

To: General Headquarters
Adjutant General's Branch (Housing Directorate)
General Headquarters, Rawalpindi

Subj: **No Objection Certificate-Sale of Houses to Armed Forces Officers /Their Wives / Widows (Lease on Schedule IX-A Not Yet Executed)**

1. **House Number Location.** _____
2. **Seller**
 - a. PA No/Rank/Name _____ Son/Daughter
of _____ b. NIC No _____
 - c. Address _____
3. **Buyer (relevant column to be filled)**
 - a. **Armed Forces Officer**
 - (1) PA/Rank/Name _____
Son/Daughter of _____ (2) NIC No _____
 - (3) Address _____
 - OR**
 - b. **Wife/Widow of Armed Forces Officer**
 - (1) Mrs. _____
 - (2) Wife/Widow of PA No/Rank/Name _____
 - (3) National Identity Card No _____
 - (4) Address _____
4. I (**seller**) am enclosing following documents:-
 - a. Attested copy of **National Identity Card** of **seller** and **buyer**.
 - b. Latest **passport size photograph** of **seller** and **buyer** duly attested.
 - c. **Processing fee** amounting to Rs _____ through Bank Draft / Pay Order number _____ in favour of Housing Directorate GENERAL HEADQUARTERS (processing fee is **1%** of **Sale Deed**).

- d. **Clearance from the Residents Executive Committee** of the colony regarding **clearance of dues** for the services provided under their arrangements.
 - e. Upto date **receipt of taxes paid** to concerned Cantonment Board.
 - f. **Confirmation** from concerned Deputy Assistant Director Housing (Works) **that no unauthorized construction / violation / encroachment** has taken place in the said house.
5. **No Objection Certificate** may please be issued for transfer/sale of subject house to the buyer as mentioned above.

Signature of Seller _____

Name _____

Dated: _____

6. It is certified that I am aware of the rules of Army Officers Housing Scheme and under take to abide by these.

Signature of **Buyer**: _____

Name: _____

Date: _____