

Sr. No.



**RIGHT TO SERVICE**

**Application for Execution of Conveyance  
Deed / Issuance of No Due Certificate /  
Issuance of Duplicate Documents**

Property No. \_\_\_\_\_ Phase \_\_\_\_\_

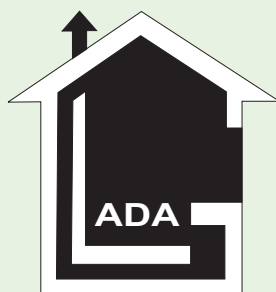
Name of Applicant \_\_\_\_\_

Father's / Husband's Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail \_\_\_\_\_



**Greater Ludhiana Area Development Authority**

**GLADA COMPLEX,  
NEAR RAJGURU NAGAR  
FEROZEPUR ROAD  
LUDHIANA - 141001**



**Execution of Conveyance Deed /  
Issuance of No Due Certificate /  
Issuance of Duplicate Documents**

**CHECK LIST**

**A. For execution of Conveyance Deed (Time limit : 15 working days)**

- i) Application Form
- ii) Self attested copy of allotment / re-allotment letter.
- iii) Self attested copy of No Due Certificate.
- iv) Certified copy of GPA / Sub Attorney (if applicable).
- v) Three copies of the Conveyance Deed including one on Stamp Paper.  
The amount of the Stamp Duty would be as applicable on the date of execution of the conveyance deed. Please check with the office of Sub Registrar, Patiala.
- vi) Affidavit on Stamp Paper of Rs. 25/- from the allottee.

**B. For No Due Certificate (Time limit : 07 working days)**

- i) Application form
- ii) Applicants are requested to visit our website [www.pda.gov.in](http://www.pda.gov.in) to see the account statement of the property and deposit the due amount. In case, there is any discrepancy in the account, please attach relevant documents as a proof. This will help us to process the request quickly.

**C. For issuance of any Duplicate Document (Time limit : 07 working days)**

- i) Application form
- ii) Copy of FIR / Report in Daily Diary Register.  
All the above documents should be submitted duly self attested by the applicant and pasted on the blank pages.

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**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 \_\_\_\_\_



**Greater Ludhiana Area Development Authority**



## **APPLICATION FORM**

To

The Estate Officer  
GLADA Complex,  
Near Rajguru Nagar  
Ferozpur Road  
Ludhiana

Subject: Execution of Conveyance Deed / Issuance of No Due Certificate / Issuance of Duplicate Documents in respect of Property No. \_\_\_\_\_, Phase \_\_\_\_\_, Patiala

Sir / Madam,

I/We are the owner of SCF / SCO / Booth / Indl. Site / House / Plot No. \_\_\_\_\_ Phase \_\_\_\_\_, Patiala/Nabha/Sangrur/Amargarh and the amount due to PUDA/GLADA against this property has been paid in full (Proof enclosed). I/We wish to seek Execution of Conveyance Deed / No Due Certificate / Duplicate Documents of the above mentioned property, for which all the requisite documents, as per checklist, are enclosed herewith.

It is requested that the needful may be done.

Date : \_\_\_\_\_

Signature \_\_\_\_\_  
(Name & Address of Owner/(s) with Contact No.)



## Greater Ludhiana Area Development Authority



RIGHT TO SERVICE

Photograph

Affix Non-Judicial Stamp worth Rs. 25/-

### AFFIDAVIT

(For Execution of Conveyance Deed only)

I/We, \_\_\_\_\_ son/daughter/wife of Sh. \_\_\_\_\_  
aged \_\_\_\_\_ yrs resident of \_\_\_\_\_  
son/daughter/wife of Sh. \_\_\_\_\_ aged \_\_\_\_\_ yrs resident of \_\_\_\_\_  
son/daughter/wife of Sh. \_\_\_\_\_ aged \_\_\_\_\_ yrs resident of \_\_\_\_\_  
do hereby  
solemnly affirm and declare as under :-

1. That Plot/SCF/SCO/SSS/Booth/Indl. site/House No. \_\_\_\_\_ Phase \_\_\_\_\_  
Patiala measuring \_\_\_\_\_ sq. yds was allotted / transfered to  
Sh. \_\_\_\_\_  
son/daughter/wife of Sh. \_\_\_\_\_ resident  
of \_\_\_\_\_ on  
\_\_\_\_\_ at a tentative price of Rs. \_\_\_\_\_, and all dues have  
been paid to the Authority.
2. That I/We alongwith the allottee/owner undertake to pay final / additional price in respect of the  
abovesaid property, as may be determined and demanded by the Estate Officer from time to  
time, even after the execution and registration of Conveyance Deed.
3. That in case of failure on my / our part to pay final / additional price / extension fee, the Estate  
Officer may resume the said property together with the structure thereon, if any, under the  
provisions of Punjab Regional and Town Planning and Development Act 1995 and the rules &  
regulations made thereunder and as amended from time to time.
4. That after the conveyance deed of the said property is executed / registered, we (deponent and  
the allottee) or our legal heirs & successors shall continue to abide by the provisions of the Act,  
Rules, Building Bye-laws, as well as the conditions of allotment as laid out in the letter of  
allotment.

**Deponent(s)**

#### VERIFICATION :

Verified that the contents of above affidavit are true and correct to the best of my knowledge and belief.  
No part thereof is false and nothing has been concealed therein.

**Deponent(s)**



# Greater Ludhiana Area Development Authority



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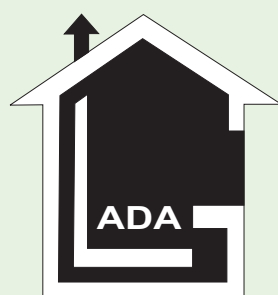
# PUNJAB empowers the citizens for delivery of public services



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

***GLADA is committed to serve the Citizens***