# Housing Society Management System (HSMS)

(https://hsms.punjab-zameen.gov.pk)

**Complete Stepper-Wise Document Submission Checklist**

This document presents a complete breakdown of all required document uploads across all steppers and sub-sections in the HSMS application portal, based on UI specifications.

## STEPPER 1: PROPOSED AREA

### Boundary of Proposed Housing Scheme

- **Boundary KML File** (File Format: .kml) **[Mandatory]**

### Professional Team Requirements

- **Town Planner PCATP Registration Certificate** (File Format: .pdf) **[Mandatory]**
- **Town Planner PCATP Registration Document / Card** (File Format: .pdf) **[Mandatory]**
- **Last Paid Utility Bill (Any)** (File Format: .pdf) **[Mandatory]**

## STEPPER 2: OWNERS DETAIL

### Individual Owners Details

- **CNIC Front Side** (File Formats: .jpg, .png) **[Mandatory]**
- **CNIC Back Side** (File Formats: .jpg, .png) **[Mandatory]**
- **DNFBP Registration Certificate** (File Format: .pdf) **[Mandatory]**

### Financial & Business Model Details

- **Expected Income Sources** (File Format: .pdf) **[Mandatory]**
- **Revenue Generation** (File Format: .pdf) **[Mandatory]**
- **Development Charges** (File Format: .pdf) **[Mandatory]**
- **Development & Plot Handing Over** (File Format: .pdf) **[Mandatory]**
- **Late Surcharge Policy** (File Format: .pdf) **[Mandatory]**

## STEPPER 3: LAND DETAILS

### Land Detail

- **Non-Encumbrance Certificate (NEC) Document** (File Format: .pdf) **[Mandatory]**
- **Green Property Certificate Document** (File Format: .pdf) **[Mandatory]**
- **Fard Document** (File Format: .pdf) **[Mandatory]**
- **Mutation Document** (File Format: .pdf) **[Mandatory]**
- **Registered Sale Deed Document** (File Format: .pdf) **[Mandatory]**
- **Any Other Document** (File Format: .pdf) *[Optional]*

### Khasra Plan

- **Khasra Plan Document** (File Format: .pdf) **[Mandatory]**
- **Khasra Plan Map File** (File Formats: .kml, .kmz) **[Mandatory]**
- **Khasra Girdawri Document** (File Format: .pdf) **[Mandatory]**
- **Aks Shajra Document** (File Format: .pdf) **[Mandatory]**

## STEPPER 4: PLANS

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### Access Road

- **Access Road KML File** (File Formats: .kml, .kmz) **[Mandatory]**

### Layout Plan

- **Layout Plan CAD Drawing** (File Format: .dwg) **[Mandatory]**
- **Layout Plan Map Package** (File Format: .mpk) **[Mandatory]**
- **Layout Plan PDF Document** (File Format: .pdf) **[Mandatory]**

### Performance Bond (If Applicable)

- **Performance Bond Document** (File Format: .pdf) *[Optional - If Applicable]*

### Technical Reports

- **Soil Investigation Report** (File Format: .pdf) **[Mandatory]**
- **PEC Qualified Engineer Certificate** (File Format: .pdf) **[Mandatory]**
- **Topographic Survey Report (DWG)** (File Format: .dwg) **[Mandatory]**
- **Topographic Survey Report (PDF)** (File Format: .pdf) **[Mandatory]**
- **Topographic Survey Drone Images** (File Format: .jpg) **[Mandatory]**

## STEPPER 5: NOCs

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### Irrigation Department

- **Location Plan Document** (File Format: .pdf) **[Mandatory]**
- **Khasra Plan Map File** (File Formats: .kml, .kmz) **[Mandatory]**

- **Khasra Plan Document** (File Format: .pdf) **[Mandatory]**
- **Boundary of Proposed Housing Scheme** (File Formats: .kml, .kmz) **[Mandatory]**
- **Topographic Survey Report (DWG)** (File Format: .dwg) **[Mandatory]**
- **Topographic Survey Report (PDF)** (File Format: .pdf) **[Mandatory]**

### Water & Sanitation Agency (WASA)

- **Boundary of Proposed Housing Scheme** (File Formats: .kml, .kmz) **[Mandatory]**
- **Khasra Plan Document** (File Format: .pdf) **[Mandatory]**
- **Khasra Plan Map File** (File Formats: .kml, .kmz) **[Mandatory]**
- **Layout Plan CAD Drawing** (File Format: .dwg) **[Mandatory]**
- **Layout Plan PDF Document** (File Format: .pdf) **[Mandatory]**
- **Layout Plan Map Package** (File Format: .mpk) **[Mandatory]**
- **Water Quality Test Report** (File Format: .pdf) **[Mandatory]**
- **Sewerage Disposal Arrangement Plan** (File Format: .pdf) **[Mandatory]**
- **NOC for Utilization of Respective Path** (File Format: .pdf) **[Mandatory]**
- **NOC from Concerned Dept. Other than WASA** (File Format: .pdf) **[Mandatory]**

### Other Documents (If Applicable)

- **NOC From Army, DHA, NHA, Railway etc.** (File Format: .pdf) *[Optional - If Applicable]*
- **Consent from Sponsor of Adjoining Approved Scheme** (File Format: .pdf) *[Optional - If Applicable]*
- **Any Other Document** (File Format: .pdf) *[Optional]*

## STEPPER 6: FINAL SANCTION

- Road Network & Parking Design — .dwg, .pdf *(Mandatory)*
- Electricity & Street Light Plan — .dwg, .pdf *(Mandatory)*
- Water Supply, Sewerage & Drainage Plan — .dwg, .pdf *(Mandatory)*
- Landscape Plan — .dwg, .pdf *(Mandatory)*
- Solid Waste Management Plan — .dwg, .pdf *(Mandatory)*
- SNGPL Design — .dwg, .pdf *(Mandatory)*