

Issuance of Duplicate Allocation / Intimation / Allotment / Transfer Letter(s)

Service	Timeline	Charges	Delivery
Duplicate Allocation / Intimation/Allotment/ Transfer Letters(s)		Rs. 10,000/-	Transfer Branch

Documents Required

1. Affidavit duly attested by Oath Commissioner.
2. Copy of NIC duly attested.
3. First Information Report Regarding Loss of Allotment/Transfer Letter.
4. Advertisement in two news papers (English & Urdu). The advertisement should be in two columns.
5. Forwarding Letter requesting for issuance of Duplicate Letter.
6. Paid Voucher of Rs. 10,000/-.
7. 2 x Passport size photographs (blue background) duly attested.
8. Registration Form is available for Rs. 350/- at DHA Reception.
9. Photocopies of Pension Book, Discharge Certificate and Form 'B' in case of Retired Junior Commissioned Officers/Non Commissioned Officers and Next of Kin of Shaheed/ Deceased (duly attested by District Arms Services Board).

Procedure

1. Customer submits the required documents to the Customer Services Centre, DHA Office.
2. If the documents are complete in all respect, the Customer Services Centre will give a receipt to the customer.
3. Customer will receive the Duplicate Allocation/Intimation/Allotment/Transfer Letter(s) at the given date.