

CIRCULAR 24/2025
ACM (Zone-1)

Subject **SOP - Vocation of Apartment / House in Askari Colonies of ACM (Zone-1)**

Respected Residents,

1. Tenant will send application to ACM (Zone-1) **minimum 7 days before vacation** of apartment / house in writing with info to owner. ACM (Zone-1) will provide following blank forms to tenant for completion and early return to ACM (Zone-1) for issue of No Objection Certificate (NOC) **minimum 3 x days** (working days) before vacating date:-

- a. Clearance Certificate from owner of Apartment / House.
- b. Colony Subscription Clearance Certificate.

2. On receipt of above mentioned certificates, ACM Zone-1 will issue No Objection Certificate (NOC) to tenant. After issuance of No Objection Certificate (NOC), tenant will be allowed to shift his / her luggage from concerned Colony gate. **Without No Objection Certificate (NOC)** no tenant shall be granted permission for transportation of luggage.

3. **Following bills are required to be attach with No Objection Certificate (NOC) processing case:-**

- a. Photocopy of Colony Subs Bill (Last Bill Paid)
- b. Photocopy of Electric Bill (Last Bill Paid) alongwith paid receipt.
- c. Photocopy of Gas Bill (Last Bill Paid) alongwith paid receipt.
- d. Resident will return E-Tag sticker if issued to him / her.

(If paid these bills via Apps then screen shot of payment receipt also be attach).

4. **Miscellaneous Instructions** Following to be ensured while processing No Objection Certificate (NOC) for vacation of Apartment / House by owner / tenant:-

- a. While vacating apartment / House, the resident will deposit complete **Colony Maintenance dues**.
- b. In case of vacating of Apartment / House after **10th of month**, the resident will deposit **current month colony dues**.
- c. Management will not be responsible for clearance of Electric, Gas, Conservancy or other charges. It is the responsibilities of owner to check / verify all above mentioned dues from tenant before signing **Owner clearance Certificate**.
- d. Management will not be responsible for Clearance / return of Security Money etc.
- e. Management will not be responsible for any damages in apartment / House. Its owner reasonability to check the apartment / house before signing **Owner Clearance Certificate**.
- f. Owner / Tenant shall responsible to give **One Month written Notice (In advance)** for vacation of apartment / house with info to HQ ACM (Zone-1) for smooth functioning.
- g. No case will be entertained on **cell call**.
- h. No case will be entertained by hand. **Min 3 x working days** are required to complete the formalities.
- i. No photocopier facility avail and no request will be entertained.
- j. Tenant / owner are bound to complete all instructions.

Dated: 15 Oct 2025

To: Respected Resident


Maj
DADH (Zone-1)
(Kashif Pervez Butt (Retd)

CLEARANCE CERTIFICATE – OWNER OF APARTMENT

ASKARI COLONY (ACM (ZONE-1))

(In case of tenant)

1. It is certified that _____ son of _____ is the tenant of my Apartment No _____ Askari _____ ACM (Zone-1). Now he is vacating my Apartment on _____. All dues of Apartment (Elect, Gas & Water) are cleared and nothing outstanding against him / her.
2. Please issue him / her NOC after clearance of colony subscription.

Signature of Owner _____

Name of Owner _____

Contact No _____

COUNTERSIGNED

SUBSCRIPTION CLEARANCE CERTIFICATE

It is certified that _____ (CNIC No _____)
Tenant of Apt # _____, Ask _____ Rawalpindi has paid all dues (Colony Subs)
upto ___/___/2026 . There is nothing outstanding against him.

Account Clk ACM (Zone-1): _____ (Cleared upto ___/___/ 2026

Dated ___/___/2026
