

Sr. No.



RIGHT TO SERVICE

APPLICATION FOR TRANSFER ON THE BASIS OF REGISTERED / UNREGISTERED WILL

Property No. _____ Sector _____

Name of Applicant _____

Father's / Husband's Name _____

Address _____

Mobile _____

E-mail _____



PATIALA URBAN PLANING & DEVELOPMENT AUTHORITY
PUDA COMPLEX
Urban Estate, Phase - II,
Patiala.



TRANSFER ON THE BASIS OF REGISTERED / UNREGISTERED WILL

CHECK LIST

- (i) Applicant form
- (ii) Certified copy of Will, if the will is registered OR Attested copy of Will, if the Will is un-registered. In case, the Will is in a language, other than English, Hindi or Punjabi, a translated copy of the Will in English or Punjabi may also be attached.
- (ii) Liability Affidavit of beneficiaries of the Will.
- (iv) Affidavits regarding No objection from all the left-out legal heirs if the property is bequeathed to one of the legal heirs or anyone outside the family on the basis of a Will.
- (v) Original Death Certificate of deceased Owner.
- (vi) Photographs of all Legal Heirs of the beneficiaries of Will.
- (vii) Photo identity proofs of all beneficiaries / Applicants.
- (viii) Affidavit of attesting witnesses (applicable only for unregistered Will).
- (ix) Clearance of previous mortgage / Loan / Redemption Deed.

All the above documents should be submitted duly self attested by the applicant

Time limit : 45 days

FOR OFFICE USE ONLY

Certified that I have checked and found all the documents in order.

Signature of Receipt Clerk

Signature of Superintendent

Name _____

Name _____

Date _____

Date _____



Patiala Urban Planning & Development Authority



RIGHT TO SERVICE

APPLICATION

To

The Estate Officer
PDA
PUDA Complex
Urban Estate, Phase-II
Patiala

Subject : Transfer of Property No. _____ Phase _____. (Type-SCF / SCO /
SSS / Booth / Indl. site / House / Plot No. _____), on the basis
of Registered / Un Registered Will.

Sir / Madam,

This is to inform you that the owner of _____ % share in the above
mentioned property Sh. / Smt. _____ S/o D/o W/o
_____ died on _____ (certificate attached). As
per the registered / un-registered will dated _____, executed by him / her, the
following are the beneficiaries with respect to the above said property.

S. No.	Name	Relationship

All the requisite documents, as per checklist, are enclosed.

You are, therefore, requested to transfer the above said property on the basis of registered /
unregistered Will, at the earliest.

Thanking you,

Date :

Your faithfully

Signature
(Name _____)



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LIABILITY AFFIDAVIT(S) OF BENEFICIARIES OF WILL

I/We

(i) _____ son / daughter / wife of _____
resident of _____

(ii) _____ son / daughter / wife of _____
resident of _____

(iii) _____ son / daughter / wife of _____
resident of _____

(iv) _____ son / daughter / wife of _____
resident of _____

Affix
Judicial
Stamp
worth Rs.
25/-

do hereby solemnly affirm and declare as under :-

a) That Sh. / Smt _____ S/o D/o W/o _____ was
the owner with _____ % share in Property No. _____ Phase
_____, Patiala/Nabha/Sangrur/Amargarh (Type : SCF / SCO / SSS / Booth / Indl.
site / House / Plot No. _____), who expired on _____
leaving behind the following legal heirs :

S. No.	Name	Relationship with deceased	Age	Address

(b) That the above said deceased owner had executed a registered / unregistered will in my / our favour with respect to inheriting the said property.

(c) That I / We undertake to pay all dues in connection with the above said property mentioned above as well as abide by the provisions of the Punjab Regional and Town Planning and Development Act, 1995 and rules, framed there-under, and the terms and conditions mentioned in the Allotment Letter.

(d) That there is no litigation pending in any court of law regarding this property.

(e) That all the legal heirs of the deceased have been mentioned above and no legal heir / heirs have been left out. It is further indemnified that in case any legal heirs or other persons make any claim regarding the above said property, such litigation shall be defended by me / us and any loss suffered by PDA/PDA or any of its employees will be made good.



Patiala Urban Planning & Development Authority
www.pda.gov.in



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(f) That my / our photograph(s) and specimen signature(s) are as under :

(i)	Name		<i>affix latest pp size photograph</i>
	Specimen Signatures		
(ii)	Name		<i>affix latest pp size photograph</i>
	Specimen Signatures		
(iii)	Name		<i>affix latest pp size photograph</i>
	Specimen Signatures		
(iv)	Name		<i>affix latest pp size photograph</i>
	Specimen Signatures		

Deponent(s)

Verification

I/We, the deponent(s) do hereby verify that the contents of above affidavit are true and correct to the best of my / our knowledge and nothing has been concealed therein. In case any concealment or misrepresentation is found at any stage, I / We shall be liable for legal action under the law.

Place :

Date :

Deponent(s)



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Affix
Judicial
Stamp
worth Rs.
25/-

Affix pp size
photograph

AFFIDAVIT

(NO OBJECTION of the legal heirs other than the beneficiaries in case of un-registered Will)
I/We

(i) _____ S./o D/o W/o _____
resident of _____

(ii) _____ S./o D/o W/o _____
resident of _____

(iii) _____ S./o D/o W/o _____
resident of _____

(iv) _____ S./o D/o W/o _____
resident of _____

do hereby solemnly affirm and declare as under :-

a) That Sh. / Smt _____ S/o D/o W/o _____ was
was the absolute and undisputed owner with _____ % share in Property No. _____
Phase _____, Patiala/Nabha/Sangrur/Amargarh (Type : SCF / SCO / SSS / Booth /
Indl. site / House / Plot No. _____), who expired inter-state on
_____, who was my / our _____ (relationship).

(b) That the deceased had executed an un-registered will dated _____ bequeathing
the property in favour of Sh. / Smt. _____,
S/o D/o W/o _____ Resident of _____

(c) That I / We being the legal heirs(s) of the deceased owner have no interest in the above said
property and hence, do not have any objection if the aforesaid property is transferred in the
name of aforesaid beneficiary namely _____ as per the
un-registered will of the deceased dated _____

(d) That this transfer of property in favour of aforesaid beneficiary / beneficiaries would be
binding on me / us. I / We also undertake to bind myself / ourselves and my / our heirs not to
interfere in this declaration.

Deponent(s)

Verification :

I/We, the deponent(s) do hereby verify that the contents of above affidavit are true and correct to the best
of my / our knowledge and nothing has been concealed therein.

Place :

Dated :

Deponent(s)



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Affix
Judicial
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worth Rs.
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Affix pp size
photograph

AFFIDAVIT OF WITNESS TO WILL

(In case of un-registered will - first witness)

I, _____ S/o D/o W/o _____
resident of _____
do hereby solemnly affirm and declare as under:

1. That I am one of the witnesses to the unregistered will dated _____ of
Late Sh. _____ S/o D/o W/o _____ who died on _____
2. That the said un-registered will dated _____ was executed in my presence
and the executant was having sound and healthy mind at the time of execution of the Will
and there was no undue influence from any quarter.
3. That, by virtue of the said un-registered will, Property No. _____
Phase _____, Patiala/Nabha/Sangrur/Amargarh has been bequeathed in
favour of Sh. / Smt. _____ S/o D/o W/o _____ leaving the other legal heirs
namely : _____

4. That the other witness Sh. _____ had also signed on the will
in my presence.

Deponent(s)

Verification

I, the deponent do hereby verify that the contents of above affidavit are true and correct to the best of my
knowledge and nothing has been concealed therein.

Place :

Dated :

Deponent(s)



Affix
Judicial
Stamp
worth Rs.
25/-

AFFIDAVIT OF WITNESS TO WILL

(In case of un-registered will - second witness)

Affix pp size photograph

I, _____ S/o D/o W/o _____
resident of _____
do hereby solemnly affirm and declare as under :

1. That I am one of the witnesses to the unregistered will dated _____ of Late Sh. _____ S/o D/o W/o _____ who died on _____
2. That the said un-registered will dated _____ was executed in my presence and the executant was having sound and healthy mind at the time of execution of the Will and there was no undue influence from any quarter.
3. That, by virtue of the said un-registered will, Property No. _____ Phase _____, Patiala/Nabha/Sangrur/Amargarh has been bequeathed in favour of Sh. / Smt. _____ S/o D/o W/o _____ leaving the other legal heirs namely :

4. That the other witness Sh. _____ had also signed on the will in my presence.

Deponent(s)

Verification

I, the deponent do hereby verify that the contents of above affidavit are true and correct to the best of my knowledge and nothing has been concealed therein.

Place:

Dated:

Deponent(s)



Patiala Urban Planning & Development Authority



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PLEASE PASTE DEATH CERTIFICATE



DETAILS OF LEGAL HEIRS OF BENEFICERIES WITH THEIR PHOTOGRAPHS

<i>Sr. No.</i>	<i>Name</i>	<i>Relationship</i>	<i>affix latest pp size photograph</i>
1)			<i>affix latest pp size photograph</i>
2)			<i>affix latest pp size photograph</i>
3)			<i>affix latest pp size photograph</i>
4)			<i>affix latest pp size photograph</i>
5)			<i>affix latest pp size photograph</i>



Patiala Urban Planning & Development Authority



RIGHT TO SERVICE

PUNJAB empowers the citizens for delivery of public services



RIGHT TO SERVICE

As per the provisions of
Punjab Right to Service Act 2011,
the Designated Officers are mandated
to provide following services within the
given time limits, or else are liable for penalty

Type of Service	Designated Officer	Given Time Limit
Sanction of Building Plans/ Revised Building Plans (for residential plots)	SDO Building PDA	30 working days
Sanction of Building Plans/ Revised Building Plans (for commercial plots)	SDO Building PDA	60 working days
Issue of Completion / Occupation Certificate	SDO Building PDA	15 working days
Issue of No Objection Certificate/ Duplicate Letter of Allotment / Re-allotment	Estate Officer, PDA	21 working days
Issue of Conveyance Deed	Estate Officer, PDA	15 working days
Issue of No Due Certificate	Estate Officer, PDA	7 working days
Re-transfer of property in case of sale	Estate Officer, PDA	15 working days
Re-transfer of property in case of death (uncontested)	Estate Officer, PDA	45 working days
Issue of permission to mortgage	Estate Officer, PDA	7 working days



In case, any citizen does not obtain any of the above services within
the given time limit, he may file an appeal in the office of the
Additional Chief Administrator, PDA Patiala

PDA is committed to serve the Ctiizens