

Sr. No.



RIGHT TO SERVICE

**Application for Execution of Conveyance
Deed / Issuance of No Due Certificate /
Issuance of Duplicate Documents**

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.



**Execution of Conveyance Deed /
Issuance of No Due Certificate /
Issuance of Duplicate Documents**

CHECK LIST

A. For execution of Conveyance Deed (Time limit : 15 working days)

- i) Application Form
- ii) Self attested copy of allotment / re-allotment letter.
- iii) Self attested copy of No Due Certificate.
- iv) Certified copy of GPA / Sub Attorney (if applicable).
- v) Three copies of the Conveyance Deed including one on Stamp Paper.
The amount of the Stamp Duty would be as applicable on the date of execution of the conveyance deed. Please check with the office of Sub Registrar, Patiala.
- vi) Affidavit on Stamp Paper of Rs. 25/- from the allottee.

B. For No Due Certificate (Time limit : 07 working days)

- i) Application form
- ii) Applicants are requested to visit our website www.pda.gov.in to see the account statement of the property and deposit the due amount. In case, there is any discrepancy in the account, please attach relevant documents as a proof. This will help us to process the request quickly.

C. For issuance of any Duplicate Document (Time limit : 07 working days)

- i) Application form
- ii) Copy of FIR / Report in Daily Diary Register.
All the above documents should be submitted duly self attested by the applicant and pasted on the blank pages.

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 FORM

To

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

Subject: Execution of Conveyance Deed / Issuance of No Due Certificate / Issuance of Duplicate Documents in respect of Property No. _____, Phase _____, Patiala

Sir / Madam,

I/We are the owner of SCF / SCO / Booth / Indl. Site / House / Plot No. _____ Phase _____, Patiala/Nabha/Sangrur/Amargarh and the amount due to PDA/PUDA against this property has been paid in full (Proof enclosed). I/We wish to seek Execution of Conveyance Deed / No Due Certificate / Duplicate Documents of the above mentioned property, for which all the requisite documents, as per checklist, are enclosed herewith.

It is requested that the needful may be done.

Date : _____

Signature _____
(Name & Address of Owner/(s) with Contact No.)



Patiala Urban Planning & Development Authority



RIGHT TO SERVICE

Photograph

Affix Non-Judicial Stamp worth Rs. 25/-

AFFIDAVIT

(For Execution of Conveyance Deed only)

I/We, _____ son/daughter/wife of Sh. _____
aged _____ yrs resident of _____
son/daughter/wife of Sh. _____ aged _____ yrs resident of _____

son/daughter/wife of Sh. _____ aged _____ yrs resident of _____
do hereby

solemnly affirm and declare as under :-

1. That Plot/SCF/SCO/SSS/Booth/Indl. site/House No. _____ Phase _____
Patiala measuring _____ sq. yds was allotted / transfered to
Sh. _____
son/daughter/wife of Sh. _____ resident
of _____ on
_____ at a tentative price of Rs. _____, and all dues have
been paid to the Authority.
2. That I/We alongwith the allottee/owner undertake to pay final / additional price in respect of the
abovesaid property, as may be determined and demanded by the Estate Officer from time to
time, even after the execution and registration of Conveyance Deed.
3. That in case of failure on my / our part to pay final / additional price / extension fee, the Estate
Officer may resume the said property together with the structure thereon, if any, under the
provisions of Punjab Regional and Town Planning and Development Act 1995 and the rules &
regulations made thereunder and as amended from time to time.
4. That after the conveyance deed of the said property is executed / registered, we (deponent and
the allottee) or our legal heirs & successors shall continue to abide by the provisions of the Act,
Rules, Building Bye-laws, as well as the conditions of allotment as laid out in the letter of
allotment.

Deponent(s)

VERIFICATION :

Verified that the contents of above affidavit are true and correct to the best of my knowledge and belief.
No part thereof is false and nothing has been concealed therein.

Deponent(s)



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