



# 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 ISSUANCE OF COMPLETION/OCCUPATION CERTIFICATE*

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

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

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

Address \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

## **Amritsar Development Authority**

PUDA BHAWAN

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## PERMISSION TO OCCUPY PREMISES ISSUANCE OF OCCUPATION CERTIFICATE

### CHECK LIST

- (i) Notice of completion & permission to occupy in Form B, as prescribed under rule 10(1) of the building rules along with a declaration by the owner.
- (ii) Certificate of completion issued by an empanelled Architect, of the Authority. List of empanelled Architects is attached.
- (iii) Photographs of the completed Building, to be pasted on the blank pages and duly attested by the empanelled Architects.

**Time Limit:** 15 working days

### FOR OFFICE USE ONLY

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

Signature of Receipt Clerk

Signatures of Superintendent/In charge

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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



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## Notice of Completion and Permission to Occupy

### Form B {(See Rule 10(1))}

To

The Estate Officer  
PUDA Bhawan  
Green Avenue  
Amritsar.

Sir/ Madam,

I/We hereby give you notice that the building / a part of the building described below and sanctioned with your order No. \_\_\_\_\_ dated \_\_\_\_\_ has been completed on \_\_\_\_\_ in all respects according to the provisions of the Punjab Regional and Town Planning and Development Act, 1995 and the rules made there under. The construction has been made as per the sanctioned plans and the suggested modifications have been carried out.

1 Completion Certificate from an empanelled Architect/ Engineer who supervised the construction of the building submitted herewith.

2 Kindly permit me/us to occupy the building as required under Rule 11 of the Punjab Urban Planning and Development Authority (Building) Rules, 1996.

### DESCRIPTION OF BUILDING

Type of Building: Booth/ SCO/ SCF/ Incl. Site/ Residential Plot/ \_\_\_\_\_ Site

No. \_\_\_\_\_

\_\_\_\_\_.

Signature of the Applicant



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## Completion Certificate by an Empanelled Architect/ Engineer

### Form C {See Rule 10(1)}

I do hereby certify that the following work (insert full particulars of work) has been supervised by me and has been completed to my satisfaction in accordance with the provisions of the Punjab Regional and Town Planning and Development Act, 1995 (P.A. No. 11 of 1995) and the rules made there-under as per sanctioned plans. The workmanship and the quality of material used in construction is as per building norms. That no provisions of the Punjab Regional and Town Planning and Development Act, 1995 (P.A. No. 11 of 1995) and the rules made thereunder and no requisition made, condition prescribed or order issued thereunder has been transgressed in the course of the work.

### PARTICULARS OF WORK

Type of Building: Booth/ SCO/ SCF/ Indl. Site/ Residential Plot/ \_\_\_\_\_

Site No. \_\_\_\_\_

\_\_\_\_\_

Signature (Empanelled  
Architect/Engineer)

# 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***