

**SOP OF DIRECTORATE OF ESTATE &
LAND MANAGEMENT, MDA, MULTAN.**

1.	ALLOTMENT LETTER	3 DAYS AFTER THE APPROVAL OF THE DG, MDA.
2.	POSSESSION LETTER	3-DAYS
3.	AGREEMENT OF SALE	7-DAYS
4.	E&LM PROFORMA	5 DAYS
5.	EXTENSION IN BUILDING PERIOD	6-DAYS
6.	PAYMENT OF DUES	3-DAYS
7.	ISSUANCE OF AUTHENTIC COPY	3-DAYS
8.	TRANSFER OF PLOT	3-DAYS
9.	TRANSFER OF INHERITANCE	7-DAYS AFTER RECEIPT OF THE ORDERS OF THE COURT.
10.	OWNERSHIP OF KATCHI ABADI (SITE VISIT)	(10-DAYS)
11.	NOC PROCESS (BANK LOANS ETC).	6-DAYS
12.	REGISTRY OF SALE DEED	2-DAYS AFTER COMPLETION OF THE CASE.
13.	REFUND CASES	15-DAYS
14.	AWARD CASES	6-DAYS AFTER COMPLETION OF FORMALITIES
15.	ALLOCATION OF EXEMPTEE	30DAYS AFTER SUBMISSION OF ALL RELATED DOCUMENTS.
16.	ALTERNATE PLOT.	30-DAYS
17.	DEMOLITION/LCO CASES. ✓	15-DAYS.
18.	SITE VISITS. CASES.	5-DAYS


DIRECTOR

Estate & Land Management
MDA Multan


DIRECTOR GENERAL

23.5.2009 MDA