

Issuance of Allotment Letter

Service	Timeline	Charges	Delivery
Issuance of Allotment Letter	Vary case to case	Nil	Transfer Branch

Documents Required

1. Application to DHA Secretary or Director Transfer & Record for the issuance of Allotment Letter.
2. Original Intimation / allocation Letter(s).
3. Allotment, Intimation Letter(s) and Share Certificate in case of merged societies.
4. DHA Membership Form.
5. DHA Membership Fee.
6. Copy of NIC own and NOK, duly attested.
7. 2x Passport size photographs with (blue background) duly attested.

Procedure

1. Customer submits the required documents to the transfer branch.
2. If the documents are complete, transfer branch will give a receipt to the customer.
3. Customer will receive the allotment letter at the given date.

Note:

1. Urgent Transfer/Intimation/Allocation/Allotment Letter and Allocation against land can be obtained after the approval of Director Transfer & Record on affidavit of Rs. 50/Stamp Paper.
2. Urgent Transfer / Intimation / Allocation / Allotment letter fee is Rs.10, 000/-.

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