



AMRITSAR DEVELOPMENT AUTHORITY

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

www.adaamritsar.gov.in



RIGHT TO SERVICE

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

Property No. _____ Sector _____

Name of Applicant _____

Father's / Husband's Name _____

Address _____

Mobile _____

Email _____

Amritsar Development Authority

PUDA BHAWAN

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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 ADA.
- 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.adaamritsar.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 documents in order

Signature of Receipt Clerk

Signature of Superintendent

Name _____

Name _____

Date _____

Date _____



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RIGHT TO SERVICE

APPLICATION FORM

To

The Estate Officer
PUDA Bhawan
Green Avenue
Amritsar.

Subject: Execution of Conveyance Deed / Issuance of No Due Certificate/ Issuance of Duplicate Documents in respect of Property No. _____, Sector _____, Amritsar, Batala, Gurdaspur, Pathankot.

Sir/Madam,

I/We are the owner of SCF/ SCO/ Booth/ Indl. Site/ House/ Plot No.

_____ Sector _____, Amritsar, Batala, Gurdaspur, Pathankot and the amount due to ADA 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.)



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RIGHT TO SERVICE

Photograph

AFFIDAVIT (For Execution of Conveyance Deed only)

Affix Non
Judicial Stamp
worth
Rs. 25/-

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. _____ Sector _____, Amritsar, Batala, Gurdaspur, Pathankot, measuring _____ sq.yds was allotted / transferred 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 along with the allottee / owner undertake to pay final / additional price in respect of the above said 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)



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RIGHT TO SERVICE

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