


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



Service Asked For **Issue of conveyance deed**
(Stipulated Time – 15 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		
		b.	Any other		
		c.	Plot/ Property No		
		d.	Name of Scheme.....		

6. Document to be attached

Sr. No.	(Service specific documents)	Checklist	Checklist (For office Use only)
i	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
ii	Whether Indemnity Bond attached?	Yes	Yes
iii	Dates of deposit of installments & other dues whether Photo-State copy of receipts attached?	Yes	Yes
iv	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?	Yes	Yes
v	Date of execution of sale of agreement whether Photo-State copy attached?	Yes	Yes
vi	Whether the conveyance deed of this property was executed earlier if executed whether copies attached? (wherever applicable)	Yes/ Na.	Yes/Na
vii	Whether the sale/conveyance deed is to be executed for vacant plot whether Indemnity Bond and a letter from bank approval for granting loan attached? (wherever applicable)	Yes/ Na.	Yes/Na
viii	Whether copy of Map attached?	Yes	Yes
ix	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
x	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

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	Issue of Conveyance Deed			
6	Documents attached	I.	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
		II.	Whether Indemnity Bond attached?	Yes	Yes
		III.	Dates of deposit of installments & other dues whether Photo-State copy of receipts attached?	Yes	Yes
		IV.	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?	Yes	Yes
		V.	Date of execution of sale of agreement whether Photo-State copy attached?	Yes	Yes
		VI.	Whether the conveyance deed of this property was executed earlier if executed whether copies attached? (wherever applicable)	Yes/ Na.	Yes/Na
		VII.	Whether the sale/conveyance deed is to be executed for vacant plot whether Indemnity Bond and a letter from bank approval for granting loan attached? (wherever applicable)	Yes/ Na.	Yes/Na
		VIII.	Whether copy of Map attached?	Yes	Yes
		IX.	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
		X.	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(a)	Name of Designated Officer		(b)	Designation	
(c)	Location : (i) Office (ii) Suvidha Center		(d)	Signature of Designated officer	

It is your right to seek service within stipulated time limit