



# AMRITSAR DEVELOPMENT AUTHORITY

PUDA / ADA Bhawan, Puda Colony, Green Avenue, Amritsar.

[www.adaamritsar.gov.in](http://www.adaamritsar.gov.in)



RIGHT TO SERVICE

## APPLICATION FOR SANCTION OF BUILDING PLANS

Property No. \_\_\_\_\_ Sector \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Father's / Husband's Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

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PUDA BHAWAN

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## SANCTION OF BUILDING PLANS

There are two options for sanction of Building Plans of residential plots upto 500 sq. yards:

### CHECK LIST

- (a) Self-certification by Architects empanelled by ADA
- (b) Sanction by ADA

### SELF CERTIFICATION

- (i) Application Form
- (ii) Submission of building plans (In duplicate for plots upto 300 sq yards and in triplicate for plots more than 300 sq yards and upto 500 sq yards) one week prior to start of construction. These building plans should be cloth-mounted and must confirm to the zoning plan approved by ADA and PUDA Building Rules 1996, as amended from time to time. These plans should be stamped "Sanctioned" and signed by an Architect empanelled by GMADA along with the following Certificate on such building plan.

*'Certified that the above building plan is as per the zoning plan drawing No. \_\_\_\_\_ dated \_\_\_\_\_ issued by ADA and as per the PUDA Building Rules 1996 (as amended till date).'* A list containing name and address of such Architects is attached.

- (iii) Security & Scrutiny fee in the form of a Demand Draft favoring 'Estate Officer, Amritsar Development Authority' payable at Amritsar, as per following details:-

Security Fee (Refundable after completion)

(a) Plots upto 250 sq yards - Rs 2500/-

(b) Plots more than 250 sq yards and upto 500 sq yards - Rs 5000/-

Scrutiny Fee would be leviable @ Rs. 2.50 per sq feet of total covered area in case of fresh plan. In case of revised / super-seeded plans, the scrutiny fee would be leviable @ Rs. 1.25 per sq. feet of the covered area.

In case of any additional covered area, which is resultant of any increase in the FAR subsequently to the allotment of plot, an additional fee @ Rs 36 per sq feet shall be levied.

- (iv) In case the cost of construction of the proposed building is more than Rs 10,00,000/- , the owner is liable to pay Labour Cess levied under the Building & Other Construction Workers Welfare Cess Act, 1996 to the 'Punjab Labour Welfare Board', SCO 47-48, Sector 17-E, Chandigarh. The Labour Cess levied is 1% of the total cost of construction over and above the amount of Rs 10, 00,000/-. A receipt confirming the deposit of the said Labour Cess must be attached with the application.

- (v) Declaration



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## SANCTION BY ADA

In case the citizen does not want to exercise the option of self-certification or in case the sanction of building plan is sought for any building other than a residential plot upto 500 sq. yards, the following would be the procedure:

- (i) Application Form
- (ii) Complete set of drawings duly cloth mounted with signatures of any Architect registered with Council of Architecture and the owner(s).

(iii) Security & Scrutiny fee in the form of a Demand Draft favoring 'Estate Officer, Amritsar Development Authority' payable at Amritsar, as follows:-

Security Fee (Refundable after completion)

- (a) Residential Plots upto 250 sq yards - Rs 2500/-
- (b) Residential Plots more than 250 sq yards and upto 500 sq yards - Rs 5000/-
- (c) Residential Plots above 500 sq yds - Rs 10000/-
- (d) Residential - Group Housing - Rs 2000/- per Dwelling Unit
- (e) Commercial - Booth / SSS - Rs 5000/- ; SCO/SCF - Rs 40,000/-
- (f) Individual / Multiplex / Institutional Site - Rs 50,000/- per acre or part thereof
- (g) Industrial Plot - Rs 10,000/- per kanal or part thereof
- (h) In case of Boundary Wall for all sites - Rs 2000/- per acre or part thereof.

Scrutiny Fee would be leviable @ Rs. 2.50 per sq feet of total covered area for residential and Rs 5 per sq feet of total covered area for commercial / institutional / individual / industrial sites. In case of revised / superceded plans, the scrutiny fee would be leviable @ Rs. 1.25 per sq. feet of the covered area.

In case of any additional covered area, which is resultant of any increase in the FAR subsequently to the allotment of plot, an additional fee @ Rs 36 per sq feet shall be levied.

In case of any Institutional site, owned by the Central or State Government and their PSU's and other autonomous bodies, fully owned by the Central / State Government, all the above charges shall be levied @ 50% of the chargeable rates.

(iv) In case application is being made by a person other than the owner, a self-certified copy of the General Power of Attorney should be attached.

Time Limit: For Residential Plots - 30 days

For Commercial Plots - 60 days

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### FOR OFFICE USE ONLY

Certified that I have checked and found the documents in order:

Signature of Receipt Clerk

Name \_\_\_\_\_

Signature of Superintendent

Name \_\_\_\_\_



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## APPLICATION FORM

To

The Estate Officer  
PUDA Bhawan,  
Green Avuenue,  
Amritsar.

**Subject:** Sanction of Building Plans for Site No \_\_\_\_\_ Sector \_\_\_\_\_, Amritsar,  
Batala, Gurdaspur, Pathankot.

Sir / Madam

I/We are the owner(s) of SCF/SCO/SSS/Booth/Indl. site/House No. \_\_\_\_\_ Sector \_\_\_\_\_, Amritsar, Batala, Gurdaspur, Pathankot. I/We wish to seek sanction of Building plan of the above mentioned property under the following option (Tick any one)

- (a) Self Certification by empanelled Architects
- (b) Sanction by ADA

The requisite documents are attached. You are requested to process the application accordingly.

Date: \_\_\_\_\_

Signature \_\_\_\_\_  
(Name & Address of Owner / (S))

# PUNJAB empowers the citizen 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 ADA	30 working days
Sanction of Building Plans/ Revised Building Plans (for commercial plots)	SDO Building ADA	60 working days
Issue of Completion / Occupation Certificate	SDO Building ADA	15 working days
Issue of No Objection Certificate/ Duplicate Letter of Allotment/ Re-allotment	Estate Officer, ADA	21 working days
Issue of Conveyance Deed	Estate Officer, ADA	15 working days
Issue of No Due Certificate	Estate Officer, ADA	7 working days
Re-transfer of property in case of sale	Estate Officer, ADA	15 working days
Re-transfer of property in case of death (uncontested)	Estate Officer, ADA	45 working days
Issue of permission to mortgage	Estate Officer, ADA	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, ADA, Amritsar.**

***ADA is committed to serve the Citizens***