

Rs. 15/-

Sr. No.



RIGHT TO SERVICE

***APPLICATION FOR TRANSFER ON
THE BASIS OF INTER-STATE DEATH
(NATURAL SUCCESSION)***

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

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TRANSFER ON THE BASIS OF INTER-STATE DEATH

CHECKLIST

- (i) Application Form
- (ii) Death Certificate, in original
- (iii) Liability Affidavit from all the Legal Heirs (in case of more than four legal heirs, use an additional affidavit)
- (iv) Photo Identity proofs of all the Legal Heirs
- (v) Clearance of previous mortgage / Loan / Redemption Deed.
- (vi) Legal Heir Certificate (in original) issued by the Sub Divisional Magistrate / Tehsildar of the concerned Tehsil of which the deceased was a resident OR an affidavit from the Area Councilor (in case of urban areas) / Sarpanch of the concerned village (in case of rural areas) or an affidavit from the Group A officers of State / Central Government and its Autonomous bodies specifying the name and relationship of the legal heirs left by the deceased - allottee.

Additional documents required for transfer on the basis of Succession Certificate issued by a Court

- (vii) Attach a certified copy of the decree of the Court.

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 FORM

To

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

Subject: Transfer of Property No. _____, Sector _____, (Type- SCO/Booth SCF/SSS/Indl. site/House/ Plot No. _____), on the basis of Natural Succession / Succession certificate.

Sir / Madam

This is to inform you that the owner of _____% share in the above mentioned property Sh./Smt. _____ S/o / W/o / D/o _____ died on _____ (certificate attached), leaving behind the following legal heirs:

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 Natural Succession/ Succession certificate in favour of all the above heirs.

Thanking You,

Date:

Yours faithfully

(Names & Signatures of all the legal heirs)



SELF DECLARATION LIABILITY AFFIDAVIT(S) OF ALL BENEFICIARIES

I/We

(i) _____ S/oD/oW/o _____
resident of _____

(ii) _____ S/oD/oW/o _____
resident of _____

(iii) _____ S/oD/oW/o _____
resident of _____

(iv) _____ S/oD/oW/o _____
resident of _____

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

S. No.	Name	Relationship with deceased	Age	Address

- (b) That the deceased owner had not executed any will in respect of the above said property.
- (c) That I / We undertake to pay all dues in connection with the above said property 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 shall make any claim regarding the above said property, such litigation shall



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RIGHT TO SERVICE

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)



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DETAILS OF LEGAL HEIRS OF PURCHASER(S) WITH THEIR PHOTOGRAPHS

S.No.	Name	Relationship	<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>



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PLEASE PASTE DEATH CERTIFICATE



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PLEASE PASTE LEGAL HEIRS CERTIFICATE



Empowering the Citizens of PUNJAB through PUNJAB TRANSPARENCY & ACCOUNTABILITY IN RIGHT TO SERVICE DELIVERY OF PUBLIC SERVICES ACT, 2018



**The Designated Officers are mandated to provide following services
within the given time limits or else are liable for penalty**

Type of Service	Given Time Limit	Designated Officer
Sanction of Building Plans/ Authority, Revised Building Plans (for residential plots)	30 days	SDO (Building), GMADA
Sanction of Building Plans/ Authority, Revised Building Plans (for commercial plots)	30 days	SDO (Building), GMADA
Issue of Completion/ Occupation Certificate of Building	8 (7+1) days	SDO (Building), GMADA
Transfer of Letter of Intent / Allocation	21 days	Estate Officer, GMADA
Issue of No Objection Certificate/ Duplicate Allotment/ Re-allotment Letter	10 days/ 3 days/ 10 days	Superintendent, GMADA
Issue of Conveyance Deed	15 days	Estate Officer, GMADA
Issue of No Due Certificate	5 days	Account Officer, GMADA
Transfer of Property in Case of Sale (NOC)	10 days	Superintendent, GMADA
Transfer of Property in Case of Death (Uncontested) (a) All Legal Heirs (b) Registered Will (c) Un-registered Will	(a) 30 days (b) 30 days (c) 45 days	Estate Officer, GMADA
Issue of Permission for Mortgage	7 days	Superintendent, GMADA
Attested Copy of any Document	3 days	Superintendent, GMADA
Change of Ownership	5 days	Estate Officer, GMADA
Demarcation of Plot	5 days	SDO (Building), GMADA
Issue of Plinth/Roof Level Certificate	7 days	SDO (Building), GMADA
Water Supply and Sewerage Connection	7 days	SDO (P.H.), GMADA



*Appeal can be filed with the appellate authority
if the service is not provided within the stipulated time.*

GMADA is committed to serve the Citizens