

Sr. No.



RIGHT TO SERVICE

APPLICATION FOR PERMISSION TO MORTGAGE

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.



PERMISSION TO MORTGAGE

CHECK LIST

- i) Application form
- ii) Consent of bank from which loan is being raised in the prescribed format. (enclosed)
- iii) Attach self attested copy of allotment / re-allotment / change of ownership.

Time Limit : 07 working days from the date of receipt of application.

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

Subject : Permission to Mortgage SCF / SCO / SSS / Shop / Booth / Indl. Site / House / Plot
No. _____, Phase _____, Patiala.

Sir / Madam,

I/We are the owner(s) of the property as mentioned above and wish to seek permission to mortgage the same in favour of _____
(Name of Bank). All the requisite documents are enclosed. It is further declared that I/We are legally empowered to mortgage the above said property, which is free from any mortgage. In case any dues remain unpaid to the Authority, the same shall be paid within 30 days of the permission to mortgage. I/We shall abide by all other conditions imposed in the said permission along with the terms and conditions of allotment letter. It is further certified that neither there is any litigation pending in any court of law nor any injunction issued by any court of law restraining the transfer / sale / mortgage of the said property. I/We do hereby certify that the above information is true and correct and nothing has been mis-stated or concealed therein. I/We understand that in case of any wrong information given, I/We would be liable for criminal prosecution.

It is requested that necessary permission to mortgage the aforesaid property may be given to me/us.

Date : _____

Signature _____
(Name & Address of Owner/(s))



Patiala Urban Planning & Development Authority



(Consent to be given by the Bank / Financial Institution from which loan is being raised)

TO WHOM IT MAY CONCERN

Sh./Smt _____ S/o D/o W/o Sh. _____
resident of _____ has applied for loan
amounting to Rs. _____ (Rupees _____)
against SCF / SCO / SSS / Booth / Indl. Site / Plot / House No. _____ Phase _____
Name fo the town/city _____, for _____
(purpose) from _____ (name of the bank / Financer). We have
agreed to release loan amounting to Rs. _____ (Rupees _____)

to the applicant. It is further clarified that we are giving loan to the applicant on our own and we
will not make any claim from Patiala Urban Planning and Development Authority if the
applicant fails to repay the EMI/Loan to us. However, the first charge fo the property shall
remain with Patiala Urban Planning and Development Authority.

(Authorised Signatory)
Name of the Bank / Financial Institution
with stamp



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 Citizens