

(Punjab Right to Service)

As per the provisions of the Punjab Right to Service Act, 2011 the Designated Officers are mandated to provide the following services as per the given time limits

Type of Service	Designated Officer	Given Time Limit
Sanction of Building Plans/ Revised Building Plans (for plot size upto 500 sq yards) 1. Procedure 2. Application Form	SDO Building GMADA	30 working days
Sanction of Building Plans/ Revised Building Plans (for plot size more than 500 sq yards) 1. Procedure 2. Application Form	SDO Building GMADA	60 working days
Issue of Completion/ Occupation Certificate 1. Procedure 2. Application Form	SDO Building GMADA	15 working days
Issue of No Objection/ Certificate/ Duplicate Letter of Allotment of Re-allotment	Estate Officer, GMADA	21 working days
Issue of Conveyance Deed 1. Procedure 2. Application Form	Estate Officer, GMADA	15 working days
Issue of No Due Certificate 1. Procedure 2. Application Form	Estate Officer, GMADA	7 working days

Re-transfer of property in case of sale	Estate Officer, GMADA	15 working days
Re-transfer of property in case of death (uncontested) 1. Procedure 2. Application Form	Estate Officer, GMADA	45 working days
Issue of permission to mortgage 1. Procedure 2. Application Form	Estate Officer, GMADA	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 Sub Divisional Magistrate, SAS Nagar.