



PUNJAB RIGHT TO SERVICE ACT 2011
LOCAL GOVERNMENT DEPARTMENT, PUNJAB
FORM FOR SEEKING SERVICE

Service Asked For **Sanction of building plans/ revised building plans (non residential) (Stipulated Time – 60 days)**

1	Date of Application			
2	Name of the Applicant			
3	Father's/Husband's Name			
4	Address	City / Village		Locality/ H.No.
		Teh.		Distt.
		Phone/Mobile No.		
		e-mail id, if any		
5	Service related field Improvement Trust requirements	a.	B.A. fees (If applicable)	
		b.	Any other	
		c.	Plot/ Property No	
		d.	Name of Scheme.....	

6.	Document to be attached
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Sr. No.	(Service specific documents)	Checklist	Checklist (For office Use only)
i.	A location plan and a site plan of the land on which it is intended to erect or re-erect the building (Two copies on tracing film/ cloth & four sets of Ferro Prints)	Yes	Yes
ii.	Plan of all the floors including Service Plans, elevations and typical cross-section of the building that he completed to erect or re-erect (Two copies on tracing film/ cloth & Four sets of ferro Prints attached?)	Yes	Yes
iii.	Form- A Whether attached.	Yes	Yes
iv.	Detail of specification of the work to be executed in from 'B' appended to these byelaws.	Yes.	Yes
v.	Structure Safety Certificate and Design & Drawings from Structural Engineer as per byelaws and Govt. Instruction issued from time to time, wherever applicable	Yes/Na.	Yes/Na.
vi.	Copy of ownership Proof.	Yes	Yes
vii.	Estimate of Construction from the approved Architect.	Yes	Yes
viii.	Fire Safety Certificate from the Fire Depptt. Wherever applicable as pre byelaws	Yes/Na.	Yes/Na.
ix.	Indemnity Bond of the owner for construction of Basement wherever applicable.	Yes/Na.	Yes/Na.
x.	NOC From the neighbor for construction of Basement wherever applicable.	Yes/Na.	Yes/Na.
xi.	Dates of deposit of installments & other dues whether Photo –State copy of receipts attached?	Yes.	Yes.
xii.	Whether Indemnity Bond attached?	Yes	Yes
xiii.	If allottee/ Transferee fails to construct building within time as per allotment letter whether non-construction fees have been deposited. If deposited whether dates of deposit mentioned and Photo-State copies of receipts attached? wherever applicable	Yes/Na.	Yes/Na.
xiv.	Date of execution of sale of agreement whether Photo-State copy attached? wherever applicable	Yes.	Yes.
xv.	Whether the property/ Plot is constructed or vacant, if constructed the proofs of already constructed if submitted receipts of Water Supply Connection, Electricity Connection & Sewerage Connection with sanctioned plan & completion plan attached?. wherever applicable	Yes/Na.	Yes/Na.
xvi.	whether applicant is Allotte/ Transferee or having power of attorney? If applicant is having power of attorney whether this attorney is registered through Sub-registrar whether certified copy of power of attorney attached ? wherever applicable	Yes/Na.	Yes/Na.

7. Signature of Applicant_____

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For Office use

1	Acknowledgement Receipt No.		2	Date	
3	Date by Which Service to be Provided		4	a. Departmental fees b. Facilitation charges, if any	
5	Name of Designated officer		6	Designation	
7	Location : a. Office b. Suvidha Center		8	Signature of D.O./ Receiving Officer	

It is your right to seek service within stipulated time limit

Acknowledgement Slip

1	Acknowledgement Receipt No.		2	Date		
3	Date by Which Service to be Provided		4	a. Departmental fees		
				b. Facilitation charges, if any		
5	Service asked for	Sanction of building plans/ revised building plans (non residential)				
6	Documents attached	I.	A location plan and a site plan of the land on which it is intended to erect or re- erect the building (Two copies on tracing film/ cloth & four sets of Ferro Prints)		Yes	Yes
		II.	Plan of all the floors including Service Plans, elevations and typical cross-section of the building that he completed to erect or re-erect (Two copies on tracing film/ cloth & Four sets of ferro Prints attached?)		Yes	Yes
		III.	Form- A Whether attached		Yes	Yes
		IV.	Detail of specification of the work to be executed in from 'B' appended to these byelaws		Yes.	Yes
		V.	Structure Safety Certificate and Design & Drawings from Structural Engineer as per byelaws and Govt. Instruction issued from time to time, wherever applicable		Yes/Na.	Yes/Na.
		VI.	Copy of ownership Proof.		Yes	Yes
		VII.	Estimate of Construction from the approved Architect.		Yes	Yes
		VIII.	Fire Safety Certificate from the Fire Depptt. Wherever applicable as pre byelaws		Yes/Na.	Yes/Na.
		IX.	Indemnity Bond of the owner for construction of Basement wherever applicable.		Yes/Na.	Yes/Na.
		X.	NOC From the neighbor for construction of Basement wherever applicable.		Yes/Na.	Yes/Na.
		XI.	Dates of deposit of installments & other dues whether Photo –State copy of receipts attached?		Yes.	Yes.
		XII.	Whether Indemnity Bond attached?		Yes	Yes
		XIII.	If allottee/ Transferee fails to construct building within time as per allotment letter whether non-construction fees have been deposited. If deposited whether dates of deposit mentioned and Photo-State copies of receipts attached? wherever applicable		Yes/Na.	Yes/Na.
		XIV.	Date of execution of sale of agreement whether Photo-State copy attached? wherever applicable		Yes.	Yes.
		XV.	Whether the property/ Plot is constructed or vacant, if constructed the proofs of already constructed if submitted receipts of Water Supply Connection, Electricity Connection & Sewerage Connection with sanctioned plan & completion plan attached?. (wherever applicable)		Yes/Na.	Yes/Na.
		XVI.	whether applicant is Allotte/ Transferee or having power of attorney? If applicant is having power of attorney whether this attorney is registered through Sub-registrar whether certified copy of power of attorney attached ?		Yes/Na.	Yes/Na.
7(a)	Name of Designated Officer		(b)	Designation		
(c)	Location : (i) Office (ii) Suvidha Center		(d)	Signature of Designated officer		