

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

Subj: No Objection Certificate for Sale of Houses in Army Officers Housing Scheme to Civilians

1. House Number / Location. _____

2. Seller

a. PA/Rank/Name _____

Son/Daughter of _____

b. NIC No _____

c. Address _____

3. Buyer

a. Name _____

Son/Daughter of _____

b. NIC No _____

c. Address _____

d. Profession _____

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. Attested **copy** of **Lease Deed** on **Schedule IX-B** in favour of allottee (if not already submitted).

d. Bank draft / pay order number _____
for **Rs 1000/-** in favour of Housing Directorate General Headquarters on account of **processing fee**.

- e. Bank draft / pay order number _____
for Rs _____ on account of **transfer fee** in
favour of Housing Directorate General Headquarters.
- f. **Security clearance** certificate by Corps HQ (in original).
- g. **Clearance from the Residents Executive Committee** of the
colony regarding **clearance of dues** for the services provided
under their arrangements.
- h. Upto date **receipt of taxes paid** to concerned Cantonment Board.
- j. **Confirmation** from concerned Deputy Assistant Director Housing
Director (Works) **that no unauthorized construction / violation /
encroachment** has taken place in the said premises.

5. **No Objection Certificate** may please be given to me for transfer/sale
the subject house to the buyer 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** _____

Dated: _____

Name _____