

Rs. 15/-

Sr. No.



**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 \_\_\_\_\_

E-mail \_\_\_\_\_



**GREATER MOHALI AREA DEVELOPMENT AUTHORITY**

**PUDA BHAWAN**

**Sector - 62, S.A.S. Nagar**

**[www.gmada.gov.in](http://www.gmada.gov.in)**



## EXECUTION OF CONVEYANCE DEED/ ISSUANCE OF NO DUE CERTIFICATE/ ISSUANCE OF DUPLICATE DOCUMENTS

### CHECKLIST

#### 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 Sub Registrar, S.A.S. Nagar.

#### B. For No Due Certificate (Time limit: 05 working days)

- i) Application Form
- ii) Applicants are requested to visit our website [www.gmada.gov.in](http://www.gmada.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: 05 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 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

**Subject:** Execution of Conveyance Deed / Issuance of No Due Certificate/ Issuance of Duplicate Documents in respect of Property No. \_\_\_\_\_, Sector \_\_\_\_\_, S.A.S. Nagar.

Sir/Madam,

I/We are the owner of SCF/ SCO/ Booth/ Indl. Site/ House/ Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, S.A.S. Nagar and the amount due to GMADA 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.)



**SELF DECLARATION**  
(for Execution of Conveyance Deed only)

Photograph

1. I/We, \_\_\_\_\_ son/ daughter/ wife of Sh. \_\_\_\_\_  
aged \_\_\_\_\_ yrs resident of \_\_\_\_\_
2. I/We, Sh. \_\_\_\_\_ aged \_\_\_\_\_ yrs resident of \_\_\_\_\_
3. I/We, 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 \_\_\_\_\_, S.A.S. Nagar, 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 alongwith the allottee / owner undertake to pay final / additional price in respect of the abovesaid 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)**



# Greater Mohali Area Development Authority

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



**RIGHT TO SERVICE**

---



# Empowering the Citizens of PUNJAB through PUNJAB TRANSPARENCY & ACCOUNTABILITY IN RIGHT TO SERVICE DELIVERY OF PUBLIC SERVICES ACT, 2018



**The Designated Officers are mandated to provide following services  
within the given time limits or else are liable for penalty**

Type of Service	Given Time Limit	Designated Officer
Sanction of Building Plans/ Authority, Revised Building Plans (for residential plots)	30 days	SDO (Building), GMADA
Sanction of Building Plans/ Authority, Revised Building Plans (for commercial plots)	30 days	SDO (Building), GMADA
Issue of Completion/ Occupation Certificate of Building	8 (7+1) days	SDO (Building), GMADA
Transfer of Letter of Intent / Allocation	21 days	Estate Officer, GMADA
Issue of No Objection Certificate/ Duplicate Allotment/ Re-allotment Letter	10 days/ 3 days/ 10 days	Superintendent, GMADA
Issue of Conveyance Deed	15 days	Estate Officer, GMADA
Issue of No Due Certificate	5 days	Account Officer, GMADA
Transfer of Property in Case of Sale (NOC)	10 days	Superintendent, GMADA
Transfer of Property in Case of Death (Uncontested) (a) All Legal Heirs (b) Registered Will (c) Un-registered Will	(a) 30 days (b) 30 days (c) 45 days	Estate Officer, GMADA
Issue of Permission for Mortgage	7 days	Superintendent, GMADA
Attested Copy of any Document	3 days	Superintendent, GMADA
Change of Ownership	5 days	Estate Officer, GMADA
Demarcation of Plot	5 days	SDO (Building), GMADA
Issue of Plinth/Roof Level Certificate	7 days	SDO (Building), GMADA
Water Supply and Sewerage Connection	7 days	SDO (P.H.), GMADA



*Appeal can be filed with the appellate authority  
if the service is not provided within the stipulated time.*

**GMADA is committed to serve the Citizens**