

Sr. No.



RIGHT TO SERVICE

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

Property No. _____ Phase _____

Name of Applicant _____

Father's / Husband's Name _____

Address _____

Mobile _____

E-mail _____



PATIALA URBAN PLANING & DEVELOPMENT AUTHORITY

PUDA COMPLEX

Urban Estate, Phase - II,

Patiala.



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

CHECK LIST

- i) Application form
- ii) Certified copy of Sale Deed / Transfer Deed / Gift Deed issued by the Sub-Registrar or Permission to transfer letter issued by PUDA/PDA.

Time Limit : 15 working 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 FORM

To

The Estate Officer
PUDA Complex,
Urban Estate, Phas-II,
Patiala

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

Sir / Madam,

The applicant has purchased/accepted the Property bearing SCF / SCO / Booth /
SSS / Indl. site / Plot / House No. _____ Phase _____ (City)
_____ from its owner namely Sh. / Smt. _____
S/o D/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, Patiala/Nabha/Sangrur/Amargarh 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,

Yours faithfully

Dated



Patiala Urban Planning & Development Authority



RIGHT TO SERVICE



Patiala Urban Planning & Development Authority



RIGHT TO SERVICE

PUNJAB empowers the citizens 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 PDA	30 working days
Sanction of Building Plans/ Revised Building Plans (for commercial plots)	SDO Building PDA	60 working days
Issue of Completion / Occupation Certificate	SDO Building PDA	15 working days
Issue of No Objection Certificate/ Duplicate Letter of Allotment / Re-allotment	Estate Officer, PDA	21 working days
Issue of Conveyance Deed	Estate Officer, PDA	15 working days
Issue of No Due Certificate	Estate Officer, PDA	7 working days
Re-transfer of property in case of sale	Estate Officer, PDA	15 working days
Re-transfer of property in case of death (uncontested)	Estate Officer, PDA	45 working days
Issue of permission to mortgage	Estate Officer, PDA	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, PDA Patiala

PDA is committed to serve the Citizens