



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

www.gmada.gov.in



TRANSFER ON THE BASIS OF REGISTERED / UNREGISTERED WILL

CHECK LIST

- (i) Application Form
- (ii) Certified copy of Will, if the will is registered OR Attested copy of Will, if the Will is un-registered. In case, the Will is in a language, other than English, Hindi or Panjabi, a translated copy of the Will in English or Panjabi 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

To

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

Subject: Transfer of Property No. _____, Sector _____, (Type - SCF/SCO/SSS/ Booth/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 D/o W/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

(Name _____)



LIABILITY AFFIDAVIT(S) OF BENEFICIARIES OF WILL

Affix Judicial Stamp worth Rs. 25/-

I/We

- (i) _____ son / daughter / wife of _____ resident of _____
(ii) _____ son / daughter / wife of _____ resident of _____
(iii) _____ son / daughter / wife of _____ resident of _____
(iv) _____ son / daughter / wife of _____ resident of _____

do here by 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 : SCF / SCO / SSS / Booth /Indl. site/ House/ Plot No. _____), who expired on _____ leaving behind the following legal heirs:

Table with 5 columns: S. No., Name, Relationship with deceased, Age, Address. It contains 4 empty rows for listing legal heirs.

- (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 mentioned above 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 make any claim regarding the above said property, such litigation



shall 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

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 here 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 *inte-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

AFFIDAVIT OF WITNESS TO WILL

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

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

do here by solemnly affirm and declare as under:

1. That I am one of the witnesses to the unregistered will dated _____ of Late Sh. _____ 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:

Deponent (s)

Dated



Affix here non-judicial Stamps worth Rs. 25/-

affix pp size photograph

AFFIDAVIT OF WITNESS TO WILL

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

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

do here by solemnly affirm and declare as under:

- 1. That I am one of the witnesses to the unregistered will dated _____ of Late Sh. _____ 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:

Deponent (s)

Dated:



PLEASE PASTE DEATH CERTIFICATE



DETAILS OF LEGAL HEIRS OF BENEFICERIES WITH THEIR PHOTOGRAPHS

| <i>Sr. No.</i> | <i>Name</i> | <i>Relationship</i> | <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

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