

Rs. 15/-



Sr. No.

RIGHT TO SERVICE

***APPLICATION FOR TRANSFER ON THE
BASIS OF REGISTERED / UNREGISTERED WILL***

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

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TRANSFER ON THE BASIS OF REGISTERED / UNREGISTERED WILL

CHECKLIST

- i) Application Form
- ii) Certified copy of Will, if the will is registered OR Attested copy of Will, if the Will is unregistered. In case, the Will is in a language, other than English, Hindi or Punjabi, a translated copy of the Will in English or Punjabi may also be attached.
- iii) Liability Affidavit of beneficiaries of the Will.
- iv) Affidavits regarding No objection from all the left-out legal heirs if the property is bequeathed to one of the legal heirs or anyone outside the family on the basis of a Will.
- v) Original Death Certificate of deceased Owner.
- vi) Photographs of all Legal Heirs of the beneficiaries of Will.
- vii) Photo identity proofs of all beneficiaries / Applicants.
- viii) Affidavit of attesting witnesses (applicable only for unregistered Will).
- ix) Clearance of previous mortgage / Loan / Redemption Deed.

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

Time limit: 45 days

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 _____



APPLICATION FORM

To

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

Subject: Transfer of Property No. _____, Sector _____, (Type- SCO/Booth/
SCF/SSS/Indl. Site/House/Plot No. _____), on the basis of
Registered / Un-Registered Will.

Sir / Madam

This is to inform you that the owner of _____% share in the above mentioned
property Sh./Smt. _____ S/o / W/o / D/o
_____ died on _____ (certificate attached).
As per the registered / un-registered will dated _____, executed by him / her,
the following are the beneficiaries with respect to the above said property.

S. No.	Name	Relationship

All the requisite documents, as per checklist, are enclosed.

You are, therefore, requested to transfer the above said property on the basis of registered /
unregistered Will, at the earliest.

Thanking You,

Date:

Yours faithfully

(Names _____)



LIABILITY AFFIDAVIT(S) OF BENEFICIARIES OF WILL

Affix
Judicial
Stamp
worth
Rs. 25/-

I/We

(i) _____ S/oD/oW/o _____
resident of _____

(ii) _____ S/oD/oW/o _____
resident of _____

(iii) _____ S/oD/oW/o _____
resident of _____

(iv) _____ S/oD/oW/o _____
resident of _____

do hereby solemnly affirm and declare as under :-

- (a) That Sh./Smt _____ S/o/D/o/W/o _____ was the owner with _____ % share in Property No. _____, Sector _____, S.A.S. Nagar (Type : SCO/SCF/SSS/Booth/Incl. Site/House/Plot No. _____), who expired on _____ leaving behind the following legal heirs:

S. No.	Name	Relationship with deceased	Age	Address

- (b) That the above said deceased owner had executed a registered/unregistered Will in my/our favour with respect to inheriting the said property.
- (c) That I / We undertake to pay all dues in connection with the above said property as well as abide by the provisions of the Punjab Regional and Town Planning and Development Act, 1995 and rules, framed there -under, and the terms and conditions mentioned in the Allotment Letter.
- (d) That there is no litigation pending in any court of law regarding this property.
- (e) That all the legal heirs of the deceased have been mentioned above and no legal heir / heirs have been left out. It is further indemnified that in case any legal heirs or other persons shall make any claim regarding the above said property, such litigation shall



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be defended by me / us and any loss suffered by GMADA or any of its employees will be made good.

(f) That my / our photograph(s) and specimen signature(s) are as under:

(i)	Name		<i>affix latest pp size photograph</i>
	Specimen Signatures		
(ii)	Name		<i>affix latest pp size photograph</i>
	Specimen Signatures		
(iii)	Name		<i>affix latest pp size photograph</i>
	Specimen Signatures		
(iv)	Name		<i>affix latest pp size photograph</i>
	Specimen Signatures		

Deponent (s)

Verification

I / We, the deponent (s) 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 is found at any stage, I / We shall be liable for legal action under the law.

Place :

Date :

Deponent (s)



Affix here non-Judicial stamps worth Rs. 25/-

Affix pp size photograph

SELF DECLARATION AFFIDAVIT

(NO OBJECTION of the legal heirs other than the beneficiaries in case of un-registered Will)

I/We

- (i) S/o D/o W/ o resident of
(ii) S/o D/o W/ o resident of
(iii) S/o D/o W/ o resident of
(iv) S/o D/o W/ o resident of

do hereby solemnly affirm and declare as under :-

- (a) That Sh./ Smt. S/o/D/o/W/o was the absolute and undisputed owner with % share in Property No., Sector, S.A.S. Nagar (Type: SCF / SCO / SSS / Booth / Indl. Site / House / Plot No.), who expired inter- state on who was my / our (relationship).
(b) That the deceased had executed an un - registered Will dated bequeathing the property in favour of Sh. /Smt. S/o/D/o/W/o.
(c) That I / We being the legal heir(s) of the deceased owner have no interest in the above said property and hence, do not have any objection if the aforesaid property is transferred in the name of aforesaid beneficiary namely as per the un-registered will of the deceased dated.
(d) That this transfer of property in favour of aforesaid beneficiary / beneficiaries would be binding on me /us. I / We also undertake to bind myself / ourselves and my / our heirs not to interfere in this declaration.

Deponent (s)

Verification:

I / We, the deponent (s) 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:

Dated :

Deponent (s)



Affix here
non-Judicial
stamps worth
Rs. 25/-

Affix pp size
photograph

SELF DECLARATION AFFIDAVIT OF WITNESS TO WILL

(In case of un-registered will - first witness)

I, _____ S/o D/o W/o _____
resident of _____

do hereby solemnly affirm and declare as under :-

1. That I am one of the witnesses to the unregistered Will dated _____
of Late Sh./Smt. _____ S/o/D/o/W/o _____
_____ who died on _____.
2. That the said un-registered Will dated _____ was executed in my presence
and the executant was having sound and healthy mind at the time of execution of the
Will and there was no undue influence from any quarter.
3. That, by virtue of the said un-registered Will, Property No. _____,
Sector _____, S.A.S. Nagar has been bequeathed in favour of
Sh. / Smt. _____ S/o /D/o /W/o _____
_____ leaving the other legal heirs
namely:- _____
4. That the other witness Sh. _____ had also signed on the Will
in my presence.

Deponent (s)

Verification:

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

Place:

Dated :

Deponent (s)



Affix here
non-Judicial
stamps worth
Rs. 25/-

Affix pp size
photograph

**SELF DECLARATION
AFFIDAVIT OF WITNESS TO WILL**

(In case of un-registered will - second witness)

I, _____ S/o D/o W/o _____
resident of _____

do hereby solemnly affirm and declare as under :-

1. That I am one of the witnesses to the unregistered Will dated _____
of Late Sh./Smt. _____ S/o/D/o/W/o _____
_____ who died on _____.
2. That the said un-registered Will dated _____ was executed in my presence
and the executant was having sound and healthy mind at the time of execution of the
Will and there was no undue influence from any quarter.
3. That, by virtue of the said un-registered Will, Property No. _____,
Sector _____, S.A.S. Nagar has been bequeathed in favour of
Sh. / Smt. _____ S/o /D/o /W/o _____
_____ leaving the other legal heirs
namely:- _____
4. That the other witness Sh. _____ had also signed on the Will
in my presence.

Deponent (s)

Verification:

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

Place:

Dated :

Deponent (s)



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PLEASE PASTE DEATH CERTIFICATE



Greater Mohali Area Development Authority

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RIGHT TO SERVICE

DETAILS OF LEGAL HEIRS OF BENEFICIARIES WITH THEIR PHOTOGRAPHS

S.No.	Name	Relationship	<i>affix latest pp size photograph</i>
1)			<i>affix latest pp size photograph</i>
2)			<i>affix latest pp size photograph</i>
3)			<i>affix latest pp size photograph</i>
4)			<i>affix latest pp size photograph</i>
5)			<i>affix latest pp size photograph</i>



Greater Mohali Area Development Authority

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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