



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

Service Asked For **Sanction of building plans/ revised building plans (non residential)**

| | | | |
|---|--|-------------------|---------------------------|
| 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. | A location plan and a site plan of the land on which it is intended to erect or re-erect the building (Two copies on tracing film/ cloth & four sets of Ferro Prints) | Yes | Yes |
| ii. | 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 |
| iii. | Form- A Whether attached. | Yes | Yes |
| iv. | Detail of specification of the work to be executed in from 'B' appended to these byelaws. | Yes. | Yes |
| v. | Structure Safety Certificate and Design & Drawings from Structural Engineer as per byelaws and Govt. Instruction issued from time to time, wherever applicable | Yes/Na. | Yes/Na. |
| vi. | Copy of ownership Proof. | Yes | Yes |
| vii. | Estimate of Construction from the approved Architect. | Yes | Yes |
| viii. | Fire Safety Certificate from the Fire Depptt. Wherever applicable as pre byelaws | Yes/Na. | Yes/Na. |
| ix. | Indemnity Bond of the owner for construction of Basement wherever applicable. | Yes/Na. | Yes/Na. |
| x. | NOC From the neighbor for construction of Basement wherever applicable. | Yes/Na. | Yes/Na. |
| xi. | Dates of deposit of installments & other dues whether Photo –State copy of receipts attached? | Yes. | Yes. |
| xii. | Whether Indemnity Bond attached? | Yes | Yes |
| xiii. | 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. |
| xiv. | Date of execution of sale of agreement whether Photo-State copy attached? wherever applicable | Yes. | Yes. |
| xv. | 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. |
| xvi. | 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 | Sanction of building plans/ revised building plans (non residential) | | | |
| 6 | Documents attached | I. | A location plan and a site plan of the land on which it is intended to erect or re- erect the building (Two copies on tracing film/ cloth & four sets of Ferro Prints) | Yes | Yes |
| | | II. | 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 |
| | | III. | Form- A Whether attached | Yes | Yes |
| | | IV. | Detail of specification of the work to be executed in from 'B' appended to these byelaws | Yes. | Yes |
| | | V. | Structure Safety Certificate and Design & Drawings from Structural Engineer as per byelaws and Govt. Instruction issued from time to time, wherever applicable | Yes/Na. | Yes/Na. |
| | | VI. | Copy of ownership Proof. | Yes | Yes |
| | | VII. | Estimate of Construction from the approved Architect. | Yes | Yes |
| | | VIII. | Fire Safety Certificate from the Fire Depptt. Wherever applicable as pre byelaws | Yes/Na. | Yes/Na. |
| | | IX. | Indemnity Bond of the owner for construction of Basement wherever applicable. | Yes/Na. | Yes/Na. |
| | | X. | NOC From the neighbor for construction of Basement wherever applicable. | Yes/Na. | Yes/Na. |
| | | XI. | Dates of deposit of installments & other dues whether Photo –State copy of receipts attached? | Yes. | Yes. |
| | | XII. | Whether Indemnity Bond attached? | Yes | Yes |
| | | XIII. | 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. |
| | | XIV. | Date of execution of sale of agreement whether Photo-State copy attached? wherever applicable | Yes. | Yes. |
| | | XV. | 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. |
| | | XVI. | 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 | |

It is your right to seek service within stipulated time limit