

Out Sta Alloc/Tfr

If Owner is unable to appear at DHA Peshawar for Alloc/Tfr due to Illness/ Disability:-

<u>Service</u>	<u>Timeline</u>	<u>Charges</u>	<u>Delivery</u>
Out Station Allocation/Transfer	On completion of requirements.	Rs 20,000/-, in addition to actual charges incurred on the travel of transfer team including travelling, boarding and lodging.	Transfer Branch

Documents Required

1. Application from the Seller for Outstation Alloc/Tfr along with Medical Cert.
2. All Docus req in Regular Tfr.

Procedure

1. The Owner will submit an application requesting for Outstation Allocation/ Transfer alongwith Medical Officer / Doctor's Certificate clearly mentioning the medical reason for inability to travel.
2. After approval by the Competent Authority, the Seller will adopt procedure mentioned in Regular Transfer Section.
3. Alloc/Tfr will be executed at the sta requested, expenses to be born by seller.
4. Purchaser's transfer formalities will be carried out in DHA Office, Peshawar.
5. **Standing Order for Reps of DHA Psc.** Fol docus/ Sty will be ensure by Dir Tfr/Asst Dir Tfr at the time of move of reps to out sta:-

- a. Hand Bag
- b. Alloc/Tfr registers
- c. Ball Point (Blue/Black/Red & Green)
- d. Camera
- e. Stamp Pad
- f. Round Office Stamp
- g. Cancellation Stamp
- h. Transfer Stamp
- i. Ink remover
- j. Whitener
- k. Tissue Packet (Wet)
- l. Complete File (Incl alloc/tfr ltr)
- m. File Cover
- n. Envelopes
- o. Gum Stick

6. Also, ensure that allocation / Transfer letters are included in DHA printed envelopes. Name of allottee be written with bold letters and decoration (if required).