



Pakistan Defence Officers Housing Authority

2/B East Street, Phase I, D H A, Karachi-75500.

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CENTRAL CONTROL CELL

DATA ENTRY FORM FOR RESIDENTIAL / REVISED / AMENITY / COMM / COMPLETION

Applicant Info (Owner)

Plot No:	<input type="text"/>	Salutation:	<input type="text" value="Mr/Ms/Mrs/"/>
Location:	<input type="text"/>	Owner Name:	<input type="text"/>
Phase:	<input type="text"/>	Membership No:	<input type="text"/>
Sub Division:	<input type="text"/>	Membership Cat:	<input type="text"/>
Plot Size: (SqYds)	<input type="text"/>	CNIC:	<input type="text"/>
Process Type:	<input type="text" value="Building Plan / Completion"/>	Email:	<input type="text"/>
Case Type:	<input type="text" value="Res / Rev / Comm / Amenity"/>	Phone: (Landline)	<input type="text"/>
Plot File Number	<input type="text"/>	Cell (+92):	<input type="text"/>
Request Type:	<input type="checkbox"/> Ordinary <input type="checkbox"/> Urgent	CBC Challan No:	<input type="text"/>
DHA Receipt No:	<input type="text"/>	CBC TIP Challan No:	<input type="text"/>
MEO Receipt No:	<input type="text"/>		

Submitter Info (other than owner)

Salutation:	<input type="text" value="Mr/Ms/Mrs/"/>	Phone: (Landline)	<input type="text"/>
Name:	<input type="text"/>	Cell (+92):	<input type="text"/>
CNIC:	<input type="text"/>	Address:	<input type="text"/>
Email:	<input type="text"/>		

Architect Info

Salutation:	<input type="text" value="Mr/Ms/Mrs/"/>	Cell :(+92)	<input type="text"/>
Name:	<input type="text"/>	Name of Office:	<input type="text"/>
CNIC:	<input type="text"/>	Office Address:	<input type="text"/>
Email:	<input type="text"/>		
Phone: (Landline)	<input type="text"/>	NTN:	<input type="text"/>

Applicant/Submitter Signature

Receiver Signature



Pakistan Defence Officers Housing Authority, Karachi
CENTRAL CONTROL CELL

CHECKLIST

COMPLETION PLAN (DCK)

Ser	Documents	No(s)
1	Application addressed to Director TP&BC Directorate	1
2	Copy of valid CNIC	2
3	Data Entry Form	1
4	Photocopy of DCK payment receipt	1
5	Photocopy of approved Building Plan (Provisional)	1
6	Photocopy of approval letter of Building Plan	1
7	Completion Plan drawings on ammonia print by Registered Architect (along with 2 x soft copy of DVD on Auto CAD format)	7
8	Photocopy of Valid Site Plan (valid for 2 years from the date of issuance)	2
9	Photocopy of Demarcation letter	1
10	NOC for road cutting of Electric, Gas & Sewerage connection from Development Directorate DCK	1
11	Photocopy of "License A"	1
12	<p><u>No Violation Certificates as given below: -</u></p> <p>a. <u>Residential</u></p> <p>(1) Prior to foundation of basement (if applicable)</p> <p>(2) After excavation and before laying of lean of basement foundation</p> <p>(3) Foundation slab of basement level and before any further activity (if applicable)</p> <p>(4) At Plinth Level</p> <p>(5) At ground slab level</p> <p>(6) 1st Floor slab level</p> <p>(7) Stair Tower (if constructed)</p> <p>b. <u>Commercial</u></p> <p>(1) Prior to foundation of basement (if applicable)</p> <p>(2) After excavation and before laying of lean of basement foundation</p> <p>(3) Foundation slab of basement level and before any further activity (if applicable)</p> <p>(4) Plinth Level</p> <p>(5) At At ground slab level</p> <p>(6) 1st Floor slab and every subsequent floor</p> <p>(7) Stair Tower</p> <p>(8) Completion of Electrics especially earthing (as per Approved Drawings)</p> <p>(9) Completion of firefighting system (as per Approved Drawings)</p> <p>(10) Completion of lighting conductors (as per Approved Drawings)</p> <p>(11) Completion of Plumbing works for Gas, Water and Sewerage</p>	1 each

On Rs. 200/-
Stamp Paper
attested by
Architect,
then by
Notary/Oath

Certificate
of testing by
third party
consultant



Pakistan Defence Officers Housing Authority, Karachi CENTRAL
CONTROL CELL

Completion Plan Fee - DCK

COMPLETION PLAN FEE STRUCTURE – RESIDENTIAL / REVISED					
Plot Area (Sq Yds)	Upto 200	Upto 500	Upto 1000	Upto 2000	Above 2000
Urgent (14 Working days)	100000	130000	200000	260000	400000
Ordinary (45 Working days)	40000	60000	100000	110000	120000
CORPORATE BODIES & FOREIGNERS					
Plot Area (Sq Yds)	Upto 200	Upto 500	Upto 1000	Upto 2000	Above 2000
Urgent (14 Working days)	200000	260000	400000	520000	650000
Ordinary (45 Working days)	100000	130000	165000	200000	230000

Category ‘A’ & ‘B’ – Commercial					
Plot Area (Sq Yds)	Upto 200	Upto 600	Upto 1000	Upto 2000	Above 2000
Urgent (Rs) (14 Working days)	260,000/-	400,000/-	-	-	-
Ordinary (Rs) (45 Working days)	65,000/-	100,000/-	200,000/-	260,000/-	320,000/-
Corporate Bodies & Foreigners - Commercial					
Urgent (Rs) (14 Working days)	400,000/-	520,000/-	-	-	-
Ordinary (Rs) (45 Working days)	200,000/-	260,000/-	320,000/-	400,000/-	520,000/-