

Rs. 15/-

Sr. No.



RIGHT TO SERVICE

APPLICATION FOR GRANT OF PERMISSION FOR SALE / GIFT / TRANSFER

Property No. _____ Phase _____

Name of Applicant _____

Father's / Husband's Name _____

Address _____

Mobile _____

E-mail _____



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



GRANT OF PERMISSION FOR SALE/GIFT/TRANSFER CHECK LIST

- i) Application form
- ii) Liability affidavit of Purchaser(s) / Doner(s) / Transferee(s)
- iii) Affidavit from the seller(s) that the property is free from all sorts of encumbrances or litigation in any court of law, liens, mortgage etc.
- iv) Photo identity proof of seller(s) and purchaser(s).
- v) Details of the legal heirs of the purchaser(s) alongwith with their duly attested photographs.
- vi) Clearance against loan/mortgage, if any.
- vii) Copy of sanction of Sewerage Connection/Occupation Certificate, if obtained.
- vi) Processing fee, Transfer fee, Extension fee, as applicable.
 - (a) Processing Fee (for all cases) : Rs. 4070/- in case of residential plots / houses and Rs. 8140/- in case of commercial and all other sites.
'Family Transfer' would mean any transfer within the family comprising of father, mother, son, daughter, husband, wife, brother and sister.
 - (b) **Transfer Fee** (applicable only in case Permission is sought before the issuance of Conveyance Deed) :
2.5% of the Allotment / Auction price in case of residential / commercial sites and 5% of the Allotment price in case of Houses.
 - (c) Extension fee, if applicable : Wherever Completion / Occupation Certificate has not been obtained, the extension fee would be leviable as a percentage of the allotment price fixed by the Authority for residential sites or sites allotted to institutions, housing societies, industrial units and private developers. In case of commercial sites, the extension fee would be leviable as a percentage of the auction price or allotment price, as the case may be. The following are the rates :

Number of years from which fee is leviable (after date of allotment)	Residential	Commercial	Institutional site, Housing Societies, Industrial Sites
4th year	2%	2%	2%
5th year	2%	2%	2%
6th year	2.5%	2.5%	2.5%
7th year	2.5%	2.5%	2.5%
8th year	2.5%	2.5%	2.5%
9th year	3%	3%	3%



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Number of years from which fee is leviable (after date of allotment)	Residential	Commercial	Institutional site, Housing Societies, Industrial Sites
10th year	3%	3%	3%
11th year	3.5%	3.5%	3.5%
12th year	3.5%	3.5%	3.5%
13th year	4%	4%	4%
14th year	4%	4%	4%
15th year	4%	4%	4%

The fee, as specified above shall be charged half yearly commencing from 1st day of January to 30th June and from 1st July to 31st December of the relevant year.

No fee shall be leviable for extending the period of construction, if the land has been allotted by the Authority to any Department of the State Government or any PSU of the State Government.

- (vii) In case of any outstanding dues against the property: Applicants are requested to visit our website www.pda.gov.in and see the account statement of the property under 'Know your property details' section. In case any amount is due, please deposit this amount. In case there is any discrepancy in the account, please attach the relevant copies of the receipts.
- (viii) If the plot/site to relate to OUVGL Scheme i.e. Phulkian Enclave, Patiala/Heera Enclave, Nabha/ Shahid Bhagat Singh, Dhandogel Enclave, Amargarh/Banasar Enclave/PWD(B&R) Site, Sangrur, the draft for payment in name of Estate Officer, PUDA, Patiala, payable at Patiala and other plot/site of Urban Estate Residence/Commercial Plot Baha Road, Patiala/PDA, the draft for payment in name of Estate Officer, PDA, Patiala.

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

All the payments shall be made in the form of a Demand Draft favouring 'Estate Officer, PUDA/PDA' payable at Patiala.

All fees are subject to revision at the start of the new financial year, beginning 1st April.

Time limit : 15 working 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 _____



APPLICATION FORM

To

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

Sir / Madam,

I/We are the owner(s) of SCF/SCO/SSS/Booth/Indl. site / Plot/House No. _____

Phase _____

_____. I/We wish to
Transfer/Sell this property to the intending Purchaser(s), whose details are mentioned below.
The Processing Fee amounting to Rs. _____/- for the said transfer is enclosed
herewith in the form of Demand Draft No. _____ dated _____ drawn on
_____ (Name of the Bank).

It is requested that the requisite Permission to Sell/Gift/Transfer the title of the said
property may please be issued to me/us.

Details of indenting Purchaser(s) / Doner(s) / Transferee(s)

1. _____ S/o D/o W/o _____
resident of _____
2. _____ S/o D/o W/o _____
resident of _____
3. _____ S/o D/o W/o _____
resident of _____
4. _____ S/o D/o W/o _____
resident of _____

Your sincerely,

1. _____

3. _____

2. _____

4. _____



AFFIDAVIT

Affix Non-Judicial Stamp worth Rs. 25/-

I/We

- (1) _____ son / daughter / wife of _____
resident of _____
- (2) _____ son / daughter / wife of _____
resident of _____
- (3) _____ son / daughter / wife of _____
resident of _____

do hereby solemnly affirm and declare as under :-

- (i) That the deponent(s) is / are the absolute and undisputed owner(s) of Property No. _____
Phase _____, _____ which is a
_____ (type of property - SCF/SCO/SSS/Indl. site/Booth/Plot/House etc.)
- (ii) That I / We applied for the grant of NOC for sale/gift/transfer of the above said property in favour of the following persons :
- (a) _____ son / daughter / wife of _____
resident of _____
- (b) _____ son / daughter / wife of _____
resident of _____
- (c) _____ son / daughter / wife of _____
resident of _____
- (d) _____ son / daughter / wife of _____
resident of _____
- (iii) That the property in question is free from all sorts of encumbrances i.e. mortgage, lien, gift, sale etc. and there is no stipulation on transfer in any manner.
- (iv) That there is no dispute / Litigation pending in any court of law with regard to the title of ownership of above detailed property.
- (v) That the building is complete upto _____ storey. The occupation certificate has been obtained and there is no building violation.

Deponent(s)

Verification

I/We the 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 in the aforesaid affidavit is found at any stage then legal action may be taken against me/us under the law.

Place :

Date:

Deponent(s)



LIABILITY AFFIDAVIT

Affix Non-Judicial Stamp worth Rs. 25/-

I/We

- (1) _____ S/o D/o W/o _____
resident of _____
- (2) _____ S/o D/o W/o _____
resident of _____
- (3) _____ S/o D/o W/o _____
resident of _____
- (4) _____ S/o D/o W/o _____
resident of _____

do hereby solemnly affirm and declare as under :-

- (i) That I/We have agreed to purchase the Property No. _____
_____ which is a _____ (type of property - SCF/SCO/Shop /
SSS/Booth/ Indl. site/ Plot/ House etc.) from _____
_____ S/o D/o W/o _____
resident of _____
- (ii) That I/We hereby undertake to pay all sums due to PUDA/PDA in connection with the above said Property and to abide by the provisions of the Building Bye Laws as well as the terms and conditions of the Allotment Letter.
- (iii) That the property is constructed upto _____ floor and there is no violation of building rules.
- (iv) That in case any legal heir(s) or other person(s) makes any claim regarding the above said property, the litigation of the same will be defended by me/us and any loss suffered by PUDA/PDA or any of its employees will also be made good by me/us in person and by my/our properties.
- (v) That my / our photograph(s) and specimen signature(s) is/are as follows :

(i)	Name		affix latest pp size photograph
	Specimen Signatures		



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(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, 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 :

Date :

Deponent(s)



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RIGHT TO SERVICE

PHOTO IDENTITY

PLEASE PASTE IDENTITY PROOF OF BUYER(S)



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RIGHT TO SERVICE

PHOTO IDENTITY

PLEASE PASTE IDENTITY PROOF OF SELLER(S)



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DETAILS OF LEGAL HEIRS OF PURCHASER(S) WITH THEIR PHOTOGRAPHS

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



Patiala Urban Planning & Development Authority



RIGHT TO SERVICE

**COPY OF OCCUPATION CERTIFICATE/SANCTION OF
SEWERAGE CONNECTION**



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 fo 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 Citizens