

PROCEDURE OF NOC FOR SALE

Application of NOC for sale of Property

1. As a first step for sale & transfer of property the owner has to clear all outstanding dues and objections and obtain NOC (No Objection Certificate).
2. **Procedure for NOC**
 - (a) NOC application forms (**Annexure-I for General Cat**) and (**Annexure-II for PAF Serving/Retired Personnel**) will be available at FHST Transfer Section and on FHST website.
 - (b) Seller/ authorized dealer will submit the NOC application along with the Complete documents, mentioned below (para 4) to Incharge Transfer Section FHST.
 - (c) Incharge Transfer Section will issue receipt of documents to the customer.
 - (d) Customer will come on the date provided on the receipt to collect his NOC.
3. **Timelines**
 - 05 working days from date of clearance of all dues.
 - 10 working days (in case of PAF serving / retired Personnel)
 - 15 working days (in case of completed house / Building).
4. **Documents required for NOC**
 - (a) Bank receipt / Pay Order/ Bank Draft of NOC fee and outstanding dues in any (In favor of Fazaia Housing Scheme Tarnol).
 - (b) 1x Photocopy of CNIC (owner).
 - (c) 1x Photocopy of allotment/ Transfer letter.
 - (d) 1x Photocopy of completion certificate (in case of completed house / building).
 - (e) 1x Recent Passport size photographs of owner with blue background
5. **NOC will be checked and Remarked by following for clearance: -**
 - (a) Assistant Director (Transfer & Record)
 - (b) Resident Engineer (In case of House/ Building / Under Construction Structure)
 - (c) DD Finance.
 - (d) Project Director (FHST)
6. After Remarks of above mentioned and approval from Administrator, AD (Transfer & Record) will issue NOC. Owner / Authorized person will collect NOC from Incharge Transfer Section.
7. If the owner desires to receive the NOC document through mail, then an undertaking will be attached by him with the NOC application mentioned with his complete address (**Annexure-III**).

**APPLICATION FORM FOR NOC OF PLOT
GENERAL CATEGORY
FAZAIA HOUSING SCHEME, TARNOL**

To,
Project Director
FHS, Tarnol

1. I, Rank _____ Name _____
Pak/No _____ CNIC No _____
Owner of Plot No _____ Category _____ Street No _____ Block _____
In Fazaia Housing Scheme, Tarnol under Membership No _____
intend to sell my plot.

2. I have attached following documents:-
(a) Bank receipt / Pay Order/ Bank Draft of NOC fee and outstanding dues, if any (In favor of Fazaia Housing Scheme Tarnol).
(b) 1x Photocopy of CNIC (owner).
(c) 1x Photocopy of Allotment / Transfer letter.
(d) 1x Photocopy of completion certificate (in case of completed house / building).
(e) 1x Recent Passport size photographs of owner with blue background
3. An NOC may kindly be issued for the said purpose.

Applicant Signature _____
Rank _____
Name _____
Address _____

Date _____

Remarks by Assistant / Deputy Director Transfer & Record

Date: _____

Remarks by DD (Finance)

Date: _____

Remarks by Project Director

Date: _____

Approval by Administrator

Date: _____

**APPLICATION FORM FOR NOC OF PLOT
PAF PERSONNEL (Serving / Retired) End Service Benefit Only
FAZAIA HOUSING SCHEME, TARNOL**

To,

Directorate of Estate Project
Air Headquarters, Islamabad

I, Rank _____ Name _____

Pak/No _____ CNIC No _____

Owner of Plot No _____ Category _____ Street No _____ Block _____

In Fazaia Housing Scheme, Tarnol under Membership No _____

intend to sell my plot.

- (a) Bank receipt / Pay Order/ Bank Draft of NOC fee and outstanding dues, if any (In favor of Fazaia Housing Scheme Tarnol).
- (b) 1x Photocopy of CNIC (owner).
- (c) 1x Photocopy of Allotment/ Transfer letter.
- (d) 1x Photocopy of completion certificate (in case of completed house / building).
- (e) 1x Recent Passport size photographs of owner with blue background

3. An NOC may kindly be issued for the said purpose.

Applicant Signature _____

Rank _____

Name _____

Address _____

Date _____

Remarks by Assistant / Deputy Director Transfer & Record

Date: _____

Remarks by Director Estate Project

Date: _____

Remarks by Assistant Chief of the Air Staff (Welfare Projects)

Date: _____

Approval by DG (Wel & Rehab)

Approved / Not Approved

Date: _____

Note:

- NOC for PAF Officers will be approved by DG (Wel & Rehab)
- NOC for Airmen / PAF Civilians will be approved by Director Estate Project

**UNDERTAKING CERTIFICATE
(Mode of Delivery of NOC Document)**

1. I _____ S/O _____ CNIC No _____ do
herby undertake that my NOC document may please be delivered through :-

(a) By Hand from FHST Customer Care Centre (Self / Authorized Person). or

(b) Through mail, to be delivered at following Address:-

Contact No _____ Email _____

2. In case of non delivery / loss of NOC document (what so ever) during dispatching through mail, I will not blame FHST administration for this occurrence.

Date.

Signature. _____
Name. _____
