Property Transfer System (PTS)

User Manual

Contact Us

PULSE (Punjab Urban Land System Enhancement) 158-A, Abu Bakar Block New Garden Town Lahore.

contactus@pulse.gov.pk

(92) 42 3788 2072

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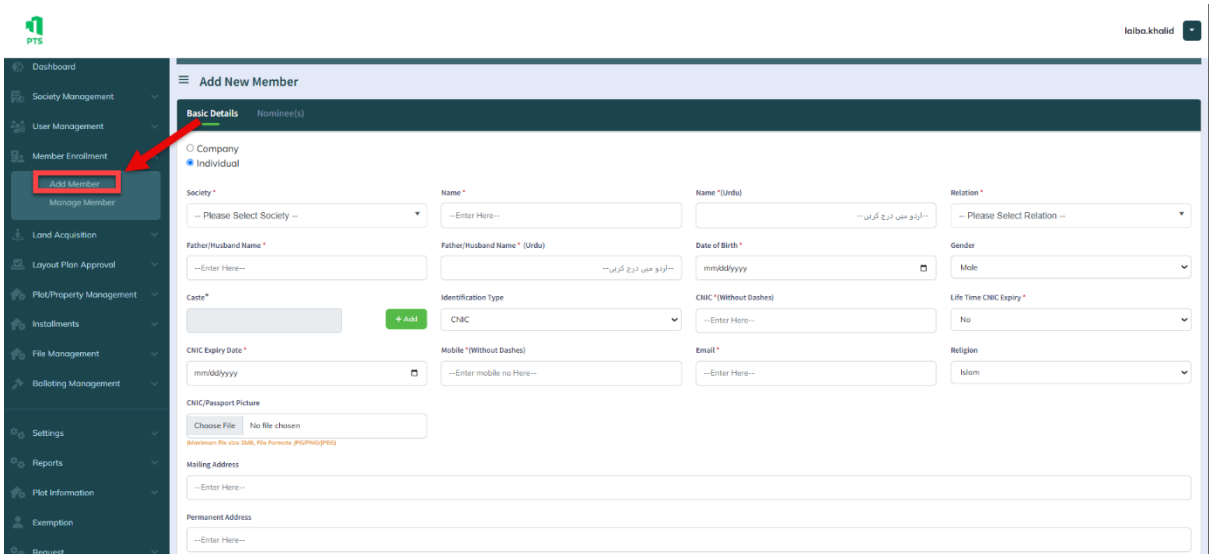
Revision Date				
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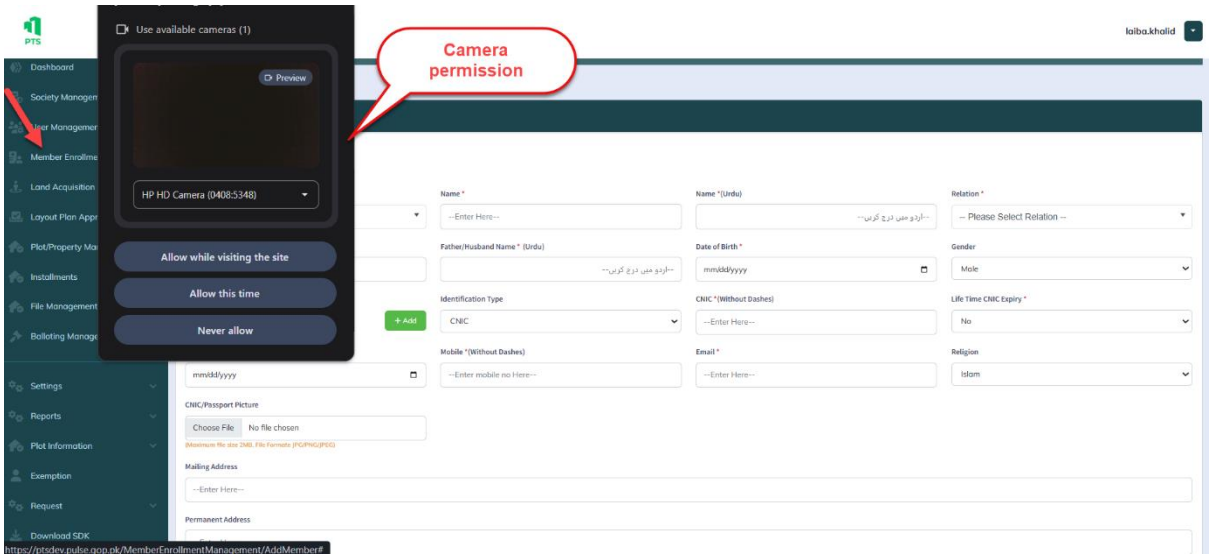
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Member Enrollment

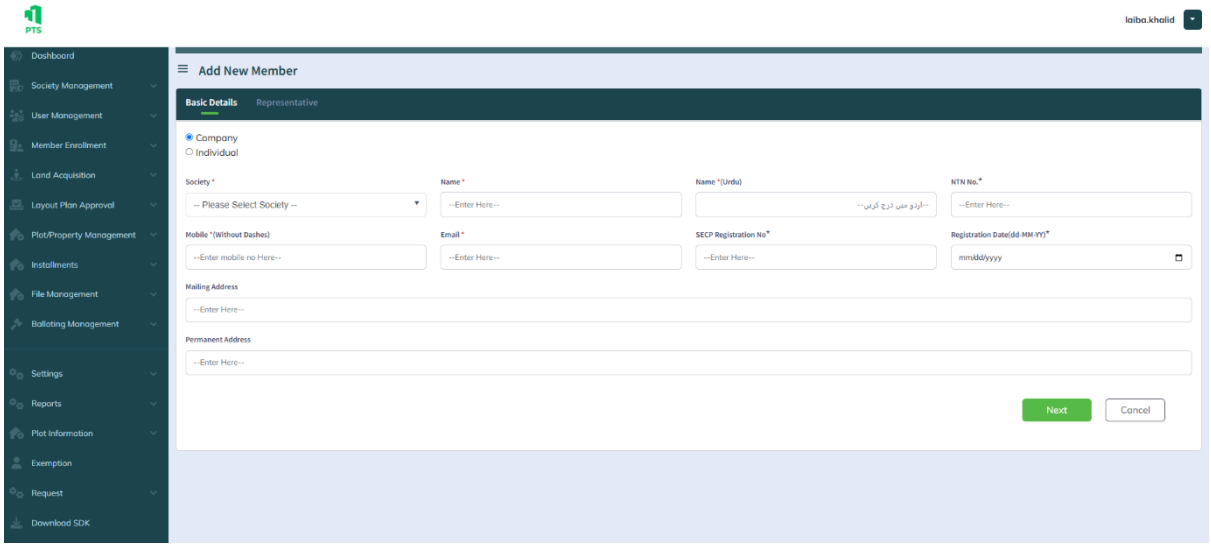
In the left menu, click on the down arrow  next to **Member Enrollment,** will open a menu below.



Click on the first option **Add Member** under **Member Enrollment**. Add owner page will be open with popup for asking permission to access camera.



Add all information in available fields on the screen. Fields with (*) are mandatory.



7

Two types of options are given:

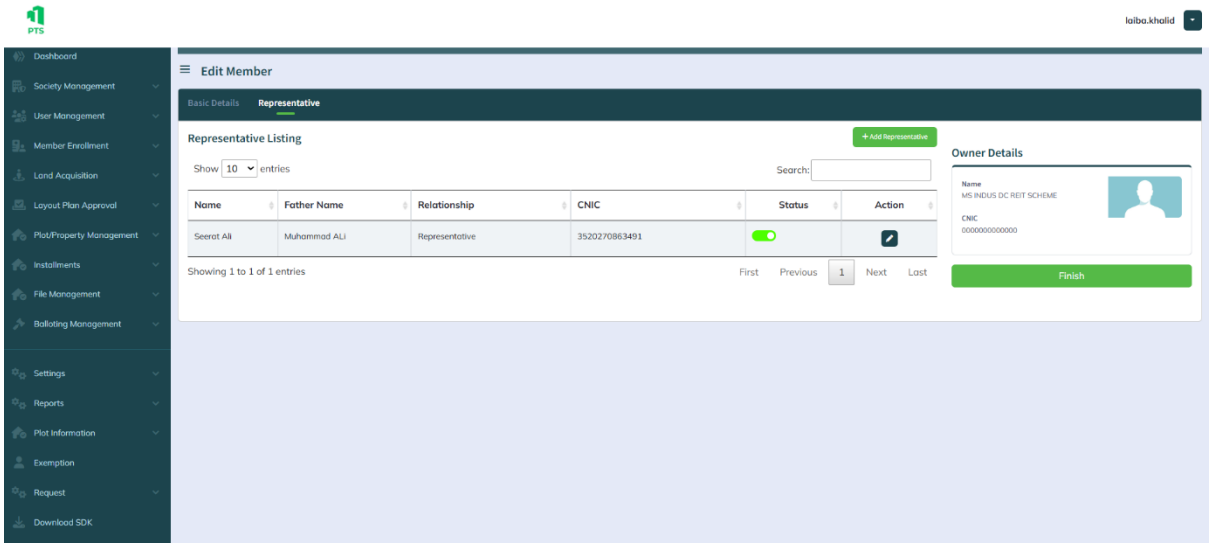
1. Company
2. Individual

In Company and individual case both have same functionality.

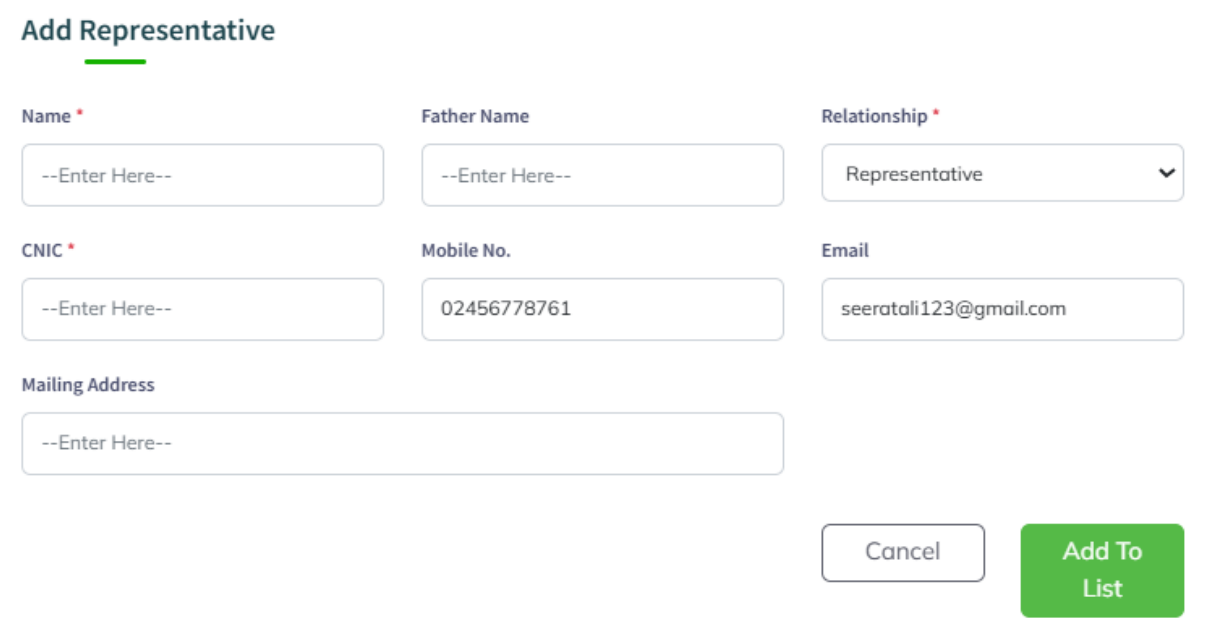
Company Add Member

Put all the Basic Details in the above screen then move onto Representative screen.

Representative listing screen

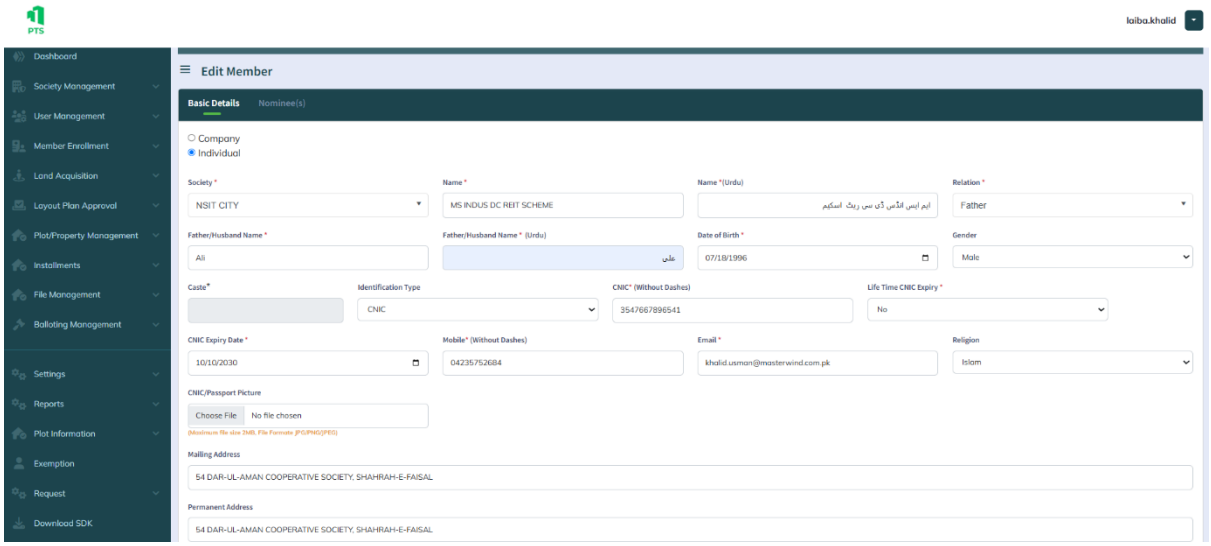


ADD Representative screen

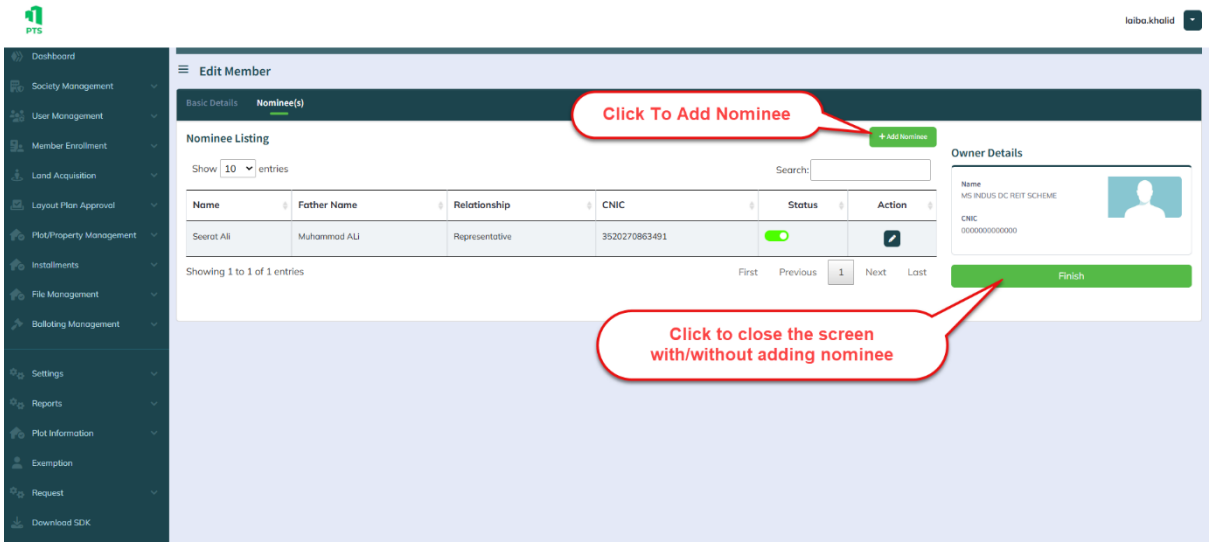


Individual Screen

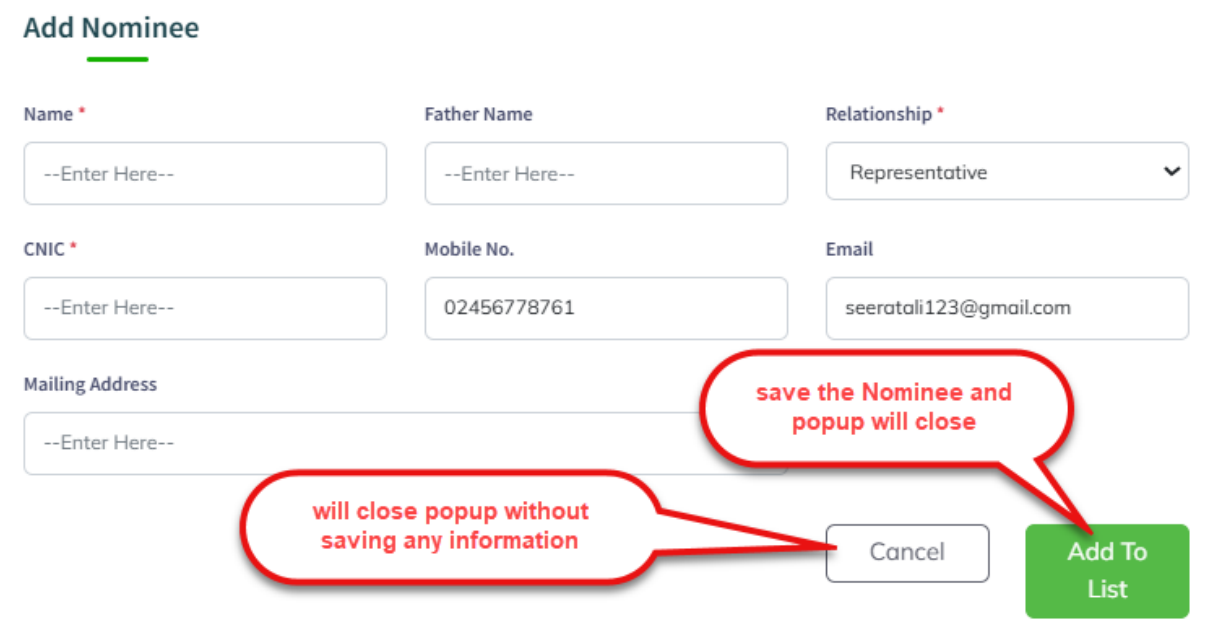
In individual, Add all the mandatory information need to be filled.



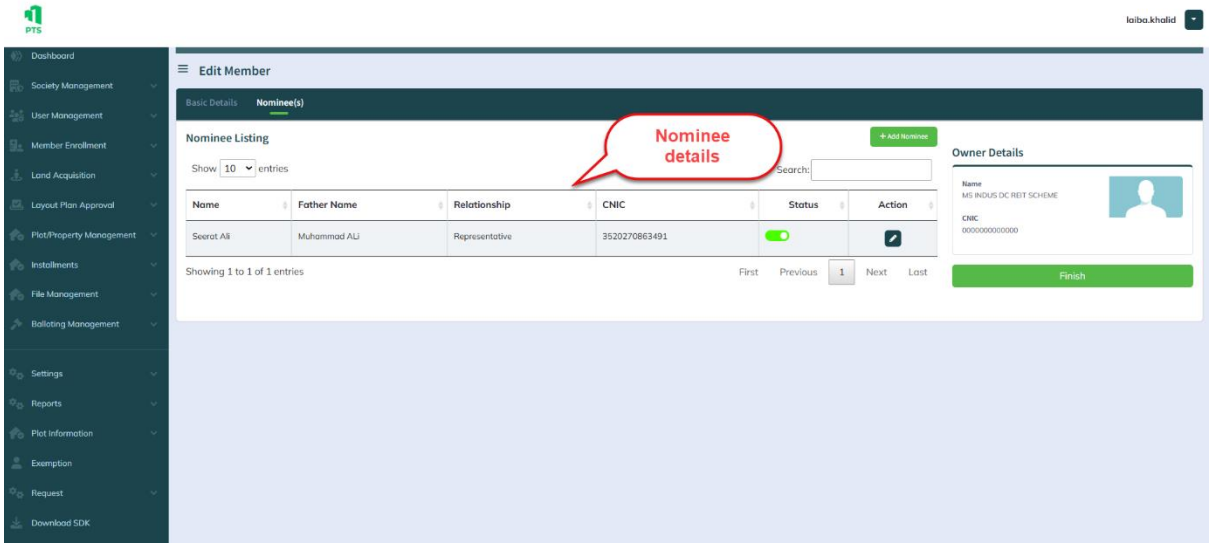
Click on the **Next button** Next at the bottom of the screen to save the owner information and will open Nominee(s) screen.

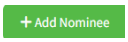


Click on the **+Add Nominee** + Add Nominee button to add Nominee(s). New popup will prompt up.



Enter all the information and click on the Add to List button to add nominee int the list. Popup will close and newly created nominee starts appearing in the list as shown in the below screenshot.

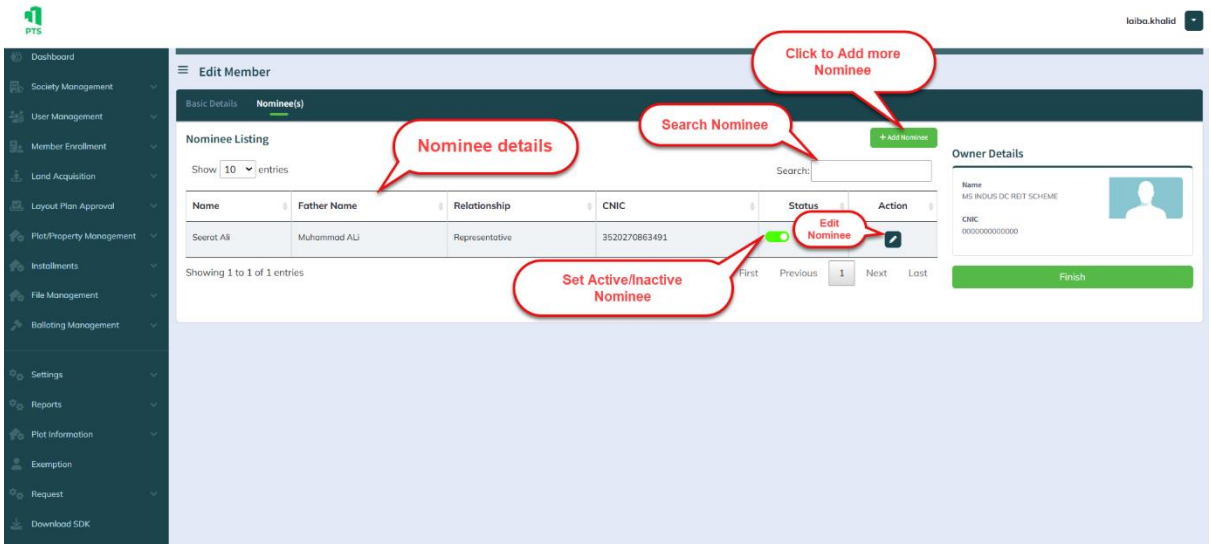


Click on the **+Add Nominee**  button to add more Nominee(s).

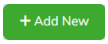
Search field is available to search on the basis of all columns available in the grid.

Nominee can be set active and inactive from Status column.

Action column contains Edit icon to edit a nominee. When click on edit icon respective nominee will loaded in the popup.



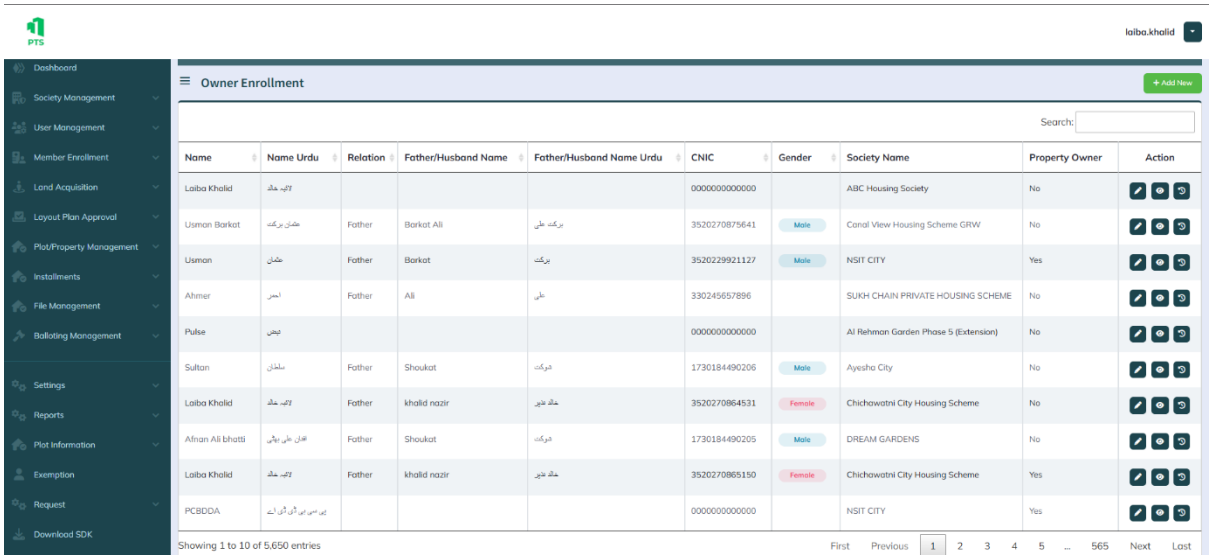
After adding Nominee(s), click on the **Finish** button will load **Member Listing** screen. Where newly created owner starts appearing immediately.

To add new Owner from this screen **+Add New**  button is available at the top. When click on it add owner screen will be loaded.

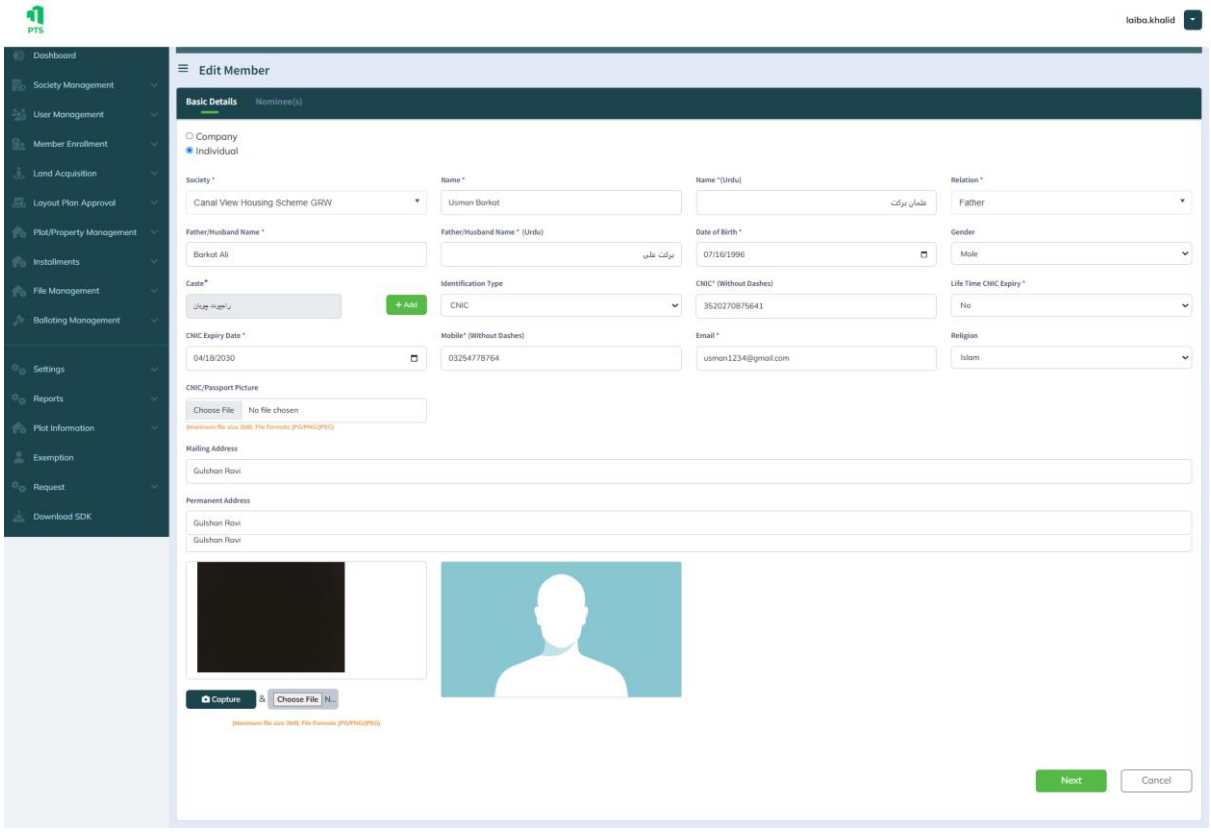
Excel, **CSV**, **PDF** button are available to export the list of owners in the relevant file format.

Search field is available to search member from list on the basis of available information in the columns.

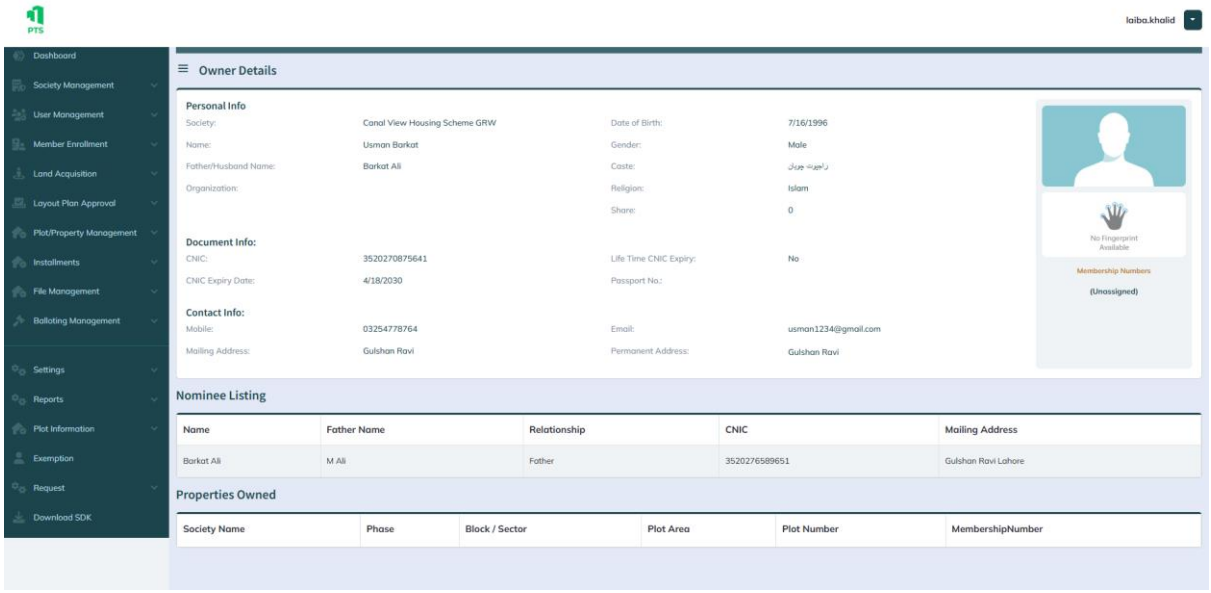
On the right-hand side different search filters are available to search specific Member.



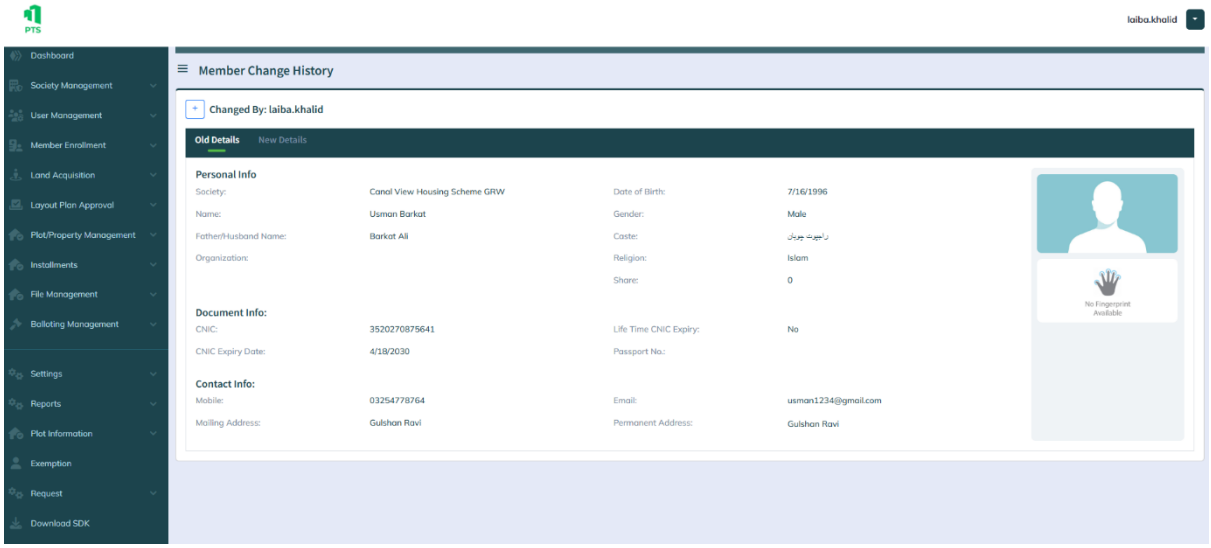
Under Action column **Edit** , **View**  and **Member Change History**  icon is available.



When click on Edit icon respective Member/Company will be loaded in the edit mode where user can edit the member.



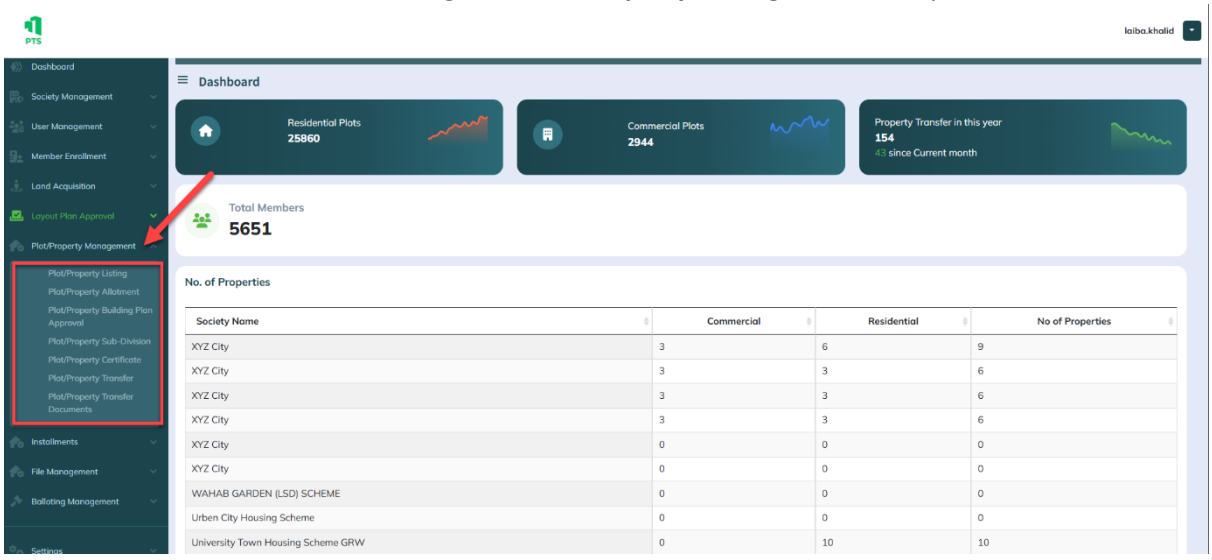
When click on **View** Icon the Member Details will be shown.



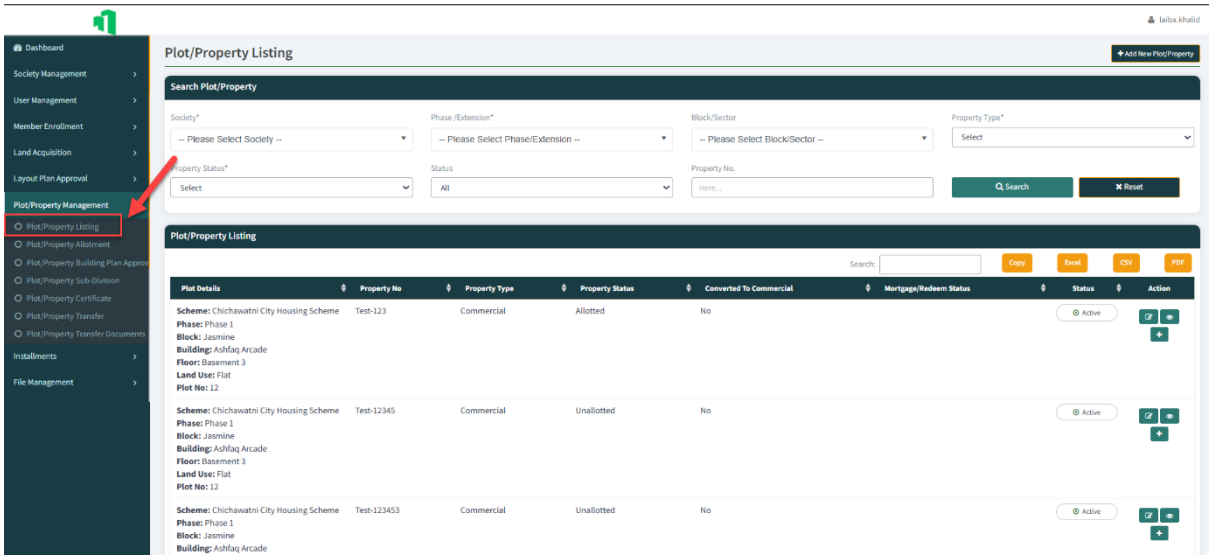
When click on the **Member Change History** icon, the following screen will be loaded. Where user can save biometric.

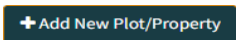
Plot/Property Management

In the left menu, click on the arrow against **Plot/Property Management** will open a menu below.



Click on the 1st option **Plot/Property Listing** will open the Plot/Property Listing screen



On **Plot/Property Listing** screen there is button 

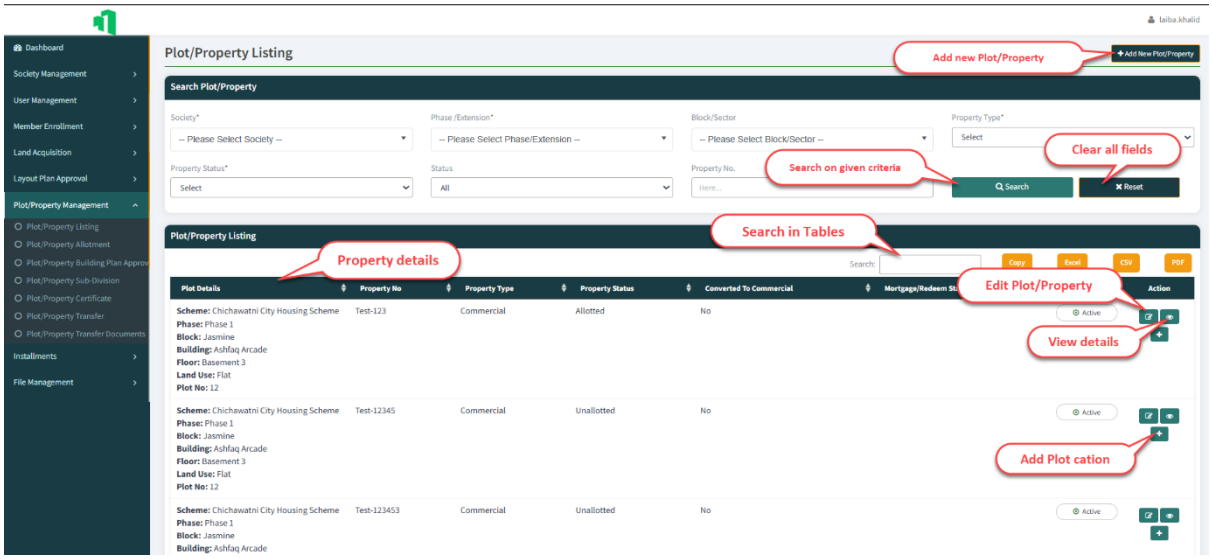
to add new plot/property in the top right corner of the screen.

There is Search section below the Add new button. In which user can search plot/property on the basis of following fields.

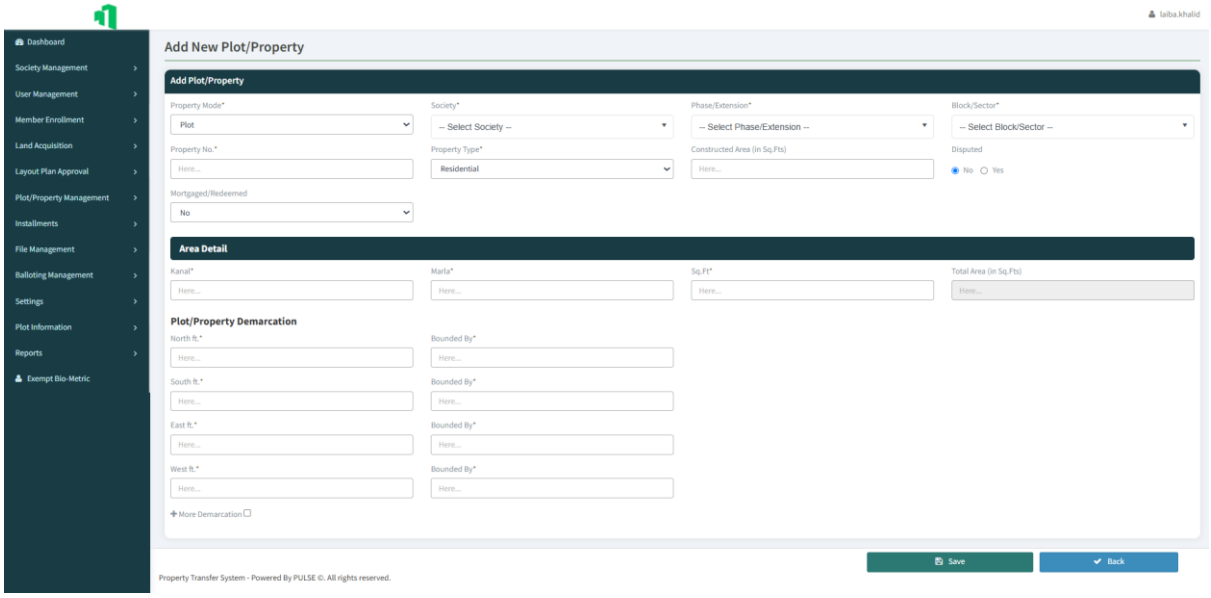
- Society
- Phase/Extension
- Block/Sector
- Property Type
- Property Status
- Property No.

Last section shows plot/property list in table with a Search field above the table. The table shows the following details of the plot/property.

- Society Name
- Phase/Extension
- Block/Sector
- Property No
- Property Type
- Property Status
- Status
- Actions (Edit , History ) icons



When click on the + Add New Plot/Property button. The **Add New Plot/Property** screen will prompt up.



The **Add new Plot/Property** screen has two sections. In the first section Property details related fields are appearing and in the second section Area details fields are appearing. It has two buttons Save Back at the bottom of the screen.

1- Add Plot/Property has following fields.
   - Property Mode (Plot, Commercial Plaza/Flat/Apartment)
   - Society

- Phase/Extension
- Block/Sector
- Mortgaged/Redeemed
- Property No
- Property Type
- Constructed Area (In Sq. Fts)
- Disputed (Yes, No)

If Disputed is checked “Yes” then following field will appear

- Nature Of Dispute
- Attachment Of Dispute
- Date
- Time

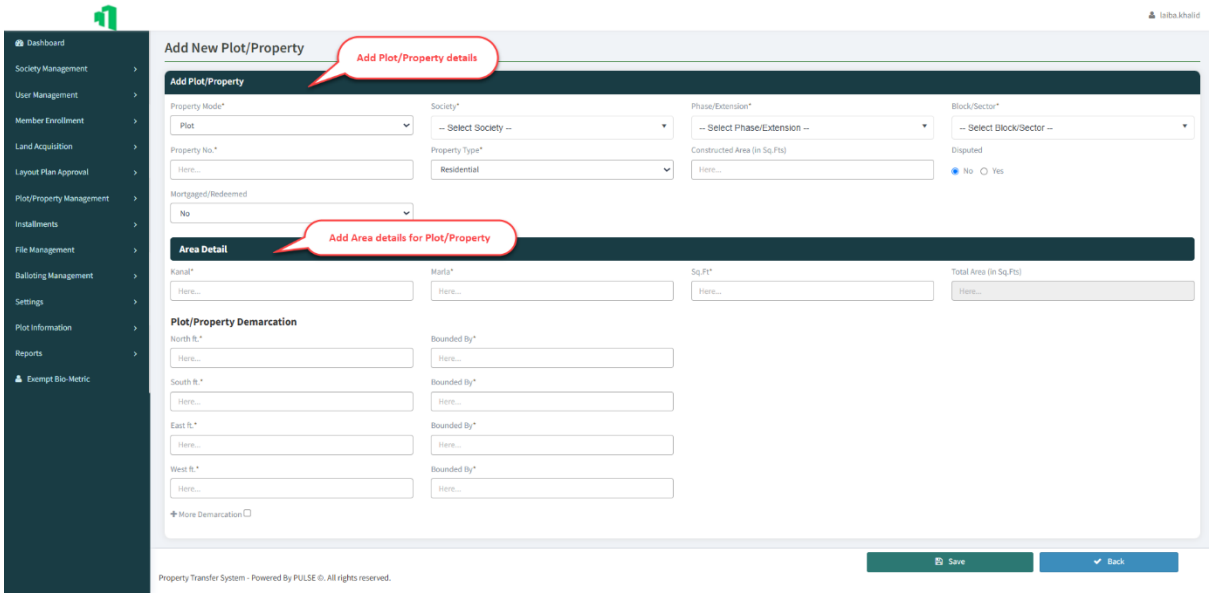
2- Area Details has following fields and a sub section.

- Kanal
- Marla
- Sq. Fts
- Total Area (in Sq. Fts)
- Constructed Area (Sq. Fts)

Plot Property Demarcation

- North ft. Bounded By
- South ft. Bounded By
- East ft. Bounded By
- West ft. Bounded By

More Demarcation Checkbox

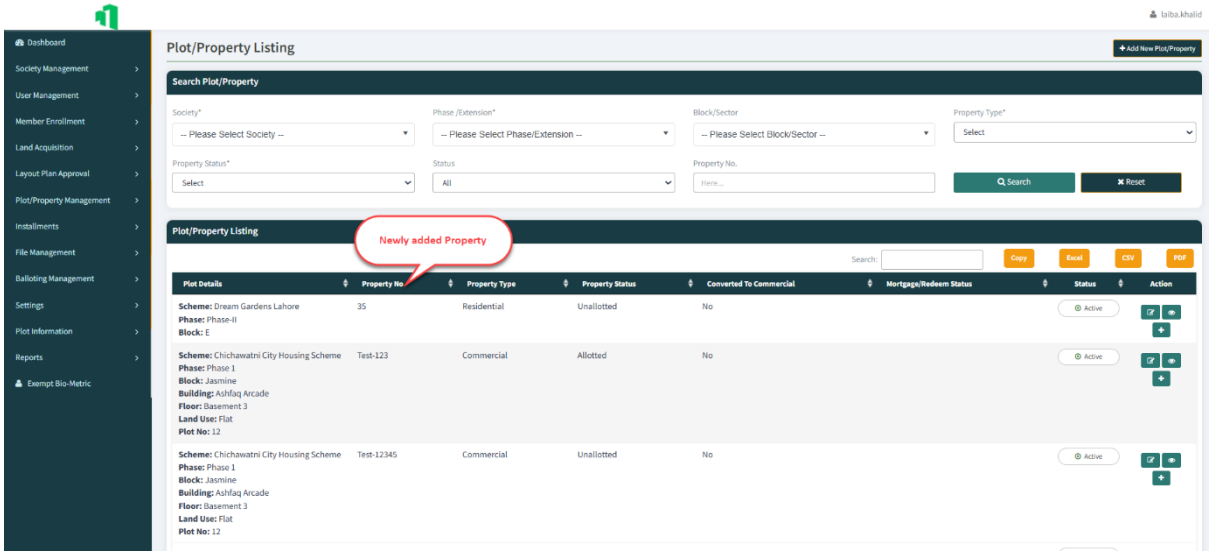


After adding all the details when click on the Save button 

will save the Plot/Property Information and navigate to listing screen where newly added Plot/Property starts displaying in the table.

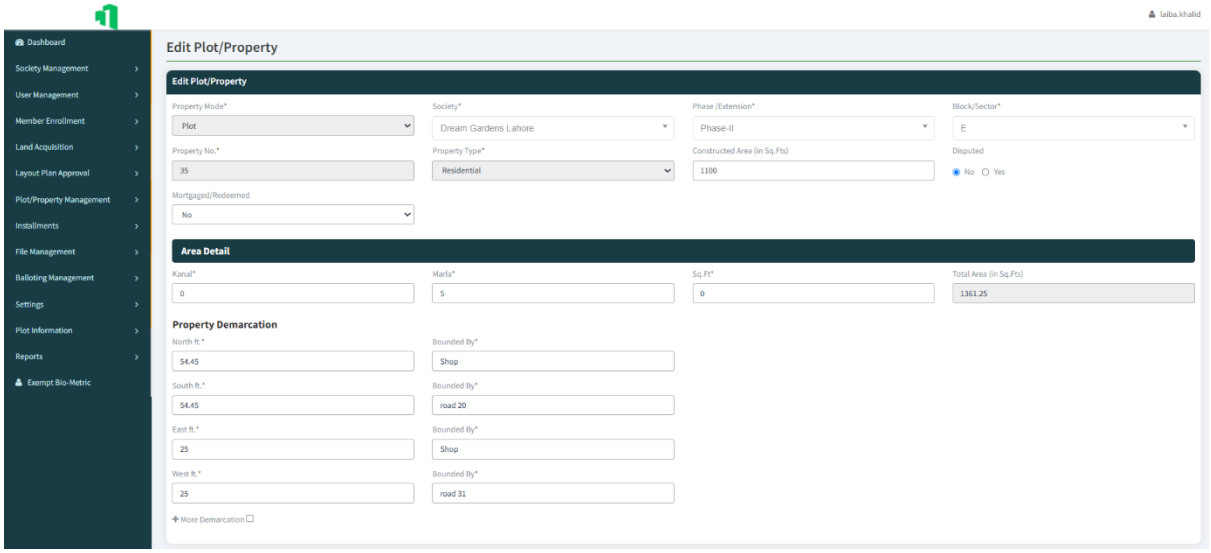
When click on the Back button 

it will discard everything and navigate back to listing screen.



Under **Actions** column we have two options **Edit** , **History**  icons

When click on **Edit**  icon it loads the respective Plot/Property in the edit mode.



On update screen following fields are read only and cannot be change or update.

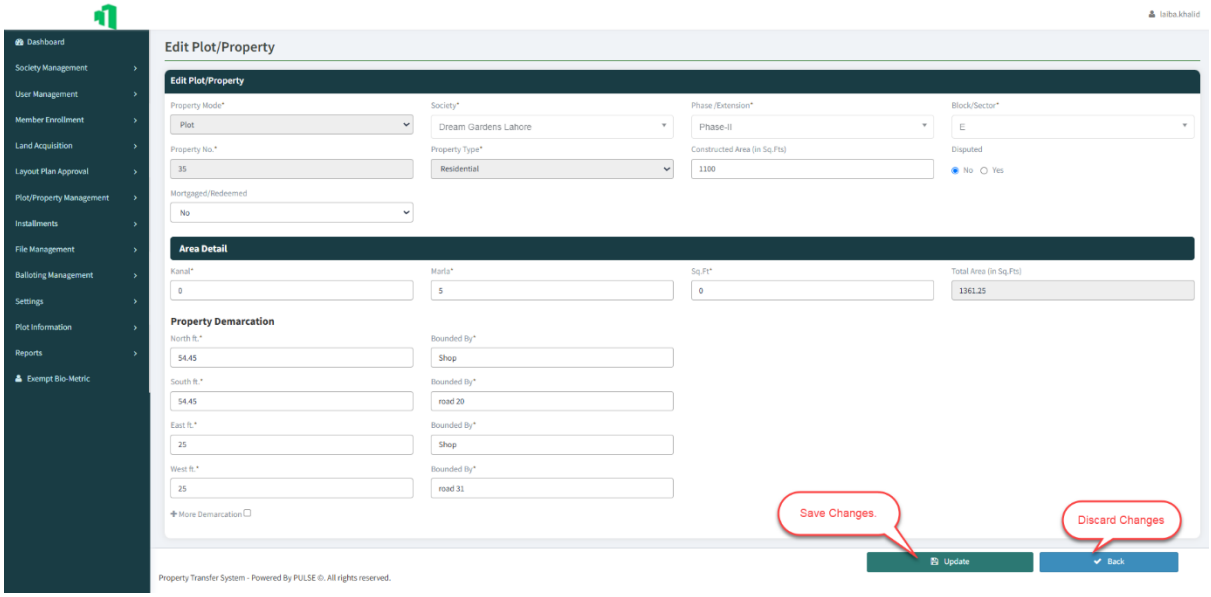
- Property Mode
- Society
- Phase/ Extension
- Block/Sector
- Property No.
- Property Type
- Total Area (in Sq. Fts)

User can update the remaining field and click on the **Update** button 

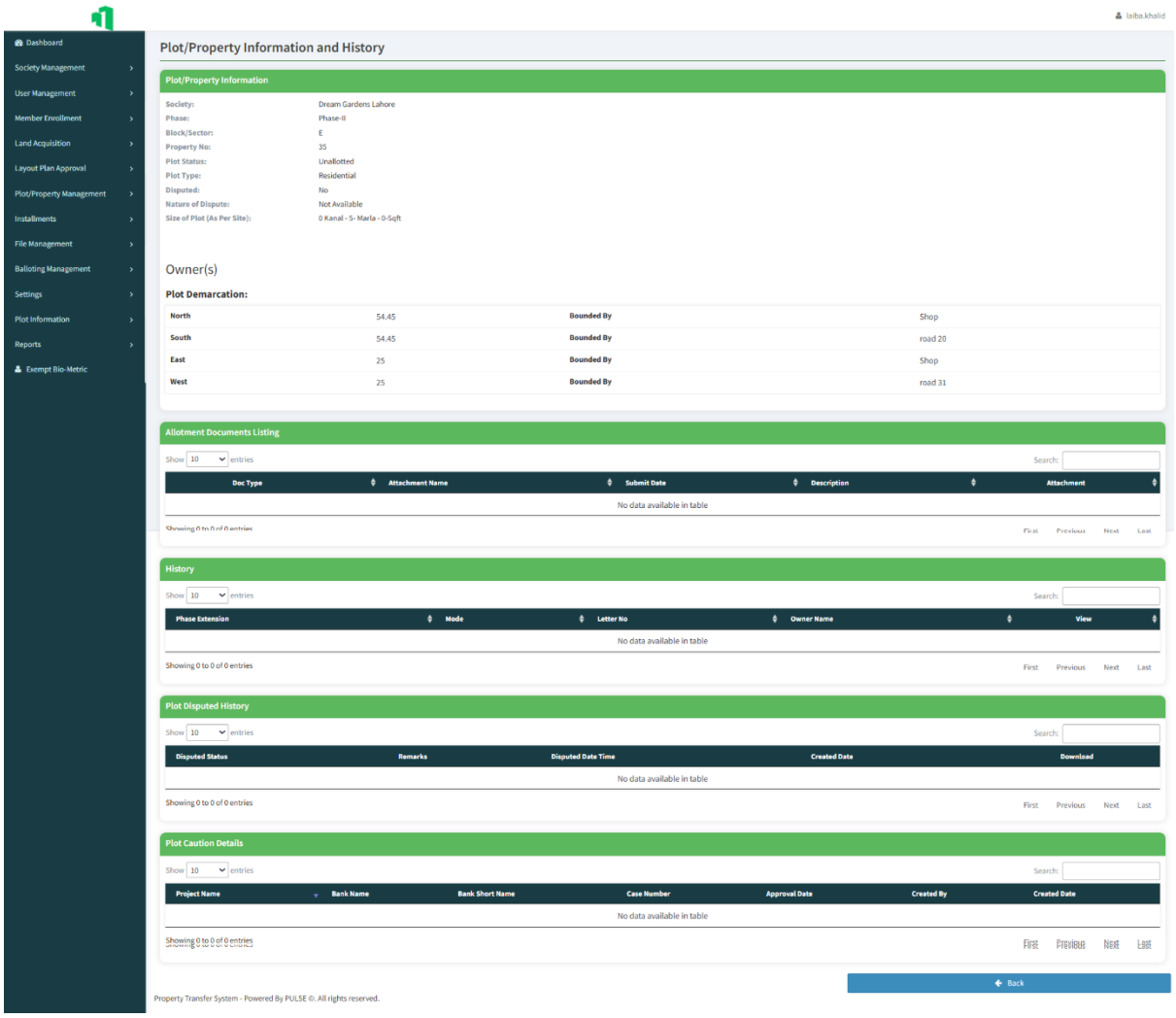
will update the details and navigate back to listing screen.

When click on the **Back** button 

it discards the changes and navigate back to listing screen.



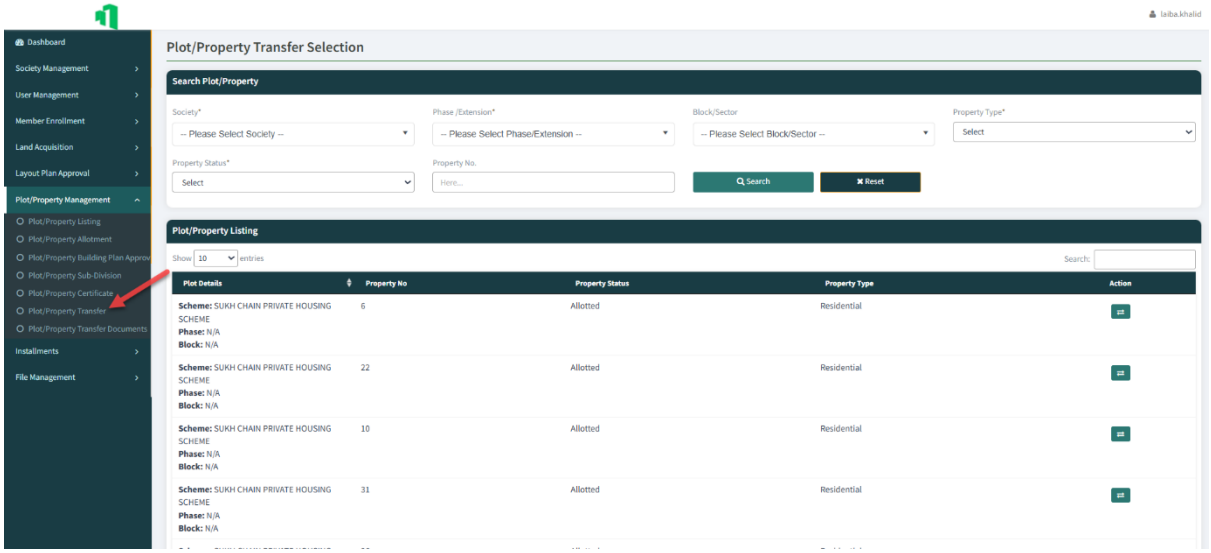
Second option in the Actions column is **History** . When click on it History screen will be loaded. This page is only showing the History of the application and nothing is editable on the History page. Majorly on this screen user can check the following Property letter.



It has a **Back** button ← Back at bottom right corner of the screen to navigate back to listing screen.

Plot/Property Transfer

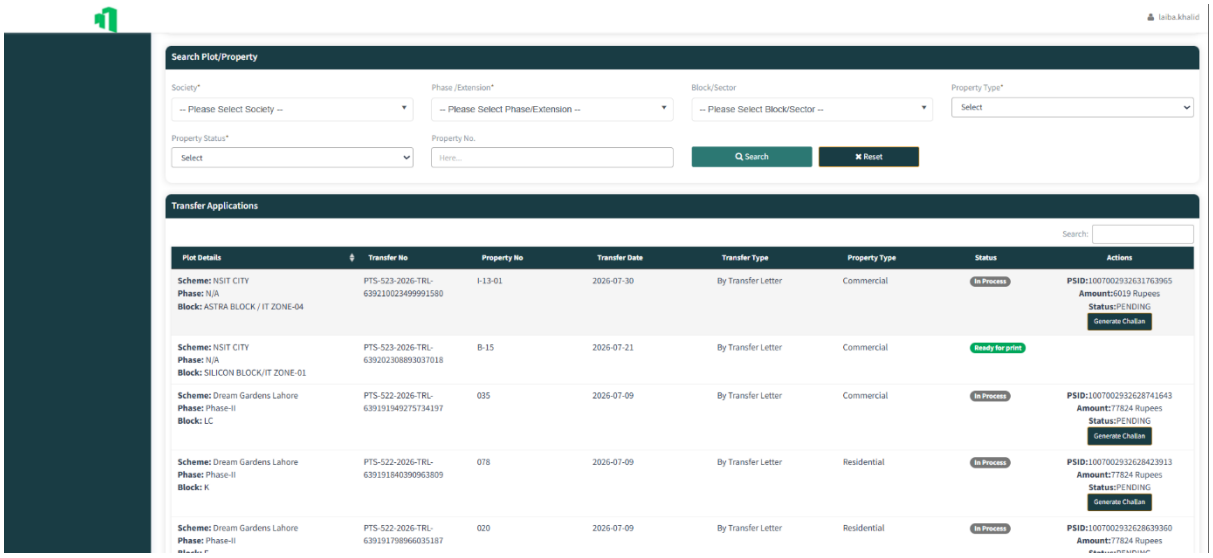
In the left meu, click on the **Plot/Property Transfer** in the list under Plot/Property Management will open the following screen.



Plot/Property Transfer Selection screen has two main section. Plot/Property Listing and Transfer Applications.

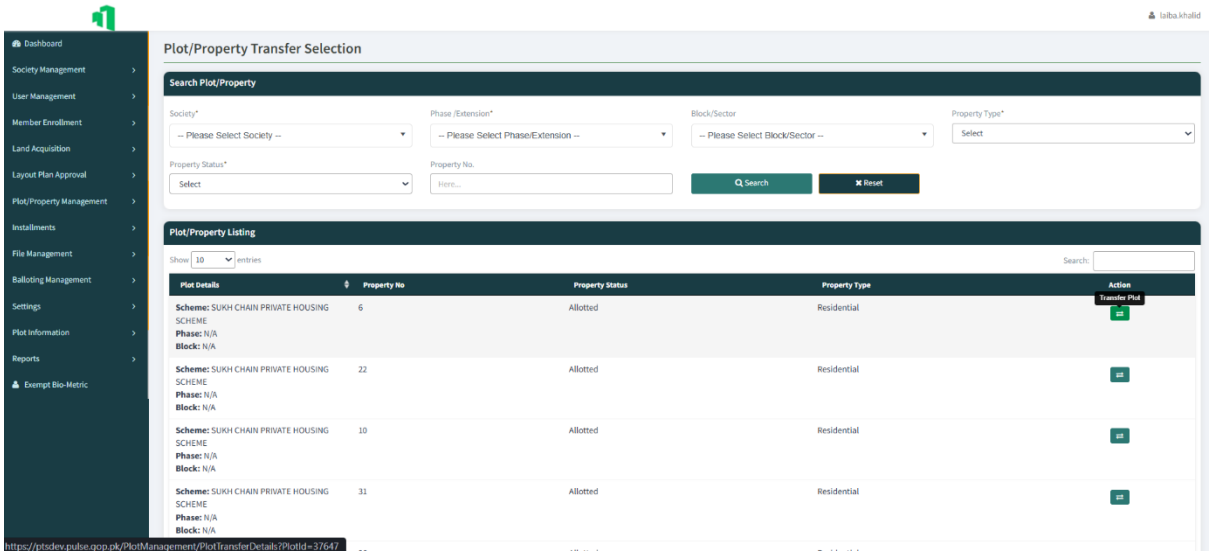
1- In **Plot/Property listing section**, there is table to show the list of Plot/Property with following information. There is Search section above the table to search specifically Plot/Property and dropdown to show number of entries in the table. At the bottom of the table pagination is also available.

- Society Name
- Phase/Extension
- Block/Sector
- Property No
- Property Status
- Property type
- Action (Transfer ⇄ Button)

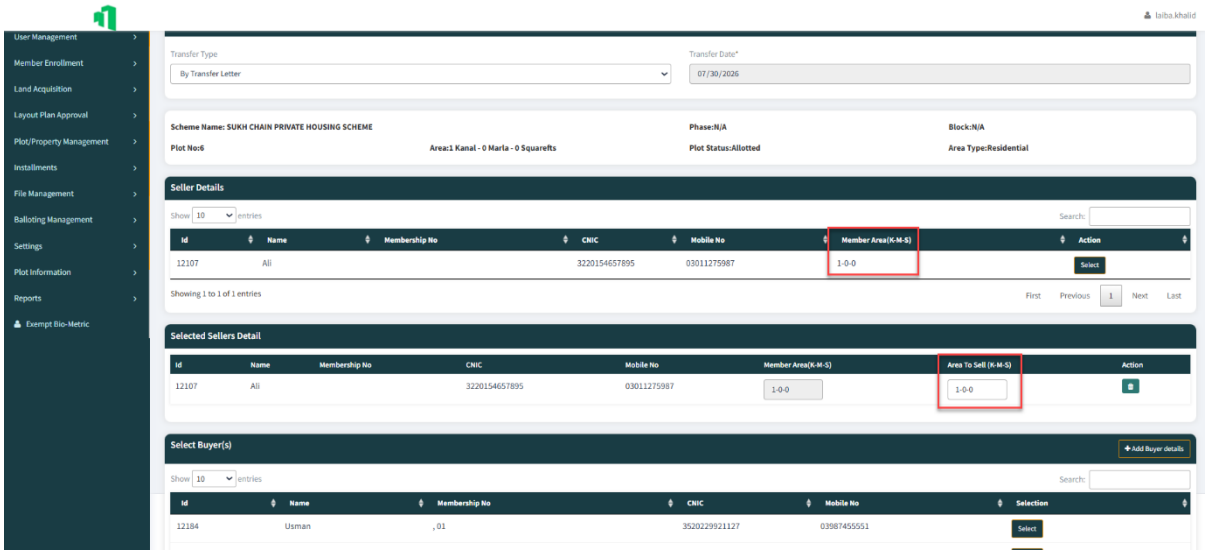


2- In Transfer Application section, there is table to show the list of Plot/Property which are in transfer process. There is a Search field above the table to search the specific application. The following information is shown in the table.

- Society Name
- Phase/Extension
- Block/Sector
- Property Type
- Property Status
- Property No
- Actions (Generate PLRA dues, PSID, Create Challan, Add Govt. Dues, Add Transfer Documents, Assign Membership Number, Add Transfer Photographs)



When click on the **Transfer icon**  in the Plot/Property listing table appearing under Action column following Transfer Details screen will open.

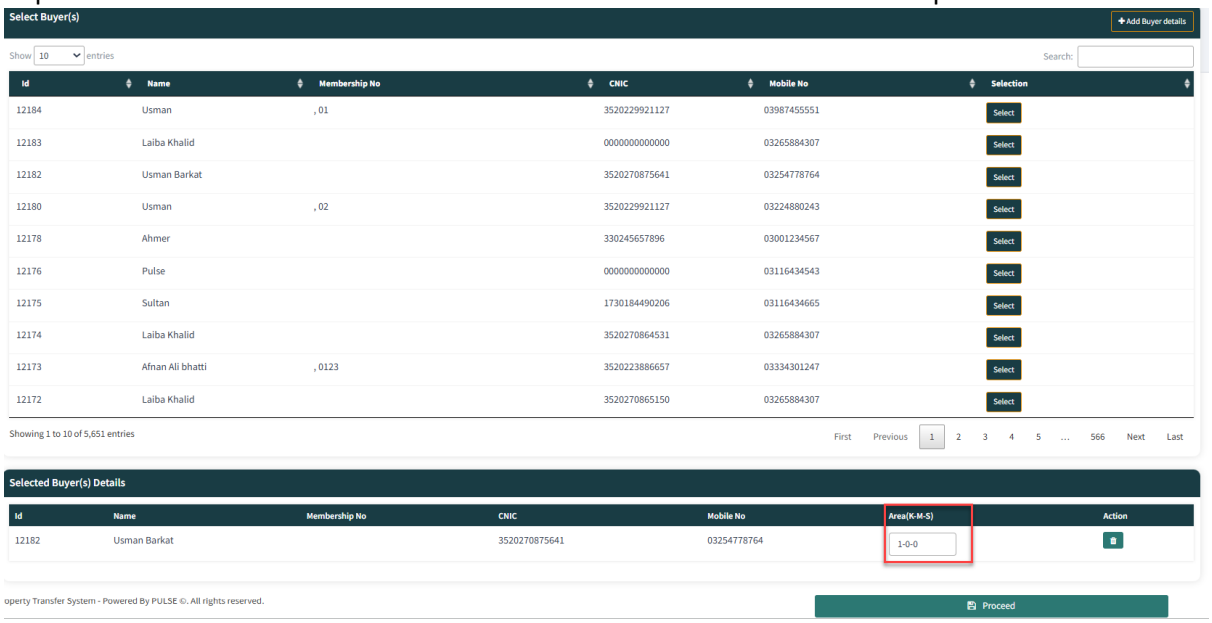


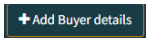
In SELLER DETAILS add the member area and then select button Select, the details will be added in the selected sellers details bar where it is mandatory to add the area to sell.

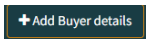
Top section at **Transfer Details** screen shows Transfer Details. Below this, there is **Seller Details** section which shows the list of sellers for the specific plot/property. Following information is displayed in the table.

- Id
- Name
- Membership No.
- CNIC
- Mobile No.
- Selection (Select Select button)

Select Select button, Selected Seller Details appears in the selected Buyers(s) Details bar where is it important to match the exact area selected in seller section above then it will proceed.



Select Buyers section is available below the **Seller Details** section where the list of buyers/owner is displayed in table. Add new buyer button  is available to add new buyer in this section.

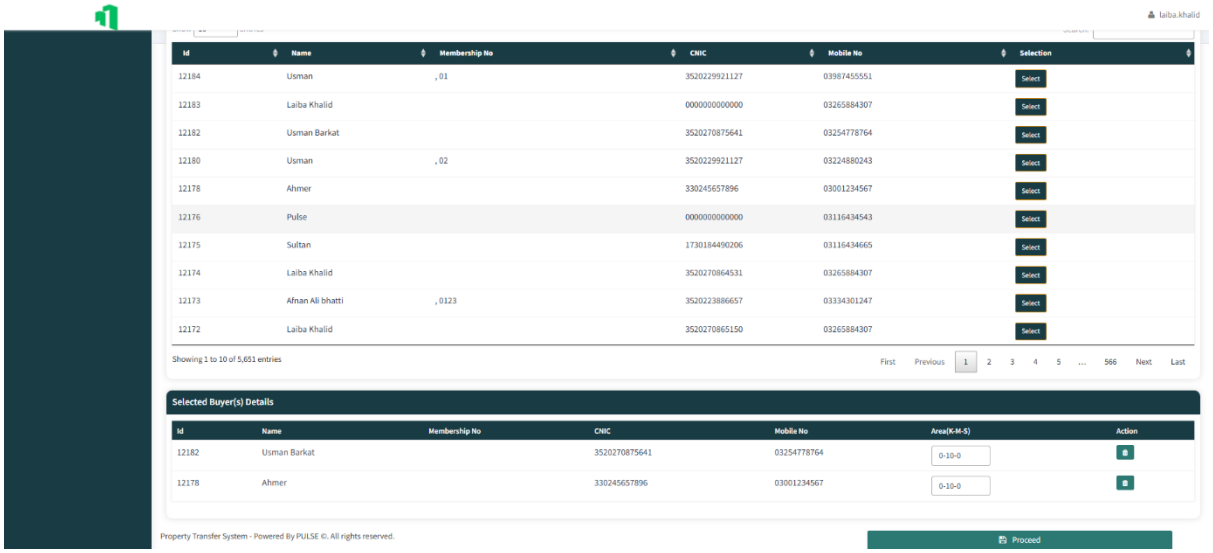
When click on this  button will open **Add Member** screen which has discussed above. Table shows the following information for buyers.

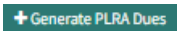
- Id
- Name
- Membership No.
- CNIC
- Mobile No.
- Selection (Select Button  to select the buyer)

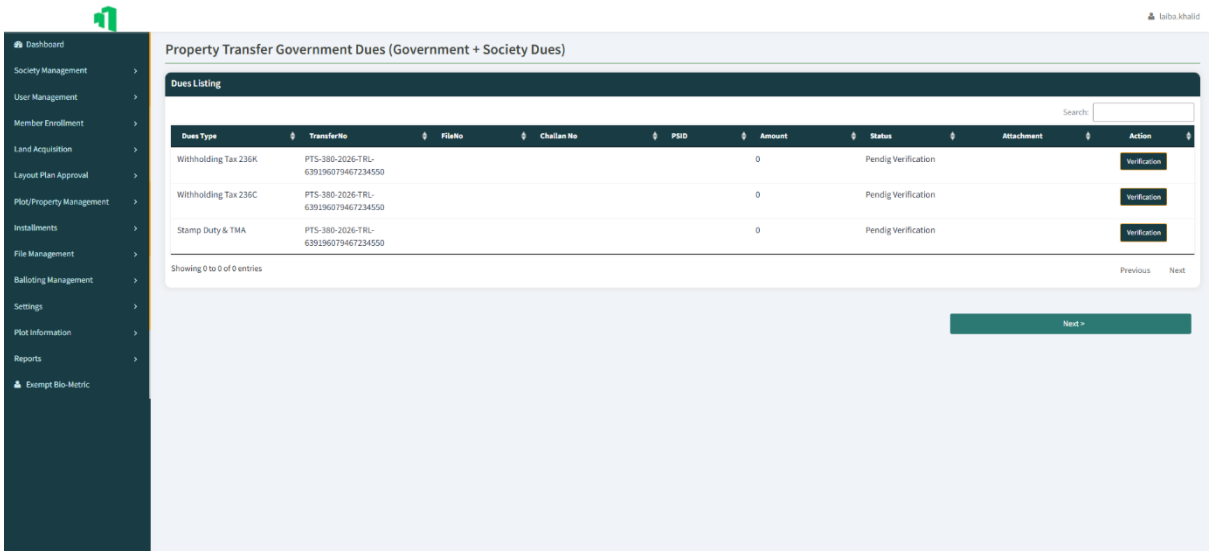
Buyer's Details section, shows selected buyer's details.

In **Transfer Details** section, user can select **Transfer type** from the dropdown and set transfer date.

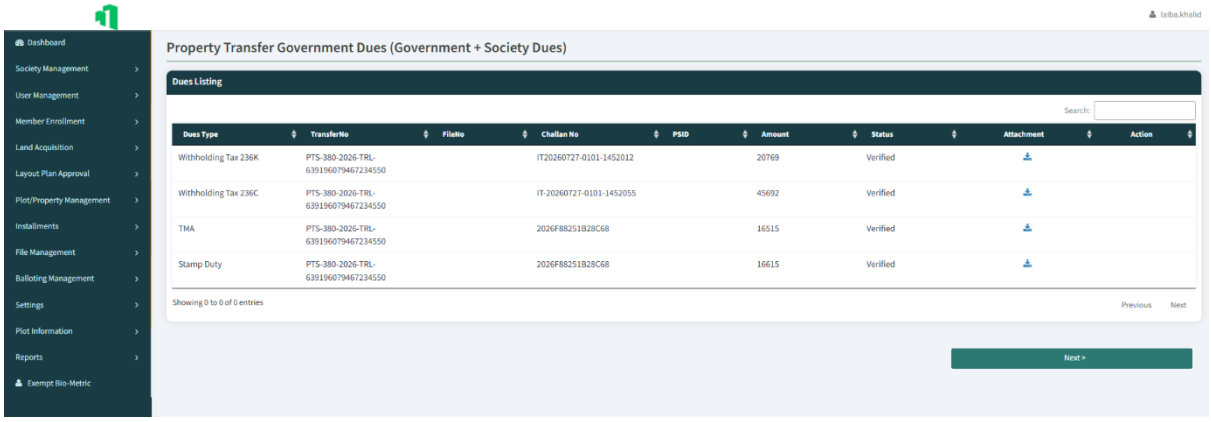
At the bottom click on the **Proceed** button  to proceed the processing.



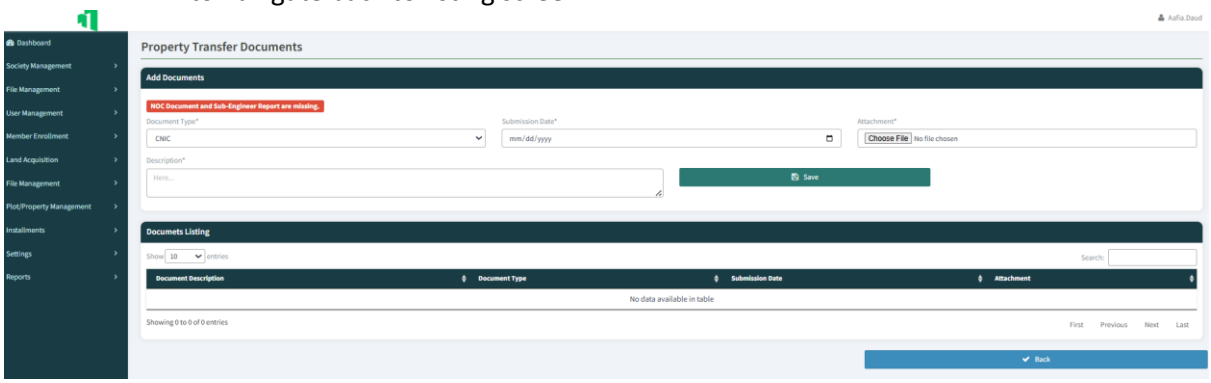
When click on the Proceed button . It navigates back to **Plot/Property Transfer Selection** screen and transfer application starts appearing in Transfer Application section with Generate PLRA Dues button  in the Actions column. When click on it will create a Fee Voucher for depending upon transfer type. After creating Voucher, PSID  for challan start appearing in the Actions column. When challan is paid, two buttons  for dues (Add Govt. Dues, Add Transfer Documents) will appear.



When click on **Add Govt. Dues** button , Add Dues Detail screen will prompt up. Where user see Due type and provide Challan No. TMA and Stamp Duty will be verify with same challan no. and FBR 236C and FBR 236K will be verify with CPRN. Click on the next button to navigate back to listing screen.

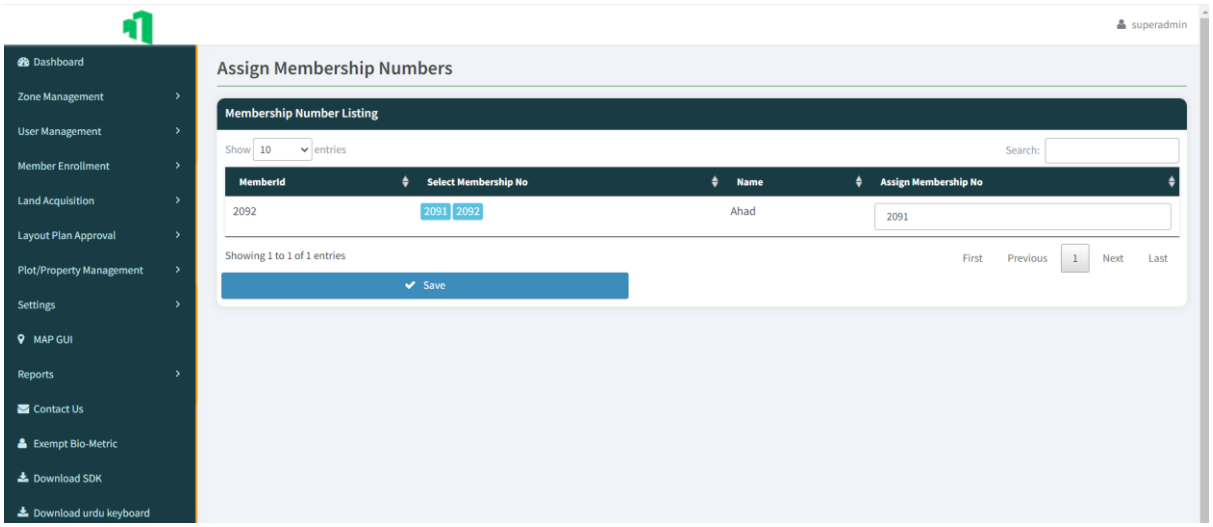


When click on **Add Transfer Documents** button **Property Transfer Documents** screen will prompt up where user upload all necessary documents majorly NOC and Sub-Engineer Report and click on the **Save** button . After adding information click on the **Back** button to navigate back to listing screen

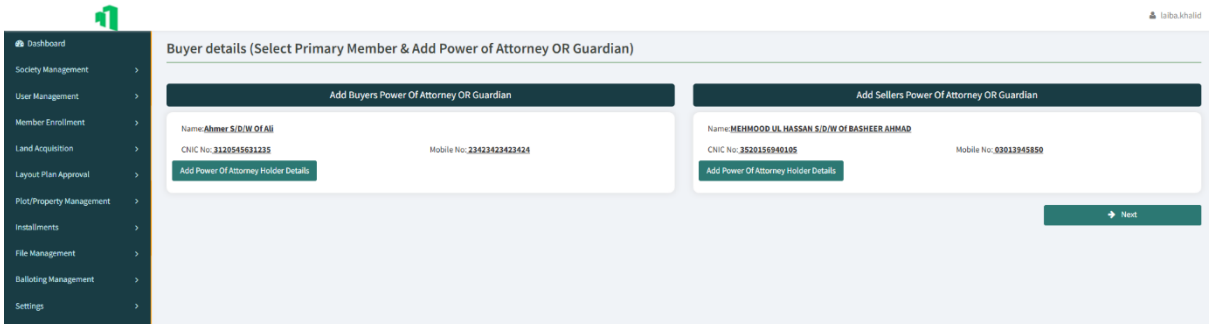


Now Third button **Add Membership Number** starts appearing.

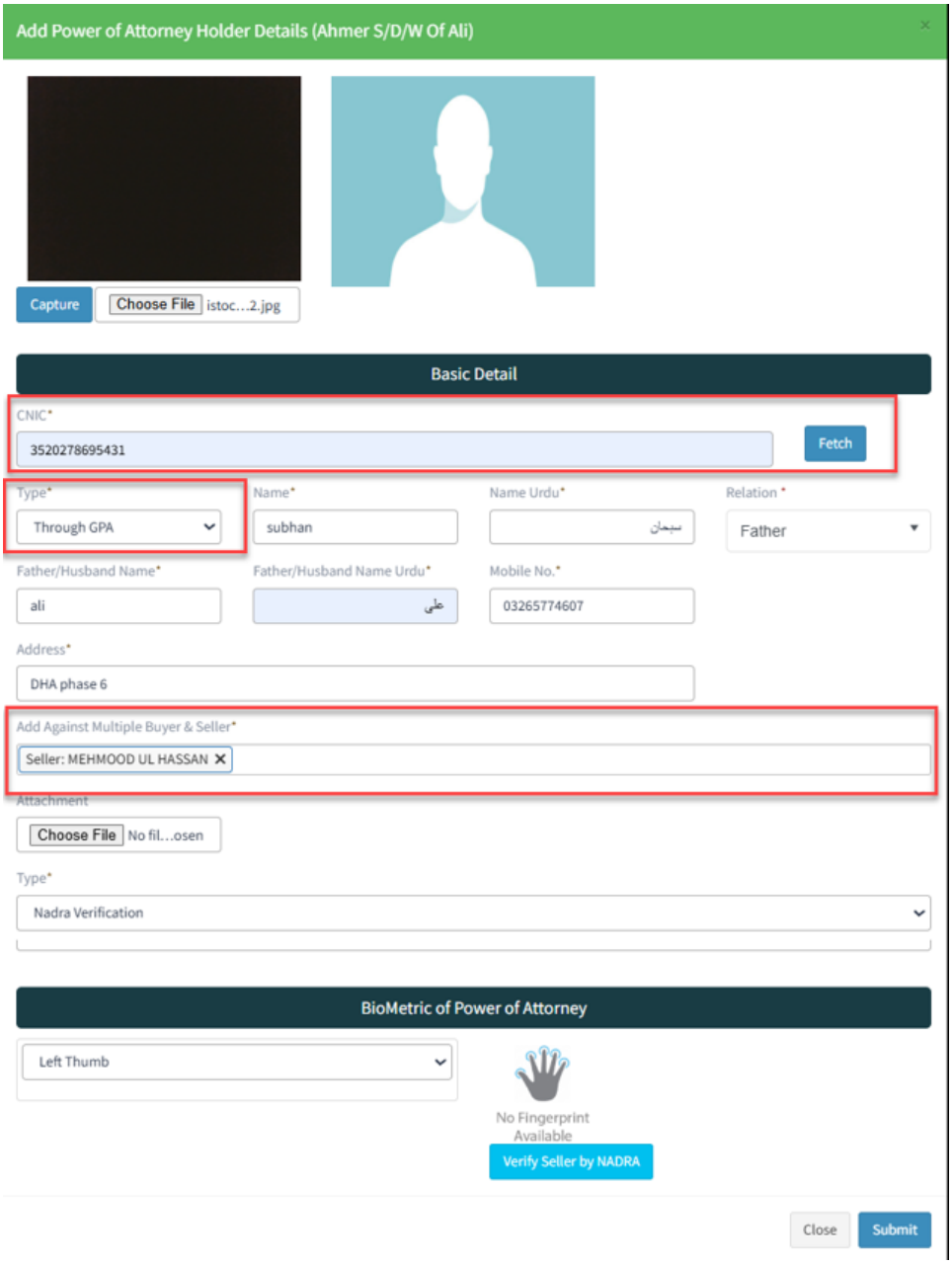
When click on **Add Membership Number** button , **Assign Membership Numbers** screen will prompt up. Where user provide membership number and click on the **Save** button will navigate to listing screen and **Add Membership numbers** button transit to **Add Power of Attorney** button .



When click on **Add Power of Attorney** button , **Buyer details (Select Primary Member & Add Power of Attorney OR Guardian)** screen will prompt up. It will only ask to add **Guardian** in case seller or buyer's age is less than 18 years. Other than that user can on bypass it by clicking **Next** Next button

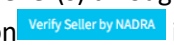


Buyer details (Select Primary Member & Add Power of Attorney OR Guardian) screen has two section. One is to add and show guardian for buyers and other one is for Seller' s guardian. To add guardian, click on the **Add Power of Attorney Holder Details** Add Power Of Attorney Holder Details button. The following screen will prompt up for both buyer and seller power of attorney.

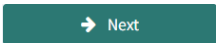


At top Image is captured or uploaded for the guardian. Below this a simple details section is available to fill out and at the bottom Biometric of Power of Attorney section is available. Enter the person's **CNIC** and click **Fetch** 

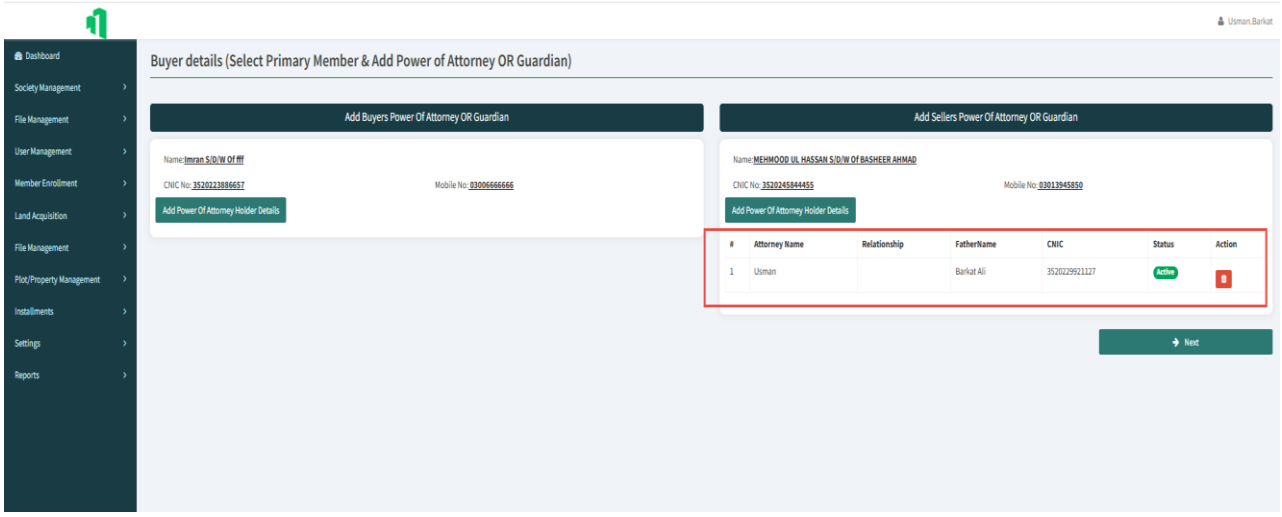
. If a record already exists, the system **auto-fills their details**. If it's a new CNIC, enter the information **once** and, after saving, it will be available for future fetches. Then Add the type through (GPA, SPA, GUARDIAN, REPRESENTATIVE) dropdown and fill out all the mandatory and select buyer(s) and seller(s) through dropdown.

For biometric Scan button 

is given to scan specific fingerprints. After filling out all the information click on the **Submit** 

button to save all the information. Guardian or Power of attorney start displaying in the relevant sections. Now click on the **Next** 

to proceed.

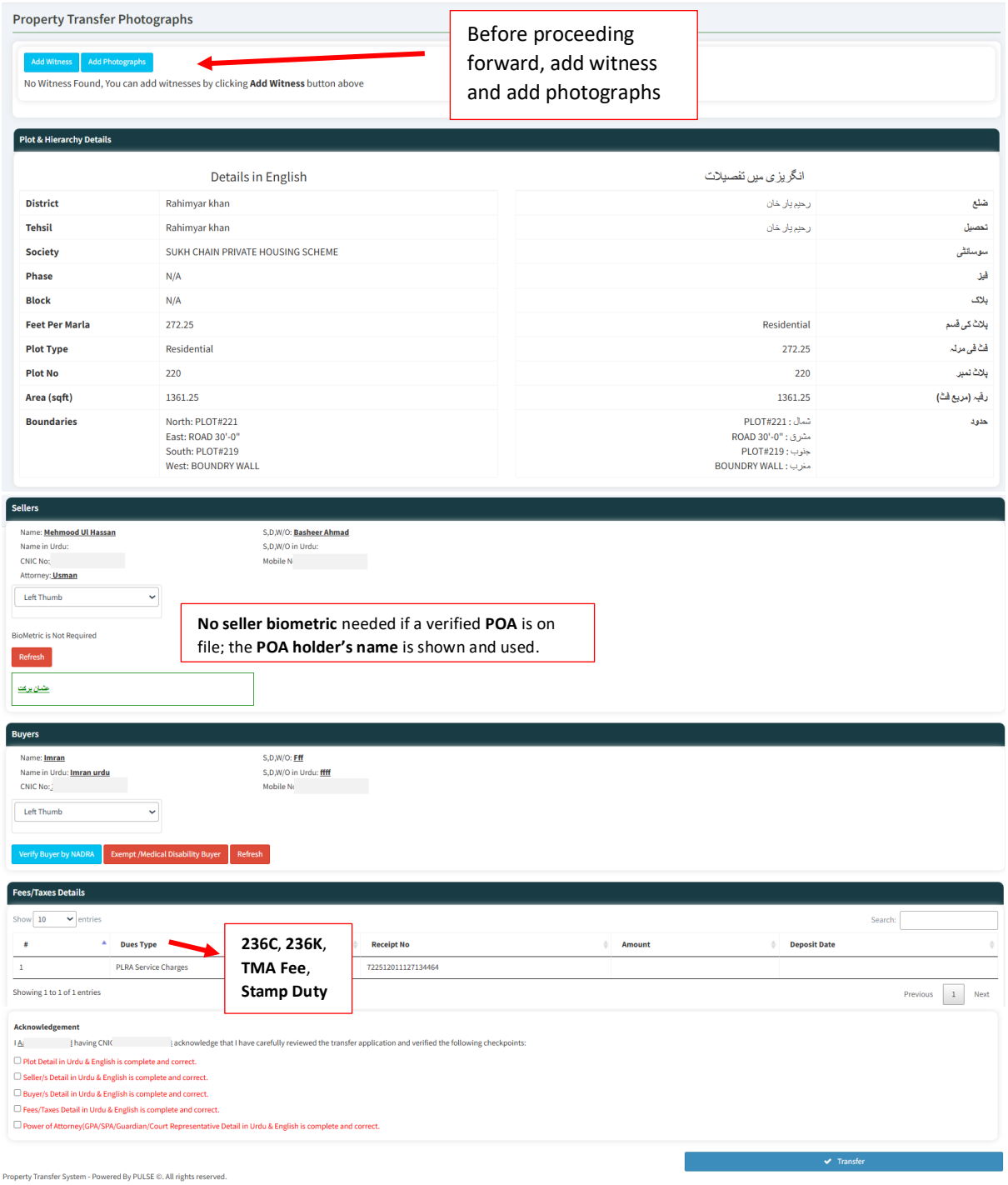


Now **Add Power of Attorney** button , where the details will be shown and through action button details can be deleted or re-enter.

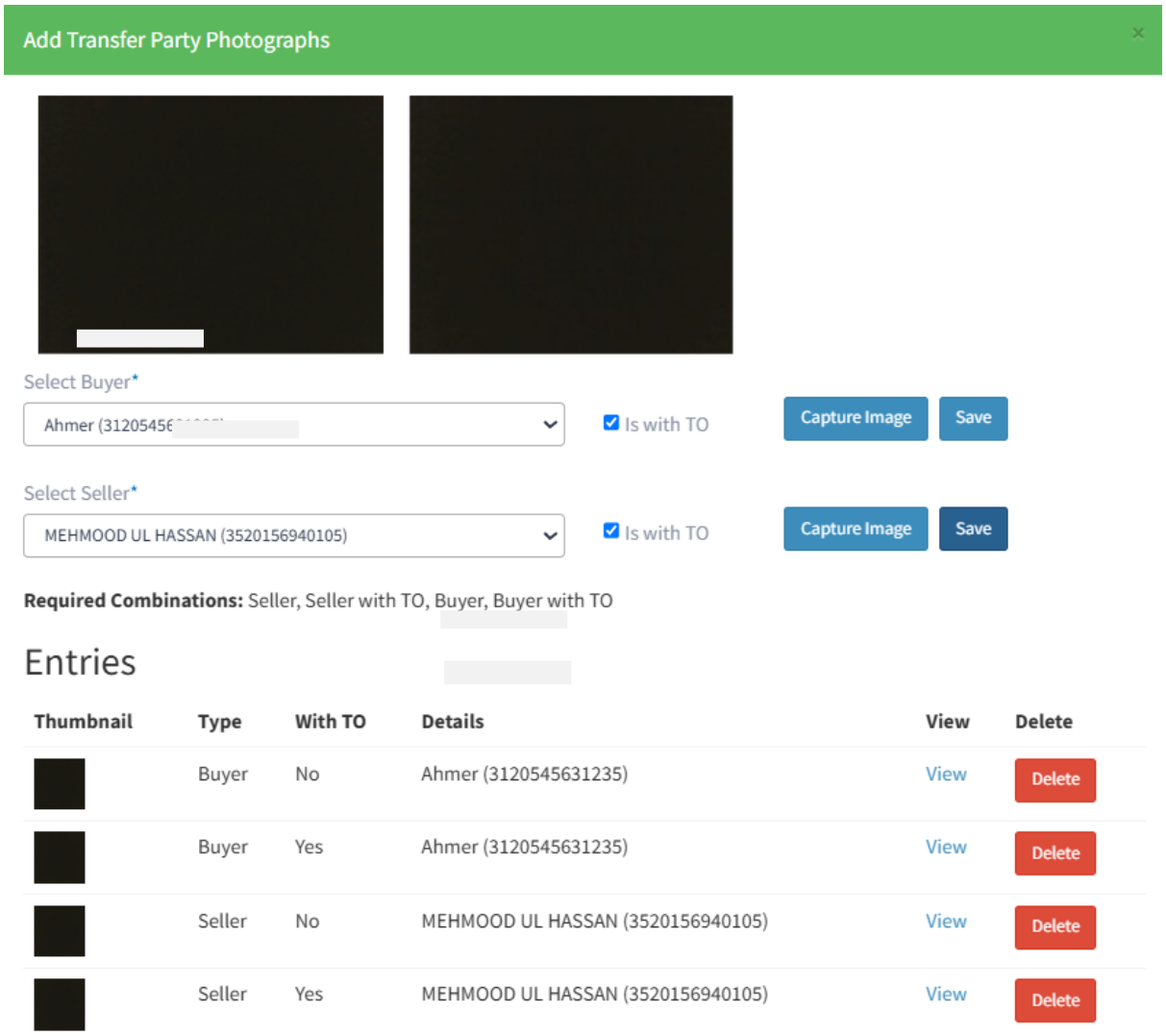
After adding power of attorney it will transit to **Add Transfer Photographs** button.

When click on **Add Transfer Photographs** Property Transfer Photographs screen will prompt up. Where Camera permission is asked to take pictures (Seller with Witness and Transfer Officer, Seller & Buyer with Witness and Transfer Officer, Buyer with Witness and Transfer Officer).

On this screen we have seller, buyer and witness related verification processes. Seller and buyer can be verified either by **Verify Seller by NADRA** Verify Seller by NADRA button or by **Exempt Seller** Exempt Seller.


Property Transfer Photographs
Add Witness
Add Photographs
No Witness Found, You can add witnesses by clicking Add Witness button above
Before proceeding forward, add witness and add photographs
Plot & Hierarchy Details
Details in English
انگریزی میں تفصیلات
District
Rahimyar khan
ضلع
Tehsil
Rahimyar khan
تحصیل
Society
SUKH CHAIN PRIVATE HOUSING SCHEME
سوسائٹی
Phase
N/A
فیز
Block
N/A
بلاک
Feet Per Marla
272.25
Residential
پلاٹ کی قسم
Plot Type
Residential
272.25
فٹ فی مرلہ
Plot No
220
220
پلاٹ نمبر
Area (sqft)
1361.25
1361.25
رقبہ (مربع فٹ)
Boundaries
North: PLOT#221
East: ROAD 30'-0"
South: PLOT#219
West: BOUNDRY WALL
شمال : PLOT#221
مشرق : ROAD 30'-0"
جنوب : PLOT#219
مغرب : BOUNDRY WALL
حدود
Sellers
Name: Mehmood Ul Hassan
Name in Urdu:
CNIC No:
Attorney: Usman
S,D,W/O: Basheer Ahmad
S,D,W/O in Urdu:
Mobile N
Left Thumb
BioMetric is Not Required
Refresh
No seller biometric needed if a verified POA is on file; the POA holder's name is shown and used.
Buyers
Name: Imran
Name in Urdu: Imran urdu
CNIC No:
S,D,W/O: Fff
S,D,W/O in Urdu: ffff
Mobile N
Left Thumb
Verify Buyer by NADRA
Exempt /Medical Disability Buyer
Refresh
Fees/Taxes Details
Show 10 entries
Search:
| Dues Type | Receipt No | Amount | Deposit Date
1 | PLRA Service Charges | 72251201112713446 4
Showing 1 to 1 of 1 entries
Previous 1 Next
236C, 236K, TMA Fee, Stamp Duty
Acknowledgement
I Ai I having CNIC acknowledge that I have carefully reviewed the transfer application and verified the following checkpoints:
Plot Detail in Urdu & English is complete and correct.
Seller/s Detail in Urdu & English is complete and correct.
Buyer/s Detail in Urdu & English is complete and correct.
Fees/Taxes Detail in Urdu & English is complete and correct.
Power of Attorney(GPA/SPA/Guardian/Court Representative Detail in Urdu & English is complete and correct.
Transfer
Property Transfer System - Powered By PULSE ©. All rights reserved.

ADD Photographs:



Pictures of buyer and seller (with/without TO)

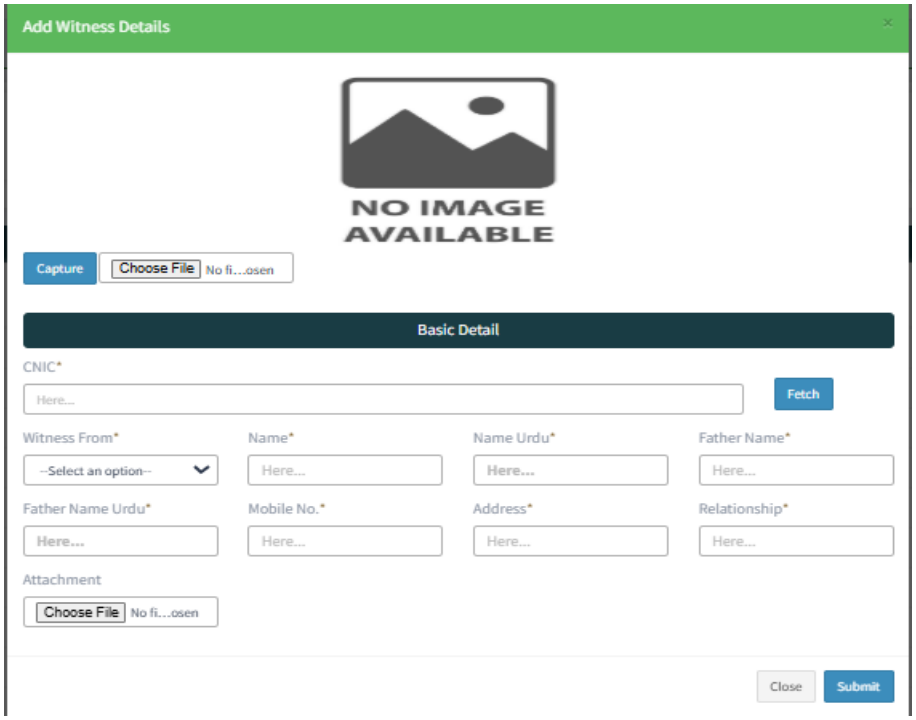
Add Witness

Use the **Add Witness** 

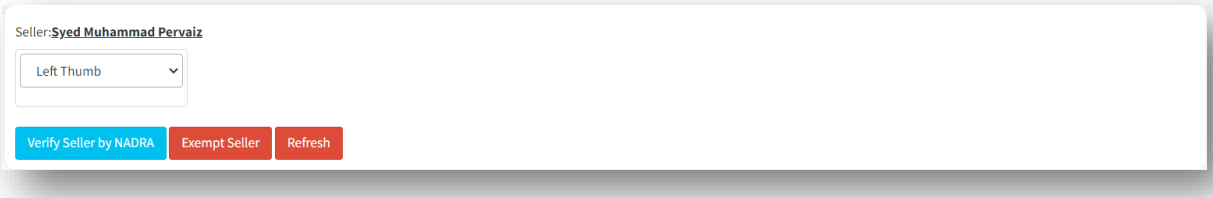
button to record a witness for either party in the transfer. When you click it, a popup opens where you choose whether the witness is for the **Seller** or the **Buyer**, then enter all **mandatory details** (such as name, CNIC, mobile, and address). After you've filled the form, click **Submit** 

to save the witness record. Keep the entry, click **Close** 

to exit the popup.

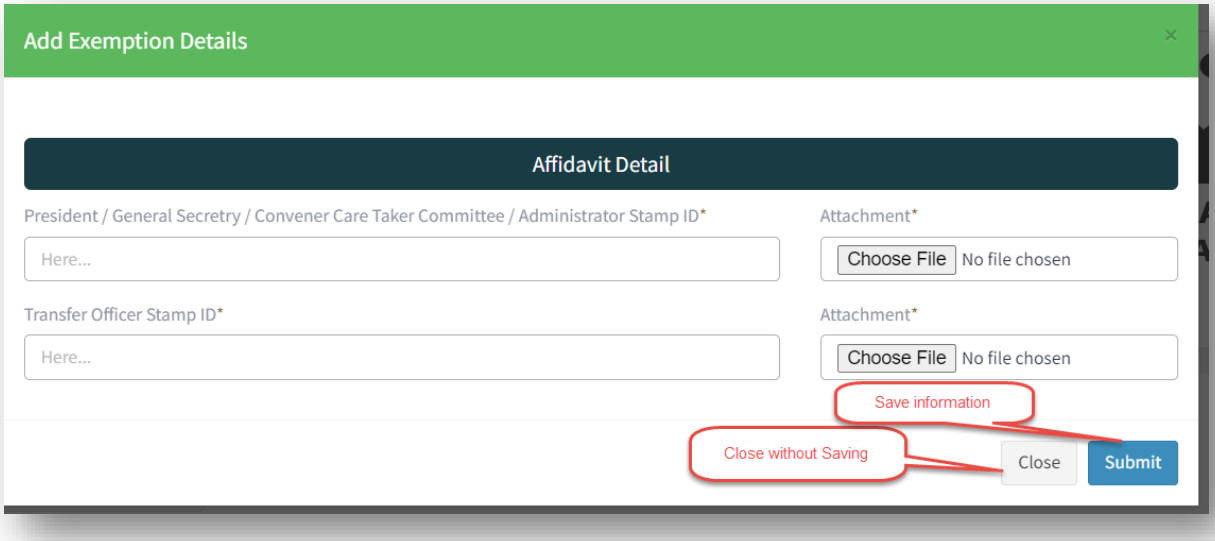


For Seller verification, dropdown is provided to select fingers for biometric and then click on the **Verify Seller by NADRA** Verify Seller by NADRA button to scan the selected fingers.



When click on the **Exempt Seller** Exempt Seller button a popup will prompt up. Where details and attachments are provided and click on the **Submit** Submit button to generate request for exemption.

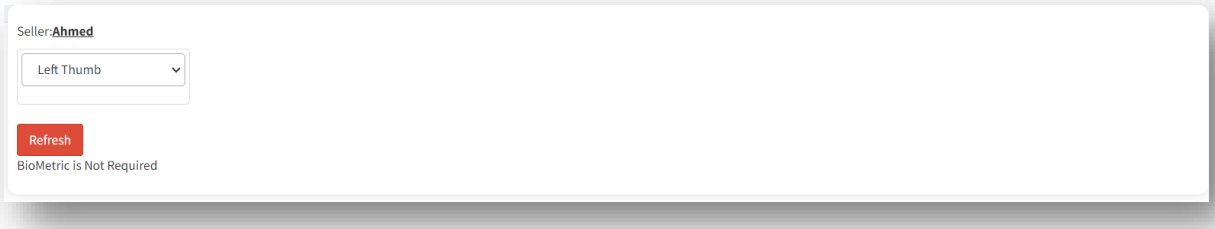
Close button Close will close the popup and save nothing.



When a request of biometric exemption is automatically generated and sent to administrator for approval. **Exempt Seller** Exempt Seller button gets disabled as shown in the below screenshot.



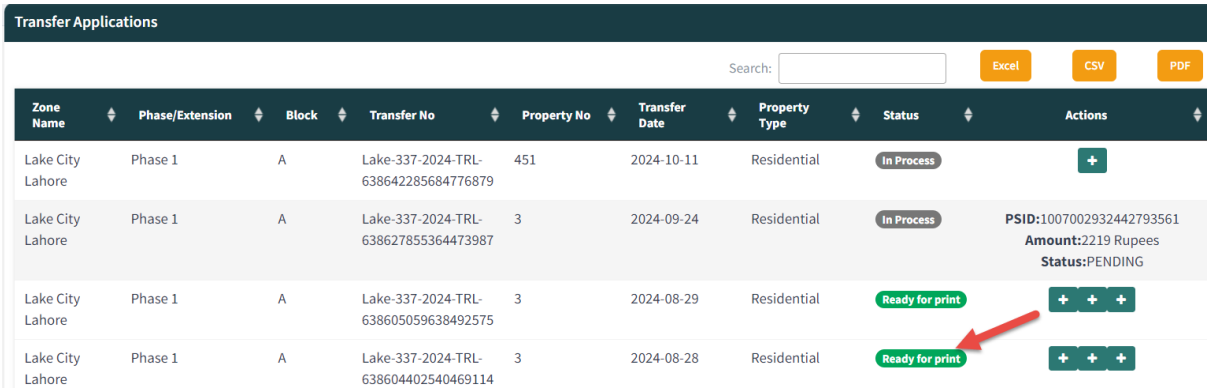
After the exemption is approved by administrator click on the Refresh button Refresh. It will only refresh the verification area and hide all the button except Refresh Refresh button. And a message **Biometric is Not Required** starts appearing.



Buyer verification process is same as discussed above for seller.

After all the Process completed Acknowledgment all the process and Click on Transfer button Transfer will be enabled and when click on it will refresh listing screen and

status of the Transfer application will be now **Ready for Print** Ready for print in the Application Transfer section.

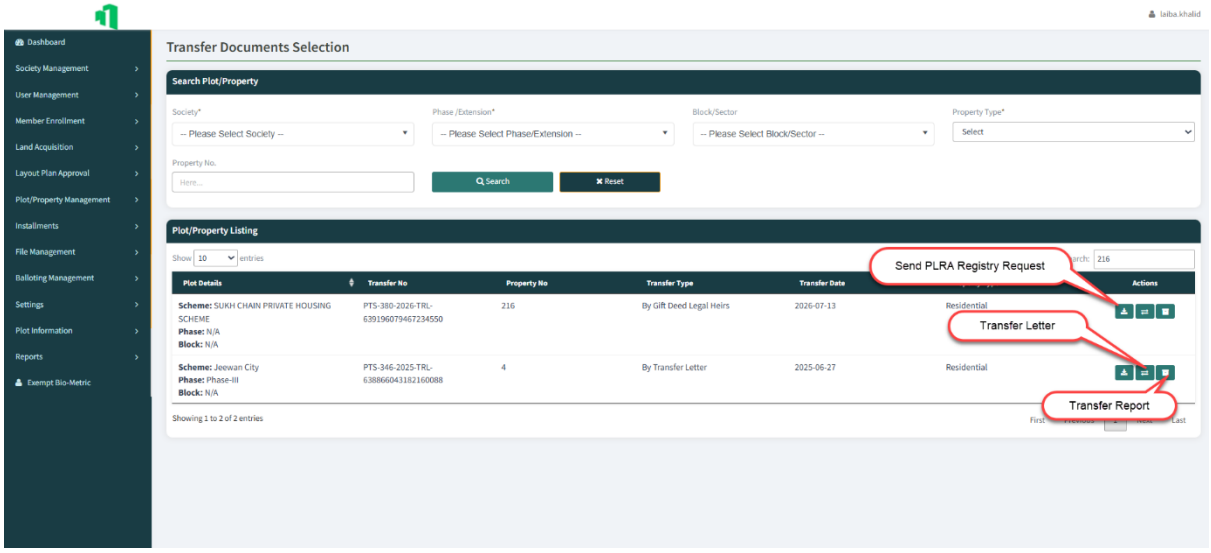


Plot/Property Transfer Documents

In the left menu, click on the **Plot/Property Transfer Documents** under Plot/Property Management. **Transfer Documents Selection** screen will be open.

Plot/Property Transfer Document screen has table which shows following information of Transfers application which has status **Ready for Print** Ready for print in Application Transfer listing. There is Search field to search specific transfer and a dropdown to show no. of entries in the table.

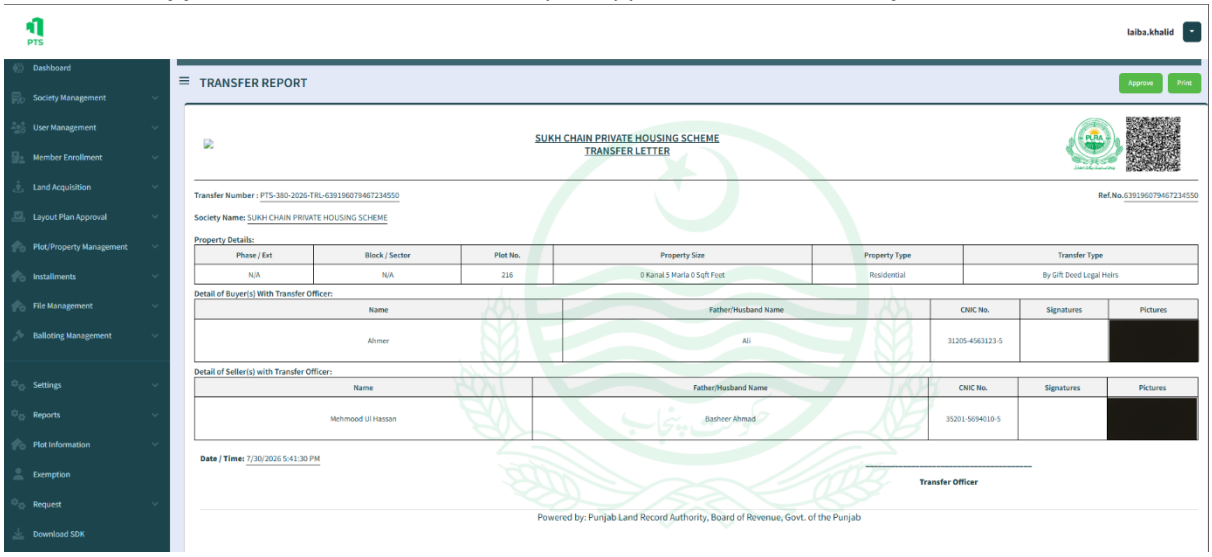
- Plot Details
- Transfer No.
- Property No.
- Transfer Type
- Transfer Date
- Propter Type
- Actions (Transfer Letter, Transfer Report, Send PLRA Registry request)



First click on the **Transfer Report** button to approve the Transfer Letter. When click on it following screen will be displayed.

Basically, this screen should only be visible to Deputy Director and Director and need approval from both to print transfer letter.

Click on the **Approve** Approve button at the top to approve the **Transfer Report**.



When click on the **Transfer Letter** button, **Parcel Document** will be open in new tab.

Punjab Land Records Authority
Government of the Punjab

Property Certificate | سندِ جائیداد



Parcel No	CHI-CHC-000-JSM-0042-000	Doc No	PTS-343-2026-TRL-639197127565019660

Property Details — جائیداد کی تفصیلات

Property Address	Plot 42, Phase Phase 1, Block Jasmine, Chichawatni City Housing Scheme	پلاٹ 42، فیز فیز 1 بلاک جیسمین، چیچہ وطنی سٹی ہاؤسنگ سکیم	پتہ جائیداد
District, Tehsil	Sahiwal, Chichawatani	ساہیوال، چیچہ وطنی	ضلع، تحصیل
Mauza / Society	Chichawatni City Housing Scheme	چیچہ وطنی سٹی ہاؤسنگ سکیم	موضع / سوسائٹی
Area (K-M-Ft) (Sq.ft)	0-5-0 0	0-5-0 0	رقبہ (کنال۔مرلہ۔فٹ) (مربع فٹ)
Land Classification as per Record	Residential	رہائشی	قسم زمین بمطابق ریکارڈ
Land Use on Site	Residential	رہائشی	استعمال بمطابق موقع
Covered Area (Sqft)	0	0	تعمیر شدہ رقبہ (مربع فٹ)

Details of Owners — تفصیل مالکان

Sr. No نمبر شمار	Name نام	Father / Husband ولدیت / خاوند	CNIC No شناختی کارڈ نمبر	Ownership Share ملکیت کا حصہ	Nature of Rights حقوق کی نوعیت	Picture تصویر
1	Laiba Khalid لائبہ خالد	khalid nazir خالد نذیر	3520270866150	-	Owner	

Remarks

laiba.khalid	31-07-2026	Chichawatni City Housing Scheme
Name of Issuing Officer / جاری کنندہ	Date of Issuance / تاریخ اجرا	Issued At / مقام اجرا

- This is a system-generated certificate and does not require signature or stamp.
- Issued under PLRA (Management of Land Records Regulations) 2025

• یہ کمپیوٹر سے تیار کردہ سرٹیفکیٹ ہے، جس کی تصدیق کے لیے کسی دستخط یا مہر کی ضرورت نہیں ہے۔ • یہ سرٹیفکیٹ PLRA (اراضی ریکارڈز کے انتظامی قواعد 2025) کے تحت جاری کیا گیا ہے۔

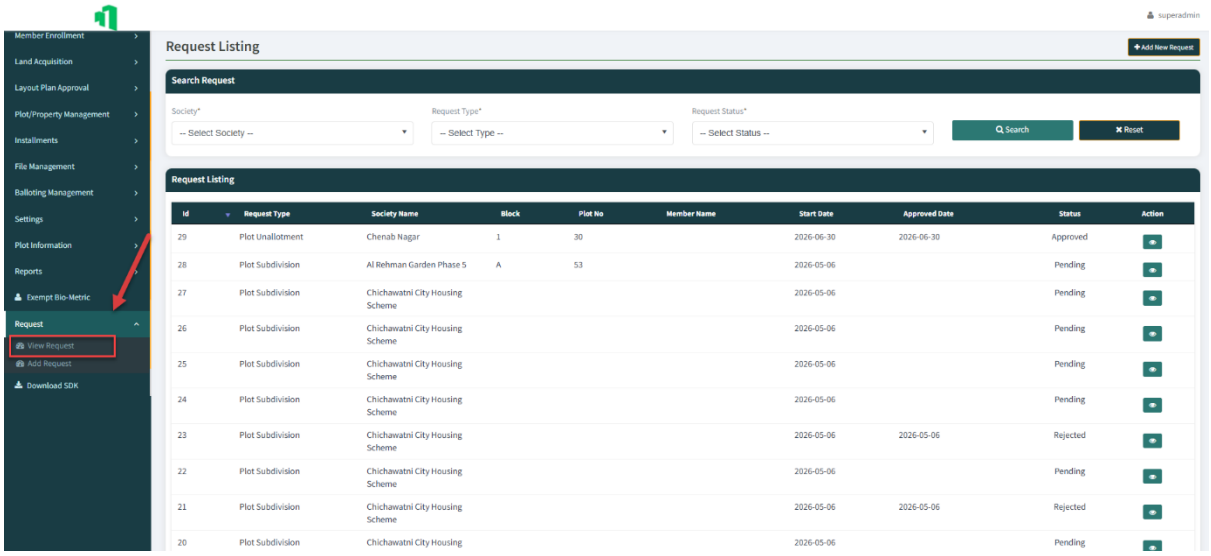
ChichaWatni City Housing Scheme

Scan QR to verify document

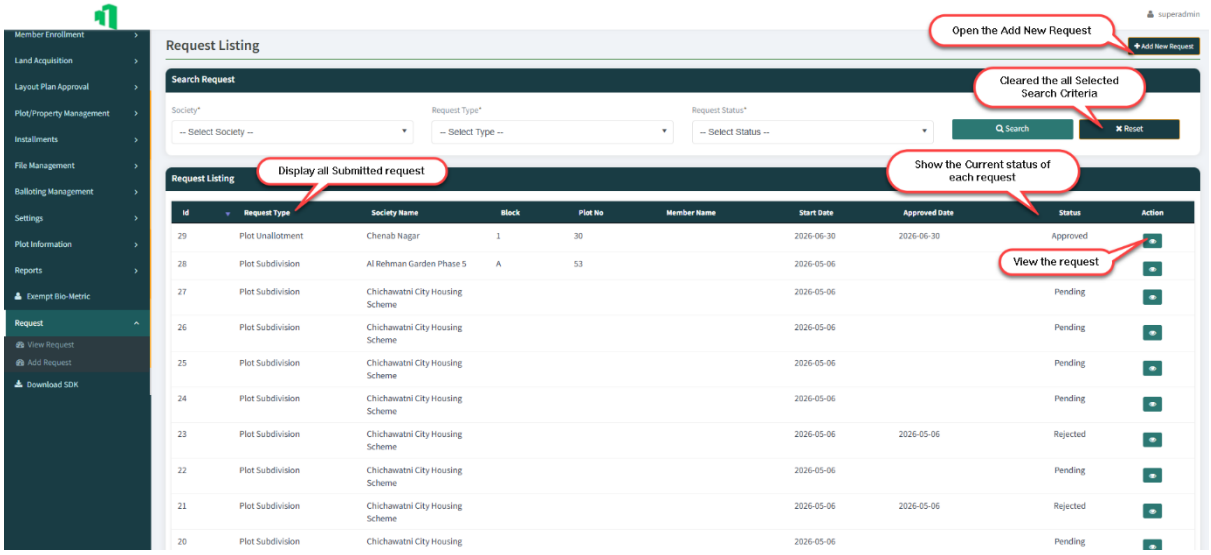
دستاویز کی تصدیق کیلئے QR کوڈ اسکین کریں

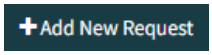
Request

When the user clicks the View Request option, the Request Listing screen opens.



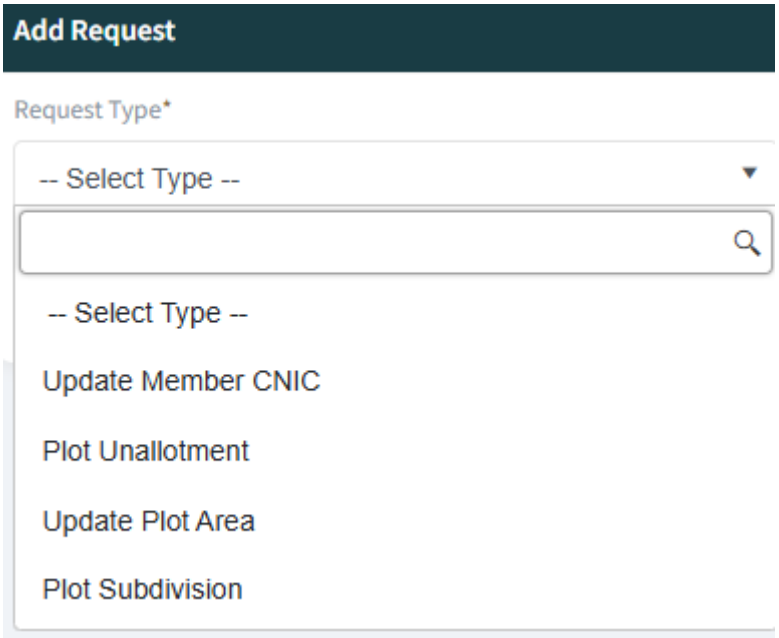
The user can search requests by selecting the Society, Request Type, and Request Status. The screen displays a list of all submitted requests along with their details, current status and action options. The user can also click Add New Request to create a new request.



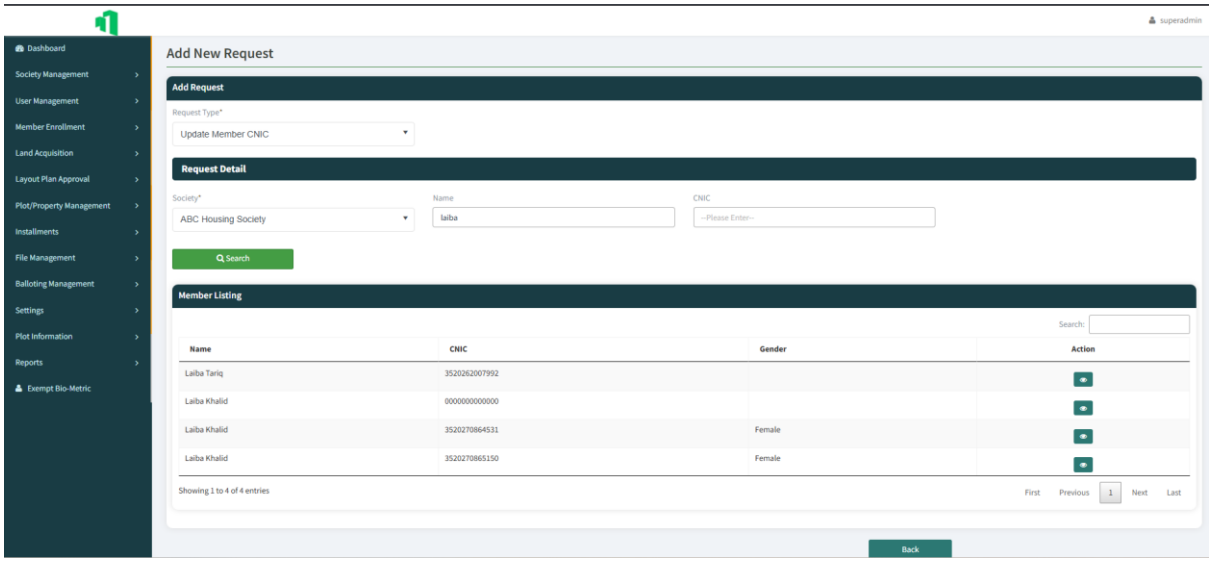
When the user clicks the Add New Request  option, the Add New Request screen opens.



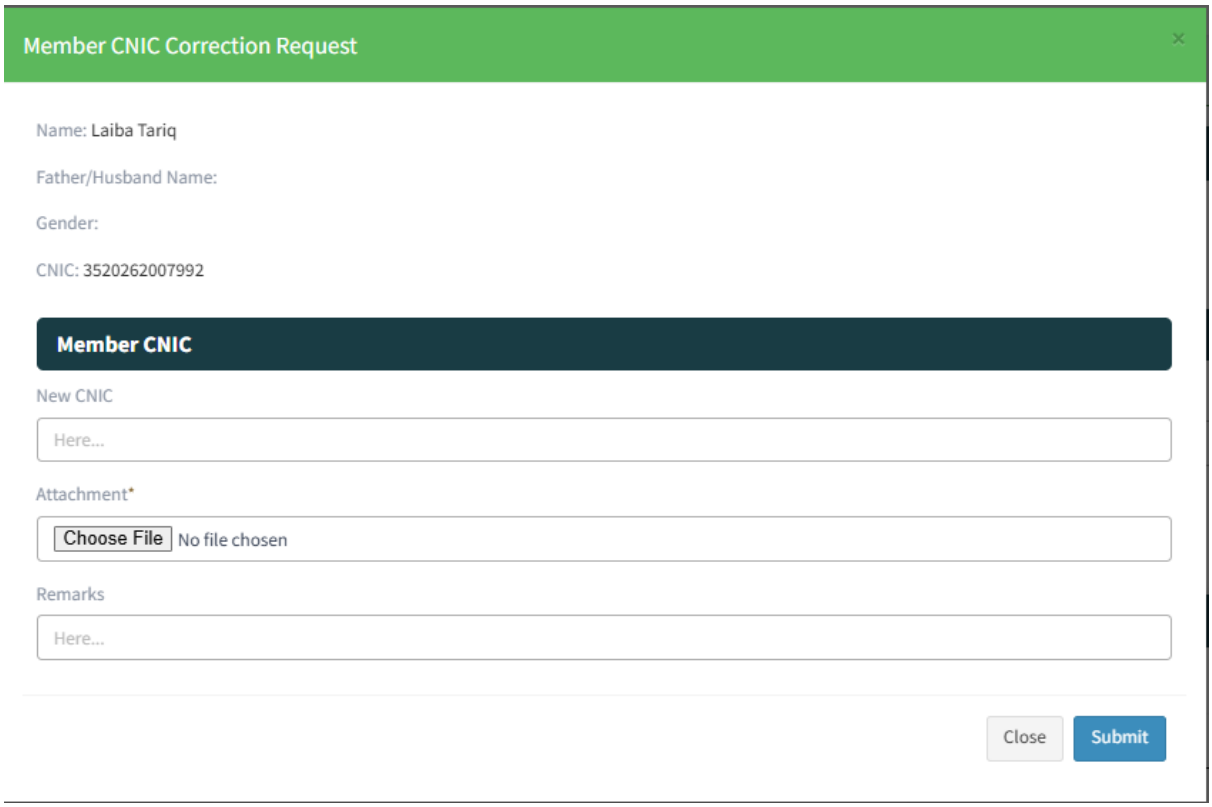
The user can select the required Request Type from the Request Type dropdown. The available request types include Update Member CNIC, Plot Unallotment, Update Plot Area and Plot Subdivision. After selecting a request type, the corresponding request form is displayed in the Request Detail section.



On the **Add New Request screen**, select **Update Member CNIC** from the "Request Type" dropdown. Then, in the **Request Detail** section select **Society**, **Name**, **CNIC** and click **Search** to display the matching details in the "Member Listing" table.

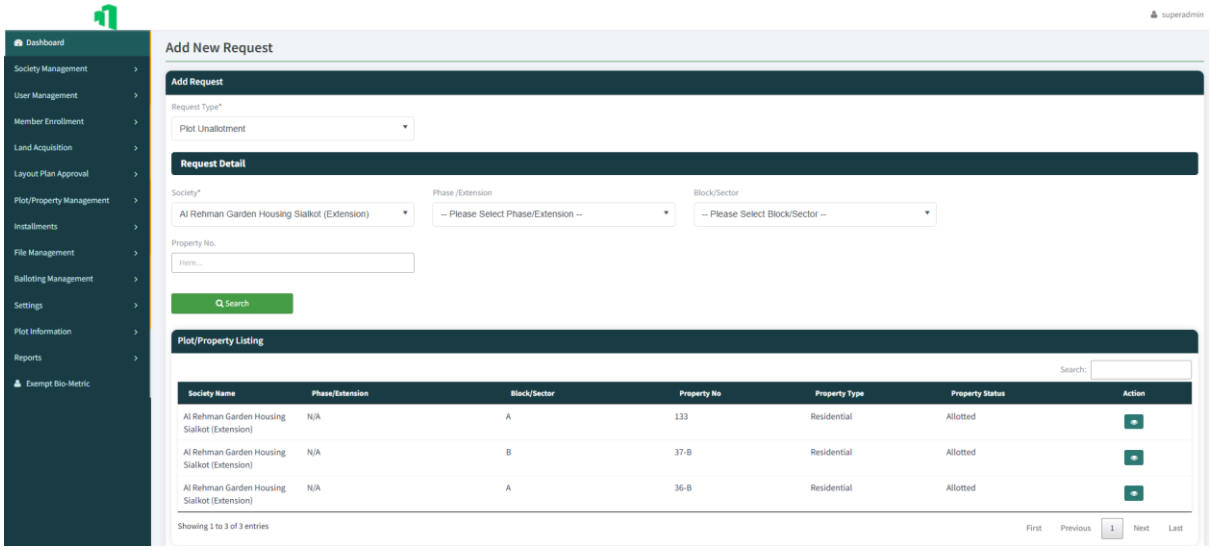


When the user clicks the Action  button from the Member Listing, the *Member CNIC Correction Request* screen is displayed.

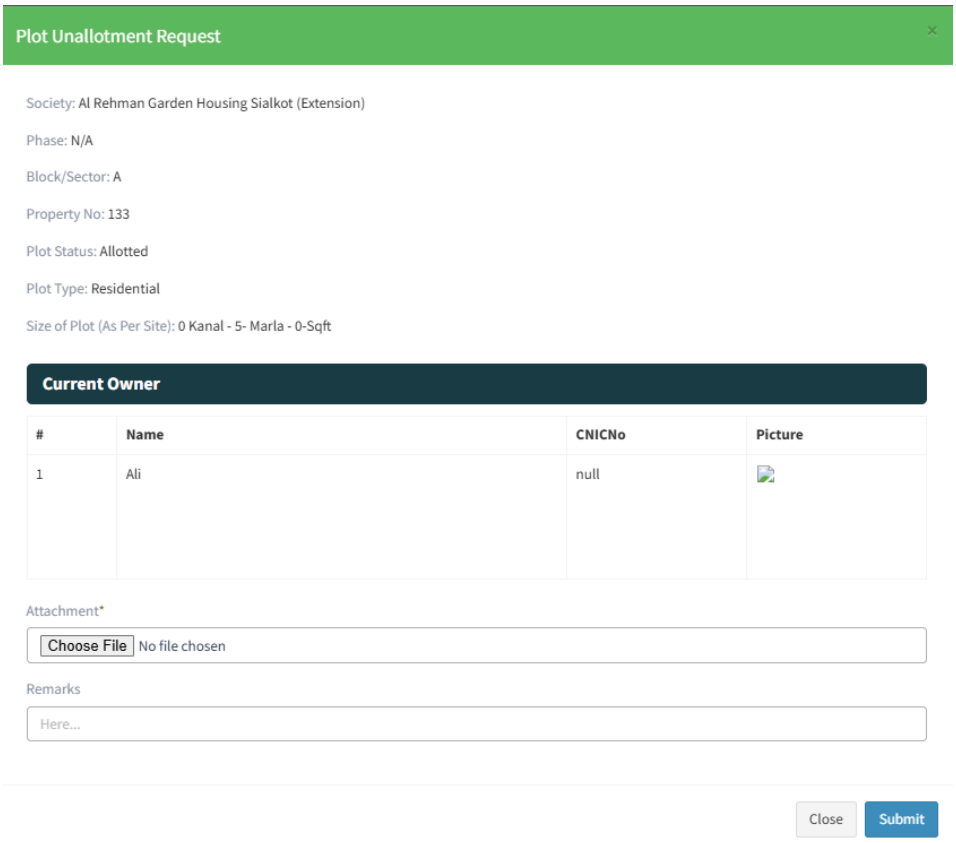


This screen allows the user to update the member's CNIC by entering the new CNIC number, uploading the required supporting document, adding remarks (if required), and submitting the correction request.

When User select the Plot Unallotment from the "Request Type" dropdown. Then, in the **Request Detail** section select **Society**, **Phase/Extension**, **Block/Sector** and **Property No** click **Search** to display the matching details in the "Plot/Property Listing" table.

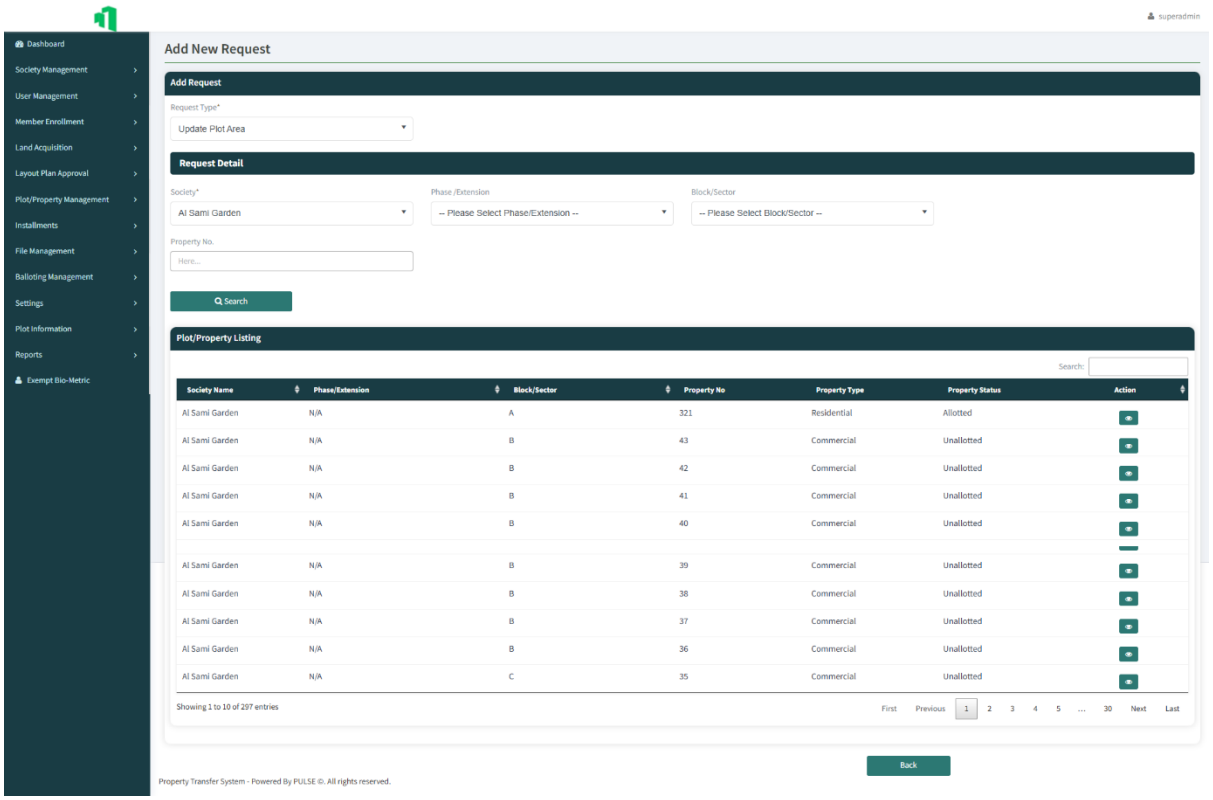


When the user clicks the Action button for the *Plot Unallotment* request, the *Plot Unallotment Request* screen is displayed.

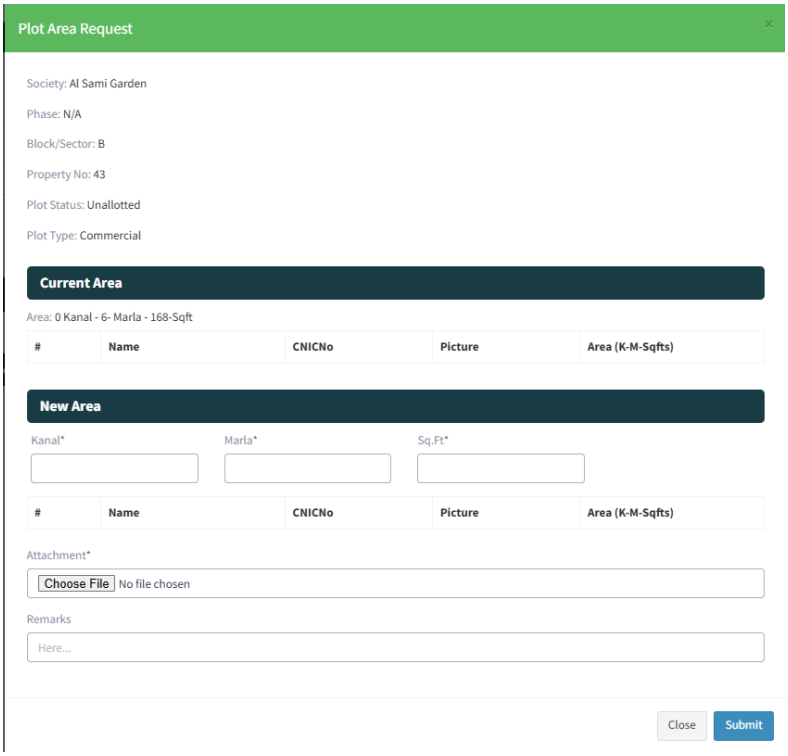


This screen shows the plot details and current owner information. The user can upload the required supporting document, enter remarks (if required) and submit the plot unallotment request.

When User select the Update Plot Area from the "Request Type" dropdown. Then, in the **Request Detail** section select **Society**, **Phase/Extension**, **Block/Sector** and **Property No** click **Search** to display the matching details in the "Plot/Property Listing" table.

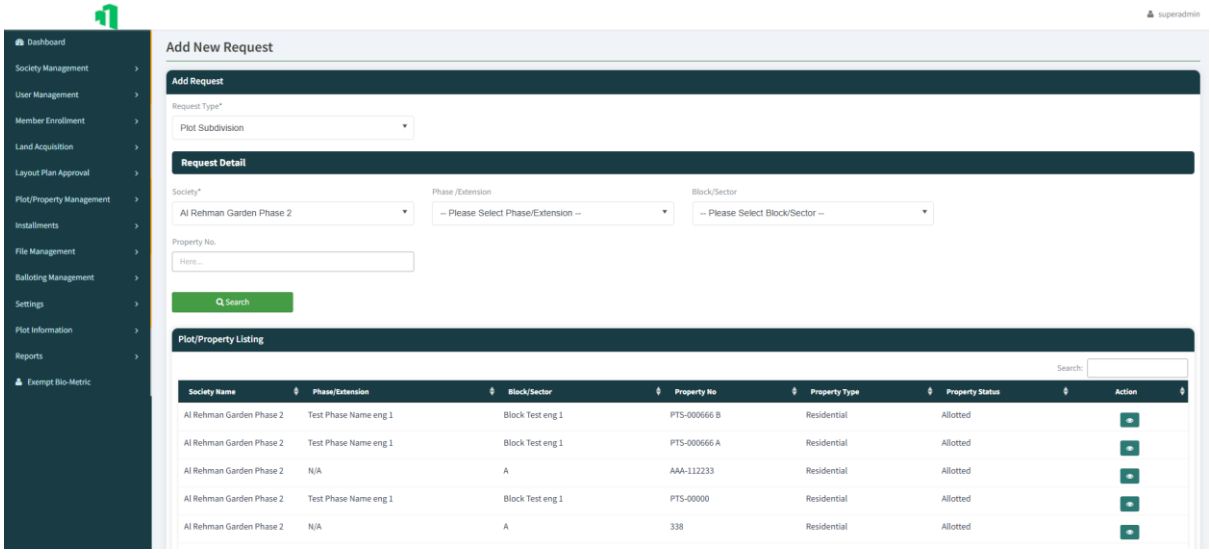


When the user clicks the Action  button for the *Update Plot Area* request, the *Plot Area Request* screen is displayed.

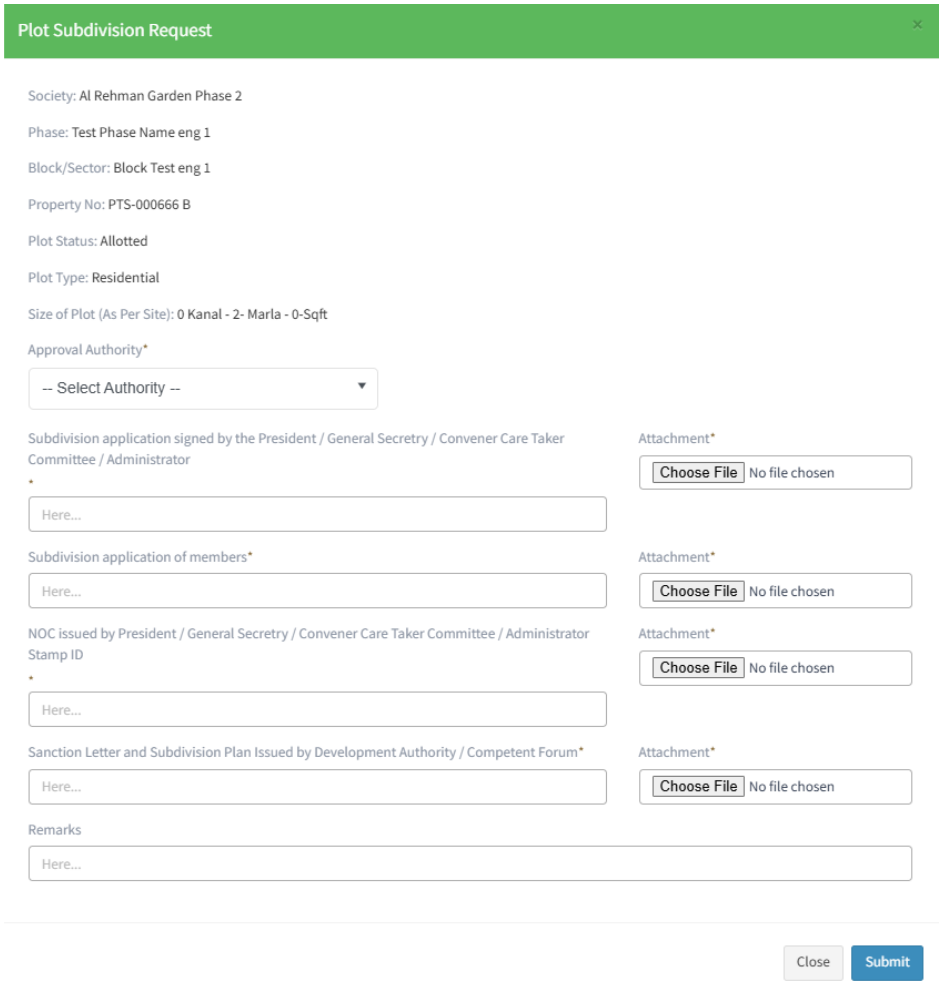


This screen shows the current plot details and existing area information. The user can enter the new plot area (Kanal, Marla, and Square Feet), upload the required supporting document, add remarks (if required) and submit the plot area update request.

When User select the Update Plot Area from the "Request Type" dropdown. Then, in the **Request Detail** section select **Society**, **Phase/Extension**, **Block/Sector** and **Property No** click **Search** to display the matching details in the "Plot/Property Listing" table.



When the user clicks the Action button for the *Update Plot Area* request, the *Plot Area Request* screen is displayed.



This screen shows the plot details and allows the user to select the approval authority, provide the required subdivision information, upload the supporting documents, add remarks (if required) and submit the plot subdivision request.