GOVT. PUNJAB

R GHT TO SERVICE

Property No. _____ Sector _____

Name of Applicant _____

Father's/Husband's Name _____

Address _____

Mobile _____

E-mail _____

GMADA

GREATER MOHALI AREA DEVELOPMENT AUTHORITY

PUDA BHAWAN
Sector - 62, S.A.S. Nagar
www.gmada.gov.in

GRANT OF PERMISSION FOR SALE/GIFT/TRANSFER

CHECK LIST

(i) Application Form
(ii) Liability affidavit of Purchaser(s) / Doner(s) / Transferee(s)
(iii) Affidavit from the Seller(s) that the property is free from all sorts of encumbrances or litigation in any court of law, liens, mortgage etc.
(iv) Photo identity proof of Seller (s) and Purchaser(s)
(v) Details of the legal heirs of the Purchaser(s) alongwith with their duly attested photographs
(vi) Clearance against loan / mortgage, if any
(vii) Copy of sanction of Sewerage Connection / Occupation Certificate, if obtained
(vi) Processing Fee, Transfer Fee, Extension Fee, as applicable

(a) **Processing Fee** (for all cases): Rs 2500/- in case of residential plots / houses and Rs 5000/- in case of commercial and all other sites
'***Family Transfer***' would mean any transfer within the family comprising of father, mother, son, daughter, husband, wife, brother and sister.

(b) **Transfer Fee** (applicable only in case Permission is sought ***before*** the issuance of Conveyance Deed) :
2.5 % of the Allotment / Auction price in case of residential / commercial sites and 5 % of the Allotment price in case of Houses.

(c) **Extension Fee,** if applicable : Wherever Completion / Occupation Certificate has not been obtained, the extension fee would be leviable as a percentage of the allotment price fixed by the Authority for residential sites or sites allotted to institutions, housing societies, industrial units and private developers. In case of commercial sites, the extension fee would be leviable as a percentage of the auction price or allotment price, as the case may be. The following are the rates:

Number of years from which fee is leviable (after date of allotment)	Residential	Commercial	Institutional site, Housing Societies, Industrial Sites
4th year	2%	2%	2%
5th year	2%	2%	2%
6th year	2.5%	2.5%	2.5%
7th year	2.5%	2.5%	2.5%
8th year	2.5%	2.5%	2.5%
9th year	3%	3%	3%

Number of years from which fee is leviable (after date of allotment)	Residential	Commercial	Institutional site, Housing Societies, Industrial Sites
10th year	3%	3%	3%
11th year	3.5%	3.5%	3.5%
12th year	3.5%	3.5%	3.5%
13th year	4%	4%	4%
14th year	4%	4%	4%
15th year	4%	4%	4%

The fee, as specified above shall be charged half yearly commencing from 1st day of January to 30th June and from 1st July to 31st December of the relevant year

No fee shall be leviable for extending the period of construction, if the land has been allotted by the Authority to any Department of the State Government or any PSU of the State Government.

(vii) In case of any outstanding dues against the property: Applicants are requested to visit our website www.gmada.gov.in and see the account statement of the property under 'Know your property details' section. In case any amount is due, please deposit this amount. In case there is any discrepancy in the account, please attach the relevant copies of the receipts.

All the above documents should be submitted duly self attested by the.

All payments shall be made in the form of a Demand Draft favouring 'Greater Mohali Area Development Authority' payable at S.A.S. Nagar / Chandigarh.

All fees are subject to revision at the start of the new financial year, beginning 1st April.

Time Limit: 21 working days

FOR OFFICE USE ONLY

Certified that I have checked and found all the documents in order.

Signature of Receipt Clerk

Name_____

Date_____

Signature of Superintendent

Name_____

Date_____

APPLICATION FORM

To

The Estate Officer
PUDA Bhawan
Sector-62
S.A.S. Nagar

Sir/Madam

I/ we are the owner(s) of SCF/ SCO/ SSS/ Booth/ Indl. Site / Plot/House No. _____Sector_____, S.A.S. Nagar. I/We wish to Transfer/sell this Property to the intending Purchaser(s), whose details are mentioned below. The Processing Fee amounting to Rs. _____ /- for the said transfer is enclosed herewith in the form of Demand Draft No. _____ dated _____ drawn on _____ (Name of the Bank).

It is requested that the requisite Permission to Sell/ Gift/ Transfer the title of the said property may please be issued to me/us.

Details of Intending Purchaser (s) / Doner (s) / Tranferee (s)

1. _____ S/o D/o W/o _____
   resident of _____
2. _____ S/o D/o W/o _____
   resident of _____
3. _____ S/o D/o W/o _____
   resident of _____
4. _____ S/o D/o W/o _____
   resident of _____

Yours sincerely,

1._____ 2._____

_____ _____

3._____ 4._____

_____ _____

(Signatures & Name of all the owners)

Greater Mohali Area Development Authority

www.gmada.gov.in

RIGHT TO SERVICE

AFFIDAVIT

Affix Non-judicial Stamps worth Rs. 25/-

I/We

(1) _____ S/o D/o W/o _____

resident of _____

(2) _____ S/o D/o W/o _____

resident of _____

(3) _____ S/o D/o W/o _____

resident of _____

do here solemnly affirm and declare as under:-

(i) That the deponent(s) is / are the absolute and undisputed owner(s) of Property No. _____, Sector _____, S.A.S. Nagar which is a _____ (type of property – SCF/SCO / SSS/Indl. site/Booth / Plot / House etc.)

(ii) That I / We applied for the grant of NOC for sale / gift / transfer of the above said property in favour of the following persons

(a) _____ son/daughter/wife of _____

resident of _____

(b) _____ son/daughter/wife of _____

resident of _____

(c) _____ son/daughter/wife of _____

resident of _____

(d) _____ son/daughter/wife of _____

resident of _____

(iii) That the property in question is free from all sorts of encumbrances i.e. mortgage, lien, gift, sale etc. and there is no stipulation on transfer in any manner.

(iv) That there is no dispute/Litigation pending in any court of law with regard to the title of ownership of above detailed property.

(v) That the building is complete upto _____ storey. The occupation certificate has been obtained and there is no building violation.

Deponent (s)

Verification

I / We the do hereby verify that the contents of above affidavit are true and correct to the best of my / our knowledge and nothing has been concealed therein. In case any concealment or misrepresentation in the aforesaid affidavit is found at any stage then legal action may be taken against me / us under the law.

Place : **Deponent (s)**

Date :

Affix Non-judicial Stamps worth Rs. 25/-

LIABILITY AFFIDAVIT

I/We

(1) _____ S/o D/o W/o _____
resident of _____
(2) _____ S/o D/o W/o _____
resident of _____
(3) _____ S/o D/o W/o _____
resident of _____
(4) _____ S/o D/o W/o _____
resident of _____

do here solemnly affirm and declare as under:-

(i) That I/We have agreed to purchase the Property No. _____, Sector _____, S.A.S. Nagar which is a _____ (type of property – SCF/SCO /SSS/ Booth / Indl. Site /Plot / House etc) from _____ S/o D/o W/o _____ resident of _____

(ii) That I/we hereby undertake to pay all sums due to GMADA in connection with the above said Property and to abide by the provisions of the Building Bye Laws as well as the terms and conditions of the Allotment Letter.

(iii) That the property is constructed upto _____ Floor and there is no violation of building rules.

(iv) That in case any legal heir(s) or other person(s) makes any claim regarding the above said property, the litigation of the same will be defended by me / us and any loss suffered by GMADA or any of its employees will also be made good by me / us in person and by my / our properties.

(v) That my / our photograph(s) and specimen signature(s) is / are as follows:

(i)	Name			*affix latest pp size photograph*
	Specimen Signatures			

(ii)	Name			*affix latest pp size photograph*
	Specimen Signatures			
(iii)	Name			*affix latest pp size photograph*
	Specimen Signatures			
(iv)	Name			*affix latest pp size photograph*
	Specimen Signatures			

Deponent (s)

Verification

I / We do hereby verify that the contents of above affidavit are true and correct to the best of my / our knowledge and nothing has been concealed therein.

Place :

Date : **Deponent (s)**

PHOTO IDENTITY

PLEASE PASTE IDENTITY PROOF OF SELLER(S)

PHOTO IDENTITY

PLEASE PASTE IDENTITY PROOF OF BUYER(S)

DETAILS OF LEGAL HEIRS OF PURCHASER(S) WITH THEIR PHOTOGRAPHS

Sr. No.	*Name*	*Relationship*	*affix latest pp size photograph*
1)			*affix latest pp size photograph*
2)			*affix latest pp size photograph*
3)			*affix latest pp size photograph*
4)			*affix latest pp size photograph*
5)			*affix latest pp size photograph*

COPY OF OCCUPATION CERTIFICATE/ SANCTION OF SEWERAGE CONNECTION

PUNJAB empowers the citizen for delivery of public services

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

GMADA

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, GMADA, S.A.S. Nagar.

GMADA is committed to serve the Citizens

AZAD HIND STORES