duly filled alongwith passport size photograph & CNIC copy.
7. Photocopies of Pension Book, Discharge Certificate and Form 'B' in case of Retired Junior Commissioned Officers / Non Commissioned Officers and Next Of Kins of Shaheed / Deceased (duly attested by District Arms Services Board).

Procedure

1. Customer deposit the required documents to the Reception DHA office.
2. If the documents are complete in all respect, the Reception Officer will give a receipt to the customer.
3. Duplicate Letter will be ready after 15 – 20 working days at the date of above required documents submitted.