



RIGHT TO SERVICE

**APPLICATION FOR RE-TRANSFER OF
PROPERTY ON THE BASIS OF REGISTERED
SALE/ GIFT/ TRANSFER DEED**

Property No. _____ Sector _____

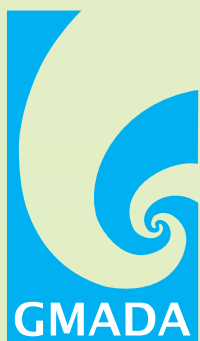
Name of Applicant _____

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



RE-TRANSFER OF PROPERTY ON THE BASIS OF REGISTERED SALE/ GIFT/ TRANSFER DEED

CHECK LIST

1. Application Form
2. Certified copy of Sale Deed / Transfer Deed/Gift Deed issued by the Sub- Registrar or Permission to transfer letter issued by GMADA.

Time Limit: 15 working days

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: Transfer of Property bearing No. _____ Sector _____ on
the basis of Sale/Gift/Transfer Deed.

Sir/Madam

The applicant has purchased/accepted the Property bearing S.C.F. / S.C.O.
/Booth /S.S.S. /Incl. site/ Plot/ House No. _____ Sector _____ (City)
_____ from its owner namely Sh. /Smt. _____
S/o., W/o. Sh. _____ R/o _____
on the basis of Sale/Gift/Transfer Deed at Sr. no. _____ Book No. _____
Volume No. _____ Page No. _____ Dated _____ .

This is in reference to the permission to sell/gift granted by your office vide
letter no. _____ dated _____. Accordingly, a Sale/Gift Deed has been
executed and registered with Sub-Registrar, S.A.S. Nagar at Sr.No. _____ Book
No. _____. A certified copy of the same is enclosed herewith for your ready
reference.

You are requested to transfer the ownership in the above said property in
my/ our name(s)

Thanking You,

Dated

Yours faithfully



Greater Mohali Area Development Authority

www.gmada.gov.in





Greater Mohali Area Development Authority

www.gmada.gov.in



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