

To: The C.E.O
Cantt Board Lahore Cantt.

Subject: **ISSUANCE OF ASSESSMENT & CLEARANCE CERTIFICATE.**

1. I am owner of **SD House No.**_____, **Sector-D, Askari-X, Lahore Cantt.** You are requested to please issue the **Assessment and Clearance Certificate** of the above said SD House to me for my further action.
2. Photo copies of the following documents are enclosed:-
 - a) CNIC of Owner.
 - b) GLR of House.
3. An early action is solicited.

Regards

Signature: _____

Mr. _____

S/o _____

CNIC No. _____

Dated: _____.

To: The Military Estate Office, (MEO)
Lahore Circle, Lahore Cantt.

Subject: - **REQUEST FOR CTC OF GLR IN RESPECT OF SD HOUSE NO. _____,**
SECTOR-D, ASKARI-X, LAHORE CANTT.

Sir,

1. I, **Mr.** _____ S/o _____ holding **CNIC No.** _____, am owner of the subject **SD House No.** _____, **Sector-D, Askari-X, Lahore Cantt.** It is therefore, requested to issue CTC of GLR of subject SD House.
2. I will be obliged for this act of kindness.
3. The following documents are enclosed herewith:-
 - a. Copy of CNIC of Owner.
 - b. Copy of GLR / Allotment Letter.

Regards

Signature: _____

Mr. _____

S/o _____

CNIC No. _____

Contact No. _____

Dated: _____ 2026.

AUTHORITY LETTER

FOR COLLECTION OF CERTIFICATES / LETTERS

To: The Military Estate Office (MEO)
Lahore Cantt.

Subject: **COLLECTION OF CTC OF GLR IN RESPECT OF SD HOUSE NO. _____,**
SECTOR-D, ASKARI-X, LAHORE CANTT.

1. I am owner of **SD House No. _____ Sector-D, Askari-X, Lahore Cantt,** hereby authorize _____ S/o _____ holding CNIC No. _____, to collect CTC of GLR of above said SD House on my behalf.

2. Authority holder's three specimen signatures are given below:-

a. _____ b. _____ c. _____

Signature: _____

Mr. _____

S/o _____

CNIC No. _____

To: GSO-1(G A),
HQ 4 Corps, Lahore Cantt.

Info: GHQ,
AG's Branch, Housing Dte, (L&R Sec)
Rawalpindi.

Through: ACM office, Zone-III
Askari-X, Lahore Cantt.

Date: _____ 2026.

Subject: **Security Clearance and Issue of NOC for Purchase of SD House No. _____, Sector-D, Askari-X, Lahore Cantt.**

Respected Sir,

1. It is requested that I, _____ S/o _____ holding **CNIC No. _____**, R/o **House No.23, Mohallah Qamar Park, Amir Road, Shad Bagh Lahore**, have purchased **SD House No. _____, Sector-D, Askari-X, Lahore Cantt**,
from

Mr. _____ S/o _____ holding CNIC No. _____, R/o Flat No.2-B, Askari-2, Sherpao Bridge Colony, Lahore Cantt.

2. Copies of following documents are enclosed:-

- a. CNIC of Seller.
- b. CNIC of Buyer.
- c. Security Clearance Proforma.
- d. Police Verification.
- e. GLR / Allotment Letter of House.
- f. Biana Agreement of the House.
- g. Contact Number of Seller: _____

3. You are requested that security clearance NOC may kindly be issued for subject purpose.

Regards

Signature of Purchaser: _____

Mr. _____

S/o _____

CNIC No. _____

R/o _____

Contact No. _____

To: GHQ,
AG's Branch, Housing Dte, (L&R Sec)
Rawalpindi.

Through: ADH (AC)
Askari-X, Lahore Cantt.

Date: _____ 2026.

Subject: **NOC / Clearance Prior to Sale of SD House No. _____, Sector-D, Askari-X, Lahore Cantt.**

Sir,

1. I, _____ S/o _____ holding **CNIC No.** _____, R/o _____, am owner of subject mentioned **SD House No. _____, Sector-D, Askari-X, Lahore Cantt.** I intend to sell my SD House to following Person:-

Purchaser: Mr. _____

S/o _____

CNIC No. _____

**R/o House No.23, Mohallah Qamar Park, Amir Road,
Shad Bagh Lahore.**

2. You are requested to accord permission for sale of above mentioned SD House and issue "Prior to Sale NOC" in this regard.
3. Photocopies of following documents are enclosed:
 - a. CNIC of Seller.
 - b. CNIC of Purchaser.
 - c. GLR / Allotment Letter of House.
 - d. Agreement to Sell (Biana).
 - e. Cell No Seller. _____
 - f. Cell No Purchaser: _____

Regards

Signature of Seller: _____

Mr. _____

S/o _____

CNIC No. _____

R/o _____

Contact No. _____

AGREEMENT TO SELL (BIANA)

SD HOUSE NO. _____, SECTOR-D, ASKARI-X, LAHORE CANTT.

This Agreement of Biana is made at Lahore on this _____ day of August, 2025.

BETWEEN

Mr. _____ S/o _____ holding CNIC No. _____, R/o _____, (hereinafter called the **Seller**) of the ONE PART.

AND

Mr. _____ S/o _____ holding CNIC No. _____, R/o _____, (hereinafter called the **Purchaser**) of the OTHER PART.

NOW THIS AGREEMENT WITNESSETH AS UNDER:-

1. That the Seller affirms and confirms that he is the absolute and sole owner of **SD House No. _____, Sector-D, Askari-X, Lahore Cantt**, vide Sale Deed Regd as No. _____ Book No. _____, dated _____.
2. That the Seller further affirms and confirms that the said SD House is free from all encumbrances, charges, litigation and dispute of all sorts and there is no loan against the said SD House.

Seller: _____

Purchaser: _____

Mr. _____

Mr. _____

CNIC No. _____

CNIC No. _____

3. That the Seller has sold and the Purchaser has purchased the above said **SD House No. _____, Sector-D, Askari-X Lahore Cantt**, at a total sale price of **Rs. _____/- (Rupees _____ Only)**. Out of which **Rs. _____/- (Rupees _____ Only)** has been paid by the Purchaser to the Seller as **earnest money of Biana**. Payment details of Biana are as under:-
- (a) **Rs. _____/- (Rupees _____ Only)** has been paid as a token money.
- (b) **Rs. _____/- (Rupees _____ Only)** vide **P.O No. _____**, dated _____, drawn at _____.
4. That the remaining left over amount of **Rs. _____/- (Rupees _____ Only)** will be paid by the Purchaser to the Seller at the time of transfer in **ADH (AC) Office Askari-X, Lahore Cantt** after subject to issuance / received the **prior NOC to Sale from Housing Directorate GHQ, Rawalpindi and NOC of Security Clearance of Purchaser from HQ 4 Corps Lahore Cantt** and completion of all transfer documents.
5. **The final payment will be made on fulfilment of following documents & formalities / procedures:-**
- (i) Granting of NOC / Security Clearance of the Purchaser by the HQ 4 Corps, Lahore.
- (ii) Granting of "NOC Prior to Sale" by GHQ Housing Directorate, Rawalpindi.
- (iii) Tax Assessment Clearance Certificate for the current year up to date from Cantt Board.
- (iv) Certified True Copy (CTC) of GLR from MEO office and Verified copy of Sale Deed from Sub-Registrar office, Lahore Cantt.
- (v) No Unauthorized Modification / Alteration Certificate by ADH office Askari-X.
- (vi) Dues Clearance Certificate from Management office, Askari-X, Lahore.
- (vii) Handing over physical and vacant possession of the house to the Purchaser at the time of transfer / photo-session.
- (viii) Clearance of all utility bills.
6. The Seller confirm that he has not given power of attorney to anyone, nor sold the said SD House to anybody else except **Mr. _____ S/o _____**.
7. That the Seller further affirm and confirm he will be responsible to clear all the dues (if any) before handing over the said SD House to the Purchaser and he will be responsible to obtain NOC / Clearance Prior to Sale" of said SD House from GHQ Housing Directorate, Rawalpindi.

Seller: _____

Mr. _____

CNIC No. _____

Purchaser: _____

Mr. _____

CNIC No. _____

8. That the Seller will make himself available and sign all the documents when he is called upon by the Purchaser in connection with the transfer of above said house in favour of the Purchaser. That the Seller affirms and confirms that he will have to accompany the Purchaser for online biometric / registration of Sale Deed (Registry) to the Sub-Registrar after obtaining the transfer sanction NOC from MEO office in favour of Purchaser.
9. That all expenses including **GHQ Transfer Fee, Sale Deed Stamp Duty, Registration Fee (s), TIP Tax Cantt Board, FBR Holding Tax etc** in respect of the said SD House shall be borne by the Purchaser. However, **FBR Capital Gain Tax under section 236-C**, as applicable will be paid by the Seller.
10. That if the Purchaser fails to pay the remaining amount to the Seller as per para 4 above, then his earnest money biana will be treated as forfeited and the Seller would be free to sell said SD House to any other party / person. Likewise if the Seller refuses to sell the said SD House to the said Purchaser, he will be liable to pay double amount of the biana to the Purchaser.
11. That the Seller and the Purchaser hereinbefore shall include their respective heirs, legal representatives, successors, assignees and nominees.
12. The Seller and the Purchaser confirm and declare that in the event of death of either party, their legal heirs and successors will honour the deal and will have no right to challenge it in any way / court of law.
13. If for any reason Security Clearance of the Purchaser is not approved by the competent authority (HQ 4 Corp) or "NOC Prior to Sale" is not issued by GHQ Hosing Dte, then the entire amount of Biana will be returned by the Seller to the Purchaser within one week without any penalty on either side.
14. That the Seller / Purchaser each will pay separately the service charges to their property dealers 1% of total cost, 0.5% at the time of Biana and remaining 0.5% at the time of transfer of the said house.

IN WITNESSES WHEREOF, the parties have put their signatures on the day, month and year, written above.

Seller: _____

Mr. _____

CNIC No. _____

Purchaser: _____

Mr. _____

CNIC No. _____

-: WITNESSES :-

1. _____

Name: _____

CNIC No. _____

2. _____

Name: _____

CNIC No. _____

AFFIDAVIT OF SD HOUSE NO. _____, SECTOR-D,
ASKARI-X, LAHORE CANTT.

By this Affidavit made at Lahore this _____ 2026.

We, **Mr.** _____ S/o _____ holding **CNIC No.** _____, (**Hereinafter referred to as the Seller**) and **Mr.** _____ S/o _____ holding **CNIC No.** _____ (**Hereinafter referred to as Purchaser**) of **SD House No.** _____, **Sector-D, Askari-X, Lahore Cantt.**

We affirm and confirm that in case if the deal fails to finalize due to any technical observation related to Security Clearance NOC from HQ 4 Corp (no fault of any party), then complete earnest money of Biana shall be returned to the Purchaser by the Seller on signing the cancellation deed in the office of DADH Tech/FC (AC) Askari-X, Lahore Cantt.

Seller: _____

Mr. _____

CNIC No. _____

Purchaser: _____

Mr. _____

CNIC No. _____

AFFIDAVIT OF SD HOUSE NO. _____, SECTOR-D,
ASKARI-X, LAHORE CANTT.

By this Affidavit made at Lahore this _____ 2025.

I, _____ S/o _____ holding **CNIC No.** _____, R/o
_____, do hereby declare on oath.

1. That I am owner of **SD House No.**_____, **Sector-D, Askari-X, Lahore Cantt.** That the said property has been acquired by me vide Sale Deed Regd as No. _____, Book No. 1, Volume No. _____, dated _____, registered by Sub-Registrar Office, Aziz Bhatti Town Lahore Cantt.
2. That the said house has no litigation and or dispute of any nature whatsoever are pending in respect of the said property.
3. That the said house is free from any lien mortgage from any finance or any bank.

Signature: _____

Mr. _____

CNIC No. _____

UNDERTAKING OF BYLAWS OWNER / PURCHASER / TENANT

I, _____ S/o _____ holding **CNIC No.** _____, R/o _____, duly affirmed that I shall be liable abide by the terms and conditions of Housing Dte, given below:-

- a. Shall abide by the instruction/regulations issued by the Housing Directorate from time to time.
- b. Timely payment of current service charges as per the instruction of Housing Directorate, GHQ or as when amended time.
- c. Adhere to norms and customs of the Housing Complex (like no kite flying / over speeding / playing of games and playing of loud Music by the adults /children / servants on the street / Roads / lawn etc).
- d. Active participation in up keeping and maintenance of the Housing Complex.
- e. Refrain from indulging in illegal activities within the housing Complex.
- f. Hoisting of Flag / Alum / Green Flag of any political / religious faction is not permitted on the houses / shops. Pakistan Flag can be hoisted on National day only.
- g. Refrain from political activities within the housing complex.
- h. Shall not interfere in the other's residential houses / Housing Dte, GHQ matters.
- i. Shall not form any party, group (Political Sectarian Ethnic and Linguistic) nor will arrange any religious / Sectarian gathering and procession / receptions etc in the house / colony.
- j. Shall not conduct any commercial activity or have display of any commercial board etc.
- k. Keeping the Arms/weapon on person, IN / FRONT of house or display of weapon in the colony is strictly forbidden.
- l. Shall not involve in immoral activities.
- m. Strictly follow the procedures for allied facilities, setup for the administrative purpose.
- n. When away shall be responsible about the security of the house (i.e. leaving behind some servant/attendant etc).
- o. Shall be responsible about the person discipline of the servant, (get the servant's security pass made. Only 1 x servant is permitted to stay in servant quarter. Servant with wife / children or any other family members are not permitted to stay in servant quarter. Ensure that servants so not sit in groups in front of the houses / lawns etc).
- p. If the house is sold out by the Allottee, get the same undertaking signed from the next Housing Directorate at the time of transfer of sale / purchase.

Purchaser: _____

Mr. _____

CNIC No. _____

- q. Keeping pet animals (particularly dogs / wild animals etc) which can cause scare / wound to the residents and discomfort to the neighbors are not permitted inside the house / Askari Colonies.
- r. Ensure following while renting the house:-
- The buyer is interviewed by the concerned ACM office Lahore, before signing of the Sale Agreement.
 - Obtain NOC, before luggage is moved into the said house by the Buyer.
 - Sale Agreement is signed on as per to the specimen of Housing Directorate, GHQ.
 - The buyer cannot shift into Askari Colonies unless he has the NOC from GHQ Housing Dte Rawalpindi.
 - The buyer will only live with their family, i.e. should be married. Single or bachelor living not permitted in Askari Colony.
 - In case of foreigners, prior NOC / Security Clearance is obtained from MI Dte, GHQ (Rawalpindi).
 - Shall be responsible to rent out the house to a respectable family as they do not become source of unrest for the Colony.
 - Shall give the certificate that **Mr.** _____ S/o _____ has never been expelled from any of the Army Housing Complex.
 - There is no criminal or moral failing case is registered in any of the police station or in any of the court of Law.
- s. **PROPERTY DEALERS ONLY.** While having a deal with buyer, is responsible for the following. In case of violation, the Housing Directorate, GHQ reserves the right to ban the entry / business of the defaulter in any of the Army Complex.

IN CASE OF VIOLATION OF ABOVE MENTIONED POLICIES THE ADMINISTRATION HOUSING DIRECTORATE GHQ, RESERVES THE RIGHT TO TAKE APPROPRIATE ADMINISTRATIVE ACTION AGAINST THE DEFAULTER i.e. DISCONNECTION OF UTILITY SERVICES ETC. THE BUYER WILL BE DIRECTED TO VACATE THE HOUSE IMMEDIATELY ON ANY VIOLATION OF THE ABOVE MENTIONED POLICIES.

Purchaser: _____

Mr. _____

CNIC No. _____

SALE / PURCHASE DATA FORM

1. Purchaser's Detail

House #: **SD-**_____ Sector: **D** **Askari-X** Date of Applied: _____ 2026.

Name: _____

Sect: _____ Caste: _____ Status: _____

CNIC of Purchaser: _____

Address: _____

Present Tel Res #: _____ Present Tel Office #: _____ Cell #: _____

Any relative residing in any Askari Colony at Lahore with Contact No: _____

Svc Department / Business: _____

Purchaser's Vehicles Detail:

Car #: _____ Make: _____ Model: _____ Colour: _____

Car #: _____ Make: _____ Model: _____ Colour: _____

Family / Children:-

Name	Age (Yrs)	Male / Female	Profession	Relationship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(Att copies of CNIC / FRC of All Family Members)

Internal / External Shifting: _____

2. Previous Owner's Detail (Seller)

Name: _____

Address: _____

Present Tel Res #: _____ Present Tel Office #: _____ Cell #: _____

3. Property Dealer's Detail:

Name of owner along with name of Estate (duly stamped): _____

Regd No: _____ Valid Up to: _____

Office Address: _____

Present Tel Res # _____ Present Tel Office # _____ Contact # _____

Guarentor-1: _____

Guarantor-2: _____

Name: _____

Name: _____

CNIC No. _____

CNIC No. _____

Cell No: _____

Cell No: _____

Signature by Purchaser

Signature by ADH ACM Ask-10 Lhr

SECURITY CLEARANCE PROFORMA FOR CIVILIAN PURCHASER OF SD HOUSE

NO. _____, SECTOR-D, ASKARI-10, NEW AIRPORT ROAD LAHORE CANTT.

1. Name: Mr. _____ S/o _____
2. Religion / Sect: Islam / _____
3. Caste: _____
4. Date of birth: 06-07-1995
5. Place of birth: _____
6. Education: _____
7. Nationality: Pakistani
8. CNIC No: _____
9. Political Affiliation: Nil
10. Profession: _____
11. Address:
 - a. Permanent Address: _____
 - b. Present Address: _____
12. Marital Status: _____
13. **Detail of Family**

<u>Sons</u>	<u>Profession</u>
(i) _____	_____
(ii) _____	_____
(iii) _____	_____
(iv) _____	_____

b. <u>Daughters</u>	
(i) _____	_____
(ii) _____	_____
(iii) _____	_____
(iv) _____	_____

c. <u>Brothers</u>	
(i) _____	_____
(ii) _____	_____
(iii) _____	_____
(iv) _____	_____

d. <u>Sisters</u>	
(i) _____	_____
(ii) _____	_____
(iii) _____	_____
(iv) _____	_____
14. Foreign Visits: _____
15. Gen Remarks: _____

محدود
ویر یفیکیشن پر فارما

- 1- نمبر _____
- 2- رینک _____
- 3- نام _____
- 4- ولدیت _____
- 5- قوم _____
- 6- مذہب / فرقہ _____
- 7- تعلیم _____
- 8- تاریخ پیدائش _____
- 9- سیاسی وابستگی _____
- 10- مذہبی وابستگی _____
- 11- ازواجی حیثیت _____
- 12- موبائل نمبر _____
- 13- شناختی کارڈ نمبر _____
- 14- جاب سرٹیفکیٹ _____
- 15- جائیداد کی تفصیل _____
- 16- بچوں کی تفصیل _____
- (ا) _____
- (ب) مکان / پلاٹ _____
- (ج) زرعی زمین _____
- (د) برنس کی تفصیل _____
- 17- بھائیوں کی تعداد اور نام _____
- 18- بہنوں کی تعداد اور نام _____
- (ا) _____
- (ب) _____
- (ج) _____
- (د) _____
- (ذ) _____
- 19- مستقل ایڈریس _____
- 20- موجودہ ایڈریس _____
- 21- سابقہ ایڈریس _____
- 22- بیرون ملک رشتہ دار _____
- 23- ڈیفنس میں رشتہ دار _____
- (ا) _____
- (ب) _____
- (ج) _____
- 24- غیر ملکوں سے رابطہ _____
- 25- ویر یفیکیشن کی وجوہات _____
- 26- نیشنل ٹیکس نمبر _____
- 27- ٹیکس ریٹرن کی کاپی _____
- 28- ماہانہ آمدن _____
- 29- بارڈر سے فاصلہ _____
- 30- پولیس ویر یفیکیشن _____

31- پولیس ویریفیکیشن / ایف ای آر / کمپلین ریکارڈ

32- سرال کی تفصیل

(ا) سرکانام

(ج) سالے

(ب) ساس کانام

(د) سالیاں

34- پاسپورٹ نمبر

33- اکاؤنٹ نمبر

35- جزل ریمارکس:-

رپورٹ کنندہ کانام

دستخط