



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

**RIGHT TO SERVICE**

Service Asked For Issue of no-due certificate

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

Sr. No.	(Service specific documents)	Checklist	Checklist (For office Use only)
i.	Whether Indemnity Bond attached?	Yes	Yes
ii.	Dates of deposit of installments & other dues whether Photo-State copy of receipts attached?	Yes	Yes
iii.	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.
iv.	Date of execution of sale of agreement whether Photo-State copy attached?	Yes	Yes
v.	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?. If constructed (wherever applicable)	Yes/Na.	Yes/Na.
vi.	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. 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	<b>Issue of No Due Certificate</b>			
6	Documents attached	i	Whether Indemnity Bond attached?	Yes	Yes
		ii	Dates of deposit of installments & other dues whether Photo-State copy of receipts attached?	Yes	Yes
		iii	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.
		iv	Date of execution of sale of agreement whether Photo-State copy attached?	Yes	Yes
		v	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?. If constructed (wherever applicable)	Yes/Na.	Yes/Na.
		vi	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	

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**It is your right to seek service within stipulated time limit**