



AMRITSAR DEVELOPMENT AUTHORITY

PUDA / ADA Bhawan, Puda Colony, Green Avenue, Amritsar.

www.adaamritsar.gov.in



RIGHT TO SERVICE

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

Property No. _____ Sector _____

Name of Applicant _____

Father's / Husband's Name _____

Address _____

Mobile _____

Email _____

Amritsar Development Authority

PUDA BHAWAN

Green Avenue, Amritsar.

www.adaamritsar.gov.in



AMRITSAR DEVELOPMENT AUTHORITY

PUDA / ADA Bhawan, Puda Colony, Green Avenue, Amritsar.

www.adaamritsar.gov.in



RIGHT TO SERVICE

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

CHECK LIST

- 1 Application Form
- 2 Certified copy of Sale Deed / Transfer Deed/Gift Deed issued by the Sub-Registrar or Permission to transfer letter issued by ADA.

Time Limit: 15 working days

FOR OFFICE USE ONLY

Certified that I have checked and found all documents in order

Signature of Receipt Clerk

Signature of Superintendent

Name _____

Name _____

Date _____

Date _____



AMRITSAR DEVELOPMENT AUTHORITY

PUDA / ADA Bhawan, Puda Colony, Green Avenue, Amritsar.

www.adaamritsar.gov.in



RIGHT TO SERVICE

APPLICATION FORM

To

The Estate Officer
PUDA Bhawan
Green Avenue
Amritsar.

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

Sir/Madam

The applicant has purchased/accepted the Property bearing S.C.F. / S.C.O. /Booth /S.S.S. /Indl. site/ Plot/ House No. _____ Sector _____ (City) _____ from its owner namely Sh. /Smt. _____ S/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, Amritsar, Batala, Gurdaspur, Pathankot 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,

Dated

Yours faithfully



AMRITSAR DEVELOPMENT AUTHORITY

PUDA / ADA Bhawan, Puda Colony, Green Avenue, Amritsar.

www.adaamritsar.gov.in



RIGHT TO SERVICE



AMRITSAR DEVELOPMENT AUTHORITY

PUDA / ADA Bhawan, Puda Colony, Green Avenue, Amritsar.

www.adaamritsar.gov.in



RIGHT TO SERVICE

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

ADA is committed to serve the Citizens