



## **Execution of Conveyance Deed / Issuance of No Due Certificate / Issuance of Duplicate Documents**

### **CHECK LIST**

#### **A. For execution of Conveyance Deed (Timelimit: 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.
- vi) Affidavit on Stamp Paper of Rs 25/- from the allottee

#### **B. For No Due Certificate (Timelimit: 07 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 (Timelimit: 07 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.

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### **FOR OFFICE USE ONLY**

Certified that I have checked and found all 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:** 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.)



Photograph

Affix  
Judicial Stamp  
worth Rs. 25/-

**AFFIDAVIT**  
**(Execution of Conveyance Deed only)**

I/We, \_\_\_\_\_ son/daughter/wife of Sh. \_\_\_\_\_  
aged \_\_\_\_\_ yrs resident of \_\_\_\_\_  
Son/daughter/wife of Sh. \_\_\_\_\_ aged \_\_\_\_\_ yrs resident of \_\_\_\_\_  
son/daughter/wife of 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)**