



**RIGHT TO SERVICE**

## **APPLICATION FOR ISSUANCE OF COMPLETION/OCCUPATION CERTIFICATE**

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)**



## 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

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### FOR OFFICE USE ONLY

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

Signature of Receipt Clerk

Signatures of Superintendent/Incharge

Name \_\_\_\_\_

Name \_\_\_\_\_

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

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



# Notice of Completion and Permission to Occupy

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

To

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

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.

2. Completion Certificate from an empanelled Architect/ Engineer who supervised the construction of the building submitted herewith.
3. 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/ Indl. Site/ Residential Plot/ \_\_\_\_\_

Site No. \_\_\_\_\_ Sector \_\_\_\_\_, S.A.S. Nagar.

Signature of the Applicant



## 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/ SSS/ SCO/ SCF/ Indl. Site/ Residential Plot/ \_\_\_\_\_

Site No. \_\_\_\_\_ Sector \_\_\_\_\_, S.A.S. Nagar.

Signature  
(Empanelled Architect/Engineer)



**LIST OF EMPANELLED ARCHITECTS**

Sr. No.	Name of Architect/ Firm	Address	Tel. No. / Mobile No.	Fax No.	E-mail
1.	Ar. Surinder Bahga Saakaar Foundation	SCO, 53-55, 3 <sup>rd</sup> Floor, Near G.P.O., Sector 17-D, Chandigarh	0172-3043466 0172-2722466	0172-2721145 0172-2711931	saakaarfoundation08@gmail.com
2.	Ar. Vinod Joshi An. Architects Group	SCF. 2, Sector 21-C, Chandigarh	0172-2724141 0172-2725251 098140-07521 092161-07525		aagroup_21@rediffmail.com aagroupchd@gmail.com
3.	Ar. Rajeev K. Saini An. Architect Consortium	1470-B, Sector 61, Chandigarh	098731-37626 093161-07888		saini_architects@yahoo.com.nz
4.	Ar. Deepak Kumar	# 611, Phase-II, S.A.S. Nagar	98722-54985		
5.	Ar. Mandeep Kaur Bajwa , Attic Arch.	# 1107, Sector 18-C, Chandigarh	92160-79791		bajwa.manu@gmail.com
6.	Ar. (Mrs.) Madhu Garg Creative Consortium	# 344/1, Sector 44-A, Chandigarh- 160047.	0172-5064694 0172-2556694 98140-11797 98555-36694 95010-36694 0172-5066615	0172-5066615	info@creativeconsortium.co.in creativeconsortium.india@gmail.com
7.	Ar. Rashmi Sharma Arkon Infratech	Plot No. F-91, Indl. Area, Phase-VII, S.A.S. Nagar	0172-4645609 0172-5091645 098889-01701	0172-5090958	arkoninfratech@gmail.com
8.	Ar. C.P. Kaushal The Creators	SCO. 305-06, Sector 35-B, Chandigarh	0172-2602338 0172-2661173 98726-11872	0172-2661006	cpthecreators@yahoo.com cpthecreators@gmail.com
9.	Ar. Randeep Singh Inner Value	# 1433, IInd Floor, Sec.22B, Chd	0172-2707967 98143-33332		innervalue@gmail.com
10.	Ar. Harinder Pal Singh & Harinder Pal & Associates	# 2010 (GF), Sector -66, S.A.S. Nagar	94170-04158	0172-2210222	matharu-harinder@yahoo.com
11.	Ar. Parmjit Singh Designers Consultancy Group	SCF. 46, 1 <sup>st</sup> Floor, Ph-VII, S.A.S. Nagar	0172-5096099 98153-12222		
12.	R.M. Kalra & Associates	# 3223, IInd Floor, Near Market, Sector 35-D, Chd.-160022	0172-2600013 0172-5078045 09417202131		
13.	Ar. Amar Rajinder Singh & Associates	# 1186, Sector 15-B, Chandigarh	0172-2226591 98156-55399		
14.	Ar Anita Sharma	H.No. 339, Phase-1, S.A.S. Nagar			



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15.	Manmohan Singh Khokher The Architects Collaborative	SCO.56, Phase-3B2, S.A.S. Nagar	0172-2226896 0172-2260178 09815613956	0172-2225499	tacollaborative@hotmail.com
16.	Ar. Sanjeev Kumar Kreative Architects	SCF. 43, 2 <sup>nd</sup> Floor, Phase- 10, S.A.S. Nagar	0172-4621903 98142-21903		kreatives_1001@yahoo.co.in
17.	Ar. Neerja Babbar Fine-arch's	# 5802, Duplex Modern Housing Complex, Manimajra, Chandigarh	0172-2736564 94172-83564		neerjababbar@gmail.com
18.	Ar. P.S. Chawla Parry & Associates	SCO. 68, 1 <sup>st</sup> Floor, Phase- 3B2, S.A.S. Nagar	0172-5091507 0172-4612386 98140-02027		parry_1127@rediffmail.com parry_chawla@yahoo.co.in
19.	Ar. Simranjit Singh	SCF. 46, 2 <sup>nd</sup> Floor, Phase- VII, S.A.S. Nagar	08146712222		sjs.dcg@gmail.com
20.	Ar. Sammeer Kumar The Architects Inc.	# 733, Sec 22-A, Chandigarh	0172-5019733 98780-26586		
21.	Ar. K.P. Singh	# 2048, Sec 47-C, Chd- 160047	0172-2631473 94172-15620		ar.kpsingh@in.com
22.	Ar. Vivek Khanna Sthapathi Consultants	# 739-B, Phase-XI, Sector 65, S.A.S. Nagar	0172-2215586 98141-64394 98140-06328		vivek_khanna21@rediffmail.com vivek_khanna21@hotmail.com
23.	Ar. Baldev Singh Baldev & Associates	SCF. 71, Phase-VII, S.A.S. Nagar	98153-45464		
24.	Ar. Vivek Sud Architects Consortium	SCF. 42, Phase-3B2, S.A.S. Nagar	0172-2272049 0172-4643132 98154-43132	0172-5013132	vivek@sudvivek.com
25.	Ar. Ramanjit Kaur Ramanjit & Associates	H.No. 1432 IInd Floor, Sector 61, Chandigarh	0172-2682127 97804-64332		
26.	Ar. Gurdev Singh Gurdev Group of Architects	SCO.1094-95, Sec 22-B, Chd.-160022	0172-2712201 94170-08450		gga-2007@yahoo.co.in
27.	Ar. Pritam Singh Sachdeva	# 2053, Phase-VII, S.A.S. Nagar	98884-05225		
28.	Ar. Bhupinder Singh, Architect Attikos	SCF.42,2 <sup>nd</sup> floor Phase-VII, S.A.S. Nagar	98142-00138		
29.	Sh.Kashchit Chauhan/ M/s Design Kraft	H.No. 1238, Sector-34-C, Chandigarh	94630-87278	-	kashchit@gmail.com
30.	Ar. Jyoti Chaufla & Sh.Manu Nanda/ M/s Design Scapes	H.No.1160, Sector-23-C, Chandigarh	98142-52677 98724-84004	-	



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31.	Sh.Parveen Bakshi/ M/s Nirman Constructions	H.No. 2331, Sector-38-C, Chandigarh, or SCF-89, 2nd Floor, Phase-VIII, SAS Nagar,Mohali	0172-4608617 98156-07257	-	praveen_bakshi73@hotmail.com
32.	Sh.Ritesh Singla/ M/s The Architects Collaborative	SCO-56,Phase- 3B2,Mohali	0172-5092698, 2260178	0172-5092698	tacollaborative@hotmail.com
33.	Sh.Avtar Singh Osan/ M/s Osan Associates	H.No. 21,G.F. Sector-20-A, Chandigarh.	0172-2704805, 2704811	-	osanassociates@gmail.com
34.	Ar.Parmod Kumar Garg/ M/s Vastu Group	H.No.1023, Sector-40-B, Chandigarh	0172-4642327 98140-16327	-	vastugroup1023@ gmail.com
35.	Ar.Sunil Kapur/ M/s Architects Planners, Interior & Landscape Designers	H.No. 355, Sector-37-A, Chandigarh	0172-2692109	-	sk.spacescapes@gmail. com
36.	Sh.Shivdev Singh M/s S.D.Singh & Associates	H.No.3255, Sector-35-D, Chandigarh	0172-2620536	-	sdssingharchitect@gmail.com
37.	Ruchi Gill M/s R.R.Architects	Flat No.1168, Progressive Enclave, Sector-50-B, Chandigarh	98780-26507	-	-
38.	Sh.Ravinder Singh Gill M/s R.R.Architects	Flat No.1168, Progressive Enclave, Sector-50-B, Chandigarh	98780-26507	-	-
39.	Ar.Saurabh Thapar M/s Thapar & Associates	H.No.2017,F.F. Sector-15-C, Chandigarh	0172-2777676 96460-80875	-	-
40.	Ar.Krishan Dham M/sDham Consultants	SCO -358-59, Sector-34-A, Chandigarh	0172-5009617	-	mail@dhamconsultants.com
41.	Ar.Rajneesh Walia M/s Raj Architects & Builders	#3221, Sec-47-D, Chandigarh	98722-11512	-	rajarchbuild@hotmail.com
42.	Ar.Kirat Dhillon	# 503, Sec.-10-C, Chandigarh	99142-77077	-	elementsdh@gmail.com
43.	Sh.Vijay Sahu	SCO.No.362, Sec.44-D, Chandigarh	93161-04404		sahu_vijay@hotmail.com
44.	Sh.Parminder Singh M/s Maloya & Associates	H.No.801, Phase-7, Mohali	94171-40580		

# 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 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



**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***