



AMRITSAR DEVELOPMENT AUTHORITY

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

www.adaamritsar.gov.in



RIGHT TO SERVICE

APPLICATION FOR PERMISSION TO MORTGAGE

Property No. _____ Sector _____

Name of Applicant _____

Father's / Husband's Name _____

Address _____

Mobile _____

Email _____

Amritsar Development Authority

PUDA BHAWAN

Green Avenue, Amritsar.

www.adaamritsar.gov.in



AMRITSAR DEVELOPMENT AUTHORITY

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

www.adaamritsar.gov.in



RIGHT TO SERVICE

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_____



AMRITSAR DEVELOPMENT AUTHORITY

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

www.adaamritsar.gov.in



RIGHT TO SERVICE

APPLICATION FORM

To

The Estate Officer PUDA / ADA Bhawan
Puda Colony, Green Avenue,
Amritsar.

Subject: Permission to Mortgage SCF/ SCO/ SSS/ Booth/ Incl. Site/ House No. _____
_____, Amritsar.

Sir/Madam,

I/We are the owner(s) of the property as mentioned above and wish to seek permission to mortgage the same in favor 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))



AMRITSAR DEVELOPMENT AUTHORITY

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

www.adaamritsar.gov.in



RIGHT TO SERVICE

(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. _____,
Name of 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 Amritsar Development Authority if the applicant fails to repay the EMI/
Loan to us. However, the first charge of the property shall remain with Amritsar Development
Authority.

(Authorised Signatory)

Name of the Bank / Financial Institution

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