



Welcome to One Window Cell

LAHORE DEVELOPMENT AUTHORITY

Placement of Documents



- ▶ Application.
- ▶ 2 No's Copy of CNIC (Attested).
- ▶ 2 No's Photographs (Attested).
- ▶ 3 No's Thumb impression and specimen signature (Attested).
- ▶ Certified copy of registry / Court Decree.
- ▶ Copy of transfer letter.

LEGAL HEIRS



- ▶ Application
- ▶ 2 No's Copy of CNIC (Attested)
- ▶ 2 No's photographs (Attested)
- ▶ 3 No's Thumb impression and specimen signature (Attested)
- ▶ Certified copy of registry/ Court Degree
- ▶ Copy of Transfer letter

PUBLICATION OF GPA CHALLAN



- ▶ Application
- ▶ 2 No's Copy of CNIC (Attested)
- ▶ 2 No's photographs (Attested)
- ▶ 3 No's Thumb impression and specimen signature (Attested)
- ▶ Certified copy of registry/ Court Degree
- ▶ Copy of Transfer letter

PUBLICATION OF GPA ISSUE



- ▶ Application
- ▶ Copy of Paid Publication Challan
- ▶ Original paid challan

Compensation claims from LAC



- ▶ Application addressed to LAC, LDA
- ▶ Copy of CNIC
- ▶ Copy of CNIC of two witnesses
- ▶ Affidavit (on stamp paper worth Rs. 50)
- ▶ Indemnity bond (on stamp paper worth Rs. 1000)
- ▶ Certified copy of Sale Deed
- ▶ Certified copy of mutation
- ▶ Original Fard-e-Malkiat duly verified by Revenue Officer
- ▶ Electricity Bill

EXEMPTION OF PLOT



- ▶ Application
- ▶ Copy of CNIC
- ▶ Copy of Allocation letter
- ▶ Paid challan of Final Demand notice
- ▶ Credit verification for accounts
- ▶ All 5 reports before calculation/recovery of excess area i.e. Double exemption, LAC, SEO, TP & Account reports.

Allocation of PLOT



- ▶ Application
- ▶ Copy of CNIC
- ▶ Paid challan of First Demand notice
- ▶ All 5 reports i.e. Double exemption, LAC, SEO, TP & Account cleared.

Change of plot



- ▶ Application
- ▶ Copy of CNIC
- ▶ Copy of transfer letter
- ▶ Personal hearing by the concerned
- ▶ Reports regarding already allocated plot. Plot can be exchanged only if encroached, duplicated, under litigation, missing at site
- ▶ All 5 reports i.e. Double exemption, LAC, SEO, TP & Account cleared.
- ▶ Case is forwarded to Director Land Development-I, for approval & further forwarded to Chairman Allocation of new plot.

COURT ORDERS



- ▶ Application
- ▶ Transfer letter
- ▶ Copy of CNIC
- ▶ Court Order (Certified Copies)

STAY ORDERS



- ▶ Application
- ▶ Transfer letter
- ▶ Copy of CNIC
- ▶ Court Order (Certified Copies)

FILE CHECKING



- ▶ Application
- ▶ Copy of CNIC
- ▶ Copy of Transfer letter

BUILDING PERIOD CHALLAN



- ▶ Application
- ▶ Transfer letter
- ▶ Copy of CNIC

BUILDING PERIOD ISSUE



- ▶ Application
- ▶ Copy of paid Challan of Building Period
- ▶ Copy of CNIC

PERMISSION TO MORTGAGE (PTM) CHALLAN



- ▶ Application
- ▶ Transfer letter
- ▶ Copy of CNIC

PERMISSION TO MORTGAGE (PTM) ISSUE



- ▶ Application
- ▶ Copy of paid Challan of PTM
- ▶ Copy of CNIC

NO OBJECTION CERTIFICATE (NOC) ; FOR PLOTS HAVING TRANSFER FEE PAID BEFORE 01-07-1989 (EXEMPTION)



- ▶ Application
- ▶ Copy of CNIC
- ▶ Copy of Transfer letter
- ▶ Copy of paid Transfer fee challan
- ▶ Completion letter/ valid Building period letter
- ▶ Complete chain of ownership (certified copies by concerned Sub Registrar)
- ▶ Agreement for exemption (certified copy)

NO OBJECTION CERTIFICATE (NOC) ; FOR PLOTS HAVING TRANSFER FEE PAID BEFORE 01-07-1989 (ALLOTMENT)



- ▶ Application
- ▶ Copy of CNIC
- ▶ Copy of Transfer letter
- ▶ Copy of paid Transfer fee challan
- ▶ Completion letter/ valid Building period letter
- ▶ Complete chain of ownership (certified copies by concerned Sub Registrar)
- ▶ Agreement for Sale (certified copy)

NO OBJECTION CERTIFICATE (NOC) FOR PLOTS HAVING TRANSFER FEE PAID after 01-07-1989



- ▶ Application
- ▶ Copy of CNIC
- ▶ Copy of Transfer letter
- ▶ Copy of paid Transfer fee challan of latest transfer (if available)
- ▶ Completion letter/ valid Building period letter

POSSESSION ORDER



- ▶ Application
- ▶ Property ownership letter
- ▶ Copy of CNIC (Attested)
- ▶ 2 No's photographs (Attested)
- ▶ 3 No's Specimen Signature & Thumbs (Attested)

PHYSICAL POSSESSION



- ▶ Application
- ▶ Copy of Possession order
- ▶ Copy of CNIC

Attested Copies Challan



- ▶ Application
- ▶ Copy of Transfer letter/ ownership letter
- ▶ Copy of CNIC
- ▶ Original FIR

Attested Copies Issue



- ▶ Application
- ▶ Copy of paid Challan of Attested Copy
- ▶ Copy of CNIC

LIEN MARKING



- ▶ Application
- ▶ Bank letter/ lien marking letter from bank
- ▶ PTM copy
- ▶ Mortgaged Deed
- ▶ Copy of CNIC

LIEN REMOVAL



- ▶ Application
- ▶ Original letter PTM
- ▶ BANK NOC ORIGINAL
- ▶ REDEMPTION DEED (CERTIFIED COPY)
- ▶ Copy of CNIC

BONAFIED COMMISSION



- ▶ Application (on prescribed performa)
- ▶ Copy of CNIC
- ▶ All property Document
- ▶ Affidavit (on stamp paper)

TRANSFER OF PROPERTY THROUGH COURT ORDER CHALLAN



- ▶ Transfer set (Attested by Civil Judge)
- ▶ Robkar of Court Representative (Attested by Civil Judge)
- ▶ Court Order (Certified Copy)
- ▶ Copy of Transfer letter
- ▶ 2 No's Photographs (Attested By Civil Judge)
- ▶ Copy of CNIC's (Attested By Civil Judge)
- ▶ 3 No's Specimen signature & Thumb (Attested By Civil Judge)
- ▶ Affidavit (Attested By Civil Judge)

REPLY TO NOTICE



- ▶ Application
- ▶ Copy of Notice
- ▶ Copy of CNIC

REMINDER



- ▶ Application
- ▶ Copy of previously issued reply
- ▶ Copy of CNIC

Excess Area Challan



- ▶ Application
- ▶ Copy of Transfer letter
- ▶ Copy of CNIC
- ▶ Undertaking regarding payment of excess area
- ▶ All 5 reports before calculation/recovery of excess area i.e. Double exemption, LAC, SEO, TP & Account reports.

COMPLETION CERTIFICATE



- ▶ Application
- ▶ Copy of CNIC
- ▶ Copy of transfer letter
- ▶ Original electricity bill paid (date of connection)
- ▶ Copy of approved section plan letter
- ▶ Copy of approved map
- ▶ Form-15

Annual/ Permanent Commercialization (Control Area)



- ▶ فرد ملكيت
- ▶ نقل انتقال
- ▶ جمع بندي
- ▶ تميمه
- ▶ Application
- ▶ Copy of CNIC

ANNUAL COMMERCIALIZATION (All regular/ private Scheme, LDA)



- ▶ Application
- ▶ Copy of CNIC
- ▶ Copy of transfer letter
- ▶ 5000 Rs pay order by name DG, LDA.

PERMANENT COMMERCIALIZATION (All Regular LDA, Schemes)



- ▶ Application
- ▶ Copy of CNIC
- ▶ Copy of transfer letter
- ▶ Copy of possession letter
- ▶ 1000 Rs pay order by name DG, LDA

COMMERCIAL COMPLETION CERTIFICATE



- ▶ Application
- ▶ ID card copy
- ▶ Ownership document
- ▶ Electricity bill original (date of connection)
- ▶ 2 approved copies of map
- ▶ B.R 9 form
- ▶ NOC for firefighting department
- ▶ PT-I from Excise & Taxation Department.
- ▶ FBR Slip for tax
- ▶ NaqalMasavi
- ▶ NazriNaqsha
- ▶ Google Image

COMPLETION PLAN



- ▶ Application
- ▶ ID Card copy
- ▶ Transfer letter/ Possession letter
- ▶ Electricity bill
- ▶ Approved plan
- ▶ Penalty challan
- ▶ 4 approved copies of Map (1 copy attached with cloth)
- ▶ A.B form

SUBDIVISION IN APPROVED HOUSING SCHEMES



- ▶ Application address to Director Metropolitan Planning, LDA.
- ▶ Attested copy of CNIC.
- ▶ NOC from Society / Sponsor.
- ▶ Location Plan attested by Society / Sponsor.
- ▶ Attested copy of Possession letter.
- ▶ 4 sets of Sub-division drawing duly signed by the owner(s) and PCATP Registered Town Planner.
- ▶ Pay order amounting Rs. 100/- in the name of Director General, LDA.
- ▶ Approval fee amounting Rs.30, 000/- after from the competent authority.

RELEASE OF MORTGAGE PLOT IN APPROVED PRIVATE HOUSING SCHEME



- ▶ Application address to Director Metropolitan Planning, LDA.
- ▶ Attested copy of CNIC.
- ▶ Attested copy of possession letter/ allotment letter.
- ▶ Noc from the society/ sponsor in the subject matter. (in original.)

PRIVATE HOUSING SCHEME / APPROVAL OF LAND SUB-DIVISION (AT PERLIMINARY PLANNING PERMISSION STAGE)



- ▶ Application address to Director Metropolitan Planning, LDA.
- ▶ Attested cop of CNIC.
- ▶ Complete mailing address, including e-mail address of the sponsor.
- ▶ A copy of paid utility bill.
- ▶ Location Plan, Site shown on Google Satellite Imagery, Site marked on Master Plan duly signed by the owner(s) and PCATP Registered Town Planner.
- ▶ Proof of ownership status of the land: self owned or private land not owned by the sponsor.
- ▶ The financial statement of the developer if the land is not owned by the sponsor, including: bank statement; and detail of self owned assets.
- ▶ Khasra plan showing the boundary, AksShajra and list khasra Numbers signed by the owner.
- ▶ Soil investigation report including topographic survey signed by the consultant..
- ▶ In case of land sub division.



Thank
You