

Rs. 15/-



Sr. No.

**RIGHT TO SERVICE**

***APPLICATION FOR GRANT OF  
PERMISSION FOR SALE / GIFT / TRANSFER***

Property No. \_\_\_\_\_ Sector \_\_\_\_\_

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

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

Address \_\_\_\_\_

Mobile \_\_\_\_\_

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



**GREATER MOHALI AREA DEVELOPMENT AUTHORITY**

**PUDA BHAWAN**

**Sector - 62, S.A.S. Nagar**

**[www.gmada.gov.in](http://www.gmada.gov.in)**

## GRANT OF PERMISSION FOR SALE/GIFT/TRANSFER CHECKLIST

- (i) Application Form.
- (ii) Liability affidavit of Purchaser(s) / Doner(s) / Transferee(s).
- (iii) Affidavit from the Seller(s) that the property is free from all sorts of encumbrances or litigation in any court of law, liens, mortgage etc.
- (iv) Photo identity proof of Seller (s) and Purchaser(s).
- (v) Details of the legal heirs of the Purchaser(s) alongwith with their duly attested photographs.
- (vi) Clearance against loan / mortgage, if any.
- (vii) Copy of sanction of Sewerage Connection / Occupation Certificate, if obtained.
- (viii) Processing Fee, Transfer Fee, Extension Fee, as applicable.

- (a) **Processing Fee** (for all cases): Rs. 5752/- in case of residential plots / houses and Rs. 11504/- in case of commercial and all other sites. (10% increase w.e.f. 1st April of every year).

'Family Transfer' would mean any transfer within the family comprising of father, mother, son, daughter, husband, wife, brother and sister.

- (b) **Transfer Fee** (applicable only in case permission is sought before the issuance of Conveyance Deed):  
2.5 % of the Allotment / Auction price in case of residential / commercial sites and 5 % of the Allotment price in case of Houses.

- i) family transfer will be allowed on payment of following transfer fee.

Residential	Commercial
500sq.yds. Rs. 10,000/-	Booth Rs. 10,000/-
400sq.yds. Rs. 8,000/-	SSS Rs. 20,000/-
300sq.yds. Rs. 6,000/-	SCO/SCF Rs. 30,000/-
250sq.yds. Rs. 5,000/-	
200sq.yds. Rs. 4,000/-	
150sq.yds. Rs. 3,000/-	
Below 150sq.yds. Rs. 2,000/-	

Note: In case of constructed plots, additional transfer fee for constructed covered area Rs. 10/- per sq. ft. will be charged (applicable to Family Transfer also).  
Addition of name / Family transfer in Houses:

- i) Rs. 2,000/- is charged as transfer fee in family transfer cases.
  - ii) Processing fee Rs. 4754/-
- (c) **Extension Fee**, if applicable : Wherever Completion / Occupation Certificate has not been obtained, the extension fee would be leviable as a percentage of the allotment price fixed by the Authority for residential sites or sites allotted to institutions, housing societies, industrial units and private developers. In case of commercial sites, the extension fee would be leviable as a percentage of the auction price or allotment price, as the case may be. The following are the rates:



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No. of years from which extension fee is leviable (after date of allotment)	Residential	Commercial	Institutional Site, Housing Societies, Industrial Sites
4th year	2%	2%	2%
5th year	2%	2%	2%
6th year	2.5%	2.5%	2.5%
7th year	2.5%	2.5%	2.5%
8th year	2.5%	2.5%	2.5%
9th year	3%	3%	3%
10th year	3%	3%	3%
11th year	3.5%	3.5%	3.5%
12th year	3.5%	3.5%	3.5%
13th year	4%	4%	4%
14th year	4%	4%	4%
15th year	4%	4%	4%

The fee, as specified above shall be charged half yearly commencing from 1st day of January to 30th June and from 1st July to 31st December of the relevant year.

No fee shall be leviable for extending the period of construction, if the land has been allotted by the Authority to any Department of the State Government or any PSU of the State Government.

- (vii) In case of any outstanding dues against the property: Applicants are requested to visit our website [www.gmada.gov.in](http://www.gmada.gov.in) and see the account statement of the property under 'Know your property details' section. In case any amount is due, please deposit this amount. In case there is any discrepancy in the account, please attach the relevant copies of the receipts.

**All the above documents should be submitted duly self attested by the applicant and pasted on the blank sheets in this booklet.**

**All payments shall be made in the form of a Demand Draft favouring EO, GMADA payable at S.A.S. Nagar/Chandigarh.**

**All fees are subject to revision at the start of the new financial year.**

**Time Limit: 10 days**

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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 \_\_\_\_\_



## APPLICATION FORM

To

The Estate Officer  
PUDA Bhawan  
Sector-62  
S.A.S. Nagar

Sir/Madam

I/ we are the owner(s) of SCF / SCO / SSS / Booth / Indl. Site / Plot / House No. \_\_\_\_\_, Sector \_\_\_\_\_, S.A.S. Nagar. I/We wish to transfer/sell this property to the intending purchaser(s), whose details are mentioned below. The Processing Fee amounting to Rs. \_\_\_\_\_/- for the said transfer is enclosed herewith in the form of Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ (Name of the Bank).

It is requested that the requisite Permission to Sell/ Gift/ Transfer the title of the said property may please be issued to me/us.

**Details of Intending Purchaser (s)/Donor (s)/Transferee (s)**

1. \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_  
resident of \_\_\_\_\_
2. \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_  
resident of \_\_\_\_\_
3. \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_  
resident of \_\_\_\_\_
4. \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_  
resident of \_\_\_\_\_

Yours sincerely,

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| _____    | _____    |
| 3. _____ | 4. _____ |
| _____    | _____    |

(Signatures & Name of all the owners)



SELF DECLARATION



I/We

- (1) \_\_\_\_\_ S/o D/o W/ o \_\_\_\_\_
resident of \_\_\_\_\_
(2) \_\_\_\_\_ S/o D/o W/ o \_\_\_\_\_
resident of \_\_\_\_\_
(3) \_\_\_\_\_ S/o D/o W/ o \_\_\_\_\_
resident of \_\_\_\_\_
(4) \_\_\_\_\_ S/o D/o W/ o \_\_\_\_\_
resident of \_\_\_\_\_

do hereby solemnly affirm and declare as under :-

- (i) That the deponent(s) is / are the absolute and undisputed owner(s) of Property No. \_\_\_\_\_, Sector \_\_\_\_\_, S.A.S. Nagar which is a \_\_\_\_\_ (type of property - SCF/SCO / SSS/Indl. site/Booth / Plot / House etc.)
(ii) That I / We applied for the grant of NOC for sale / gift / transfer of the above said property in favour of the following persons
(a) \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_
resident of \_\_\_\_\_
(b) \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_
resident of \_\_\_\_\_
(c) \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_
resident of \_\_\_\_\_
(d) \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_
resident of \_\_\_\_\_
(iii) That the property in question is free from all sorts of encumbrances i.e. mortgage, lien, gift, sale etc. and there is no stipulation on transfer in any manner.
(iv) That there is no dispute/litigation pending in any court of law with regard to the title of ownership of above detailed property.
(v) That the building is complete upto \_\_\_\_\_ covered area in sq. ft. The occupation certificate has been obtained and there is no building violation.
(vi) That the allottee Sh. \_\_\_\_\_ S/o \_\_\_\_\_ still alive and G.P.A. has not been cancelled (in case of G.P.A. only).

Deponent (s)

Verification

I / We do hereby verify that the contents of above affidavit are true and correct to the best of my / our knowledge and nothing has been concealed therein. In case any concealment or misrepresentation in the aforesaid affidavit is found at any stage then legal action may be taken against me / us under the law.

Place :

Date :

Deponent (s)



## LIABILITY SELF DECLARATION

I/We

- (1) \_\_\_\_\_ S/o D/o W/ o \_\_\_\_\_  
resident of \_\_\_\_\_
- (2) \_\_\_\_\_ S/o D/o W/ o \_\_\_\_\_  
resident of \_\_\_\_\_
- (3) \_\_\_\_\_ S/o D/o W/ o \_\_\_\_\_  
resident of \_\_\_\_\_
- (4) \_\_\_\_\_ S/o D/o W/ o \_\_\_\_\_  
resident of \_\_\_\_\_

do hereby solemnly affirm and declare as under :-

- (i) That I/We have agreed to purchase the Property No. \_\_\_\_\_, Sector \_\_\_\_\_, S.A.S. Nagar which is a \_\_\_\_\_ (type of property - SCF/SCO /SSS/ Booth / Indl. Site / Plot / House etc) from \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_ resident of \_\_\_\_\_
- (ii) That I/we hereby undertake to pay all sums due to GMADA in connection with the above said Property and to abide by the provisions of the Building Bye Laws as well as the terms and conditions of the Allotment Letter.
- (iii) That the property is constructed \_\_\_\_\_ covered area (in sq. ft.) and there is no violation of building rules.
- (iv) That in case any legal heir(s) or other person(s) makes any claim regarding the above said property, the litigation of the same will be defended by me / us and any loss suffered by GMADA or any of its employees will also be made good by me / us in person and by my / our properties.
- (v) That my / our photograph(s) and specimen signature(s) is / are as follows:

(i)	Name		<i>affix latest pp size photograph</i>
	Specimen Signatures		



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(ii)	Name		<i>affix latest pp size photograph</i>
	Specimen Signatures		
(iii)	Name		<i>affix latest pp size photograph</i>
	Specimen Signatures		
(iv)	Name		<i>affix latest pp size photograph</i>
	Specimen Signatures		

**Deponent (s)**

## Verification

I / We do hereby verify that the contents of above affidavit are true and correct to the best of my / our knowledge and nothing has been concealed therein.

Place :

Date :

**Deponent (s)**



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**PHOTO IDENTITY**  
**PLEASE PASTE IDENTITY PROOF OF BUYER(S)**





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**PHOTO IDENTITY**  
**PLEASE PASTE IDENTITY PROOF OF SELLER(S)**



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## DETAILS OF LEGAL HEIRS OF PURCHASER(S) WITH THEIR PHOTOGRAPHS

S.No.	Name	Relationship	<i>affix latest pp size photograph</i>
1)			<i>affix latest pp size photograph</i>
2)			<i>affix latest pp size photograph</i>
3)			<i>affix latest pp size photograph</i>
4)			<i>affix latest pp size photograph</i>
5)			<i>affix latest pp size photograph</i>



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**COPY OF OCCUPATION CERTIFICATE/SANCTION OF  
SEWERAGE CONNECTION**



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# Empowering the Citizens of PUNJAB through PUNJAB TRANSPARENCY & ACCOUNTABILITY IN RIGHT TO SERVICE DELIVERY OF PUBLIC SERVICES ACT, 2018



**The Designated Officers are mandated to provide following services within the given time limits or else are liable for penalty**

Type of Service	Given Time Limit	Designated Officer
Sanction of Building Plans/ Authority, Revised Building Plans (for residential plots)	30 days	SDO (Building), GMADA
Sanction of Building Plans/ Authority, Revised Building Plans (for commercial plots)	30 days	SDO (Building), GMADA
Issue of Completion/ Occupation Certificate of Building	8 (7+1) days	SDO (Building), GMADA
Issue of No Objection Certificate/ Duplicate Allotment/ Re-allotment Letter	10 days/ 3 days/ 10 days	Superintendent, GMADA
Issue of Conveyance Deed	15 days	Estate Officer, GMADA
Issue of No Due Certificate	5 days	Account Officer, GMADA
Transfer of Property in Case of Sale (NOC)	10 days	Superintendent, GMADA
Transfer of Property in Case of Death (Uncontested) (a) All Legal Heirs (b) Registered Will (c) Un-registered Will	(a) 30 days (b) 30 days (c) 45 days	Estate Officer, GMADA
Issue of Permission for Mortgage	7 days	Superintendent, GMADA
Attested Copy of any Document	3 days	Superintendent, GMADA
Change of Ownership	5 days	Estate Officer, GMADA
Demarcation of Plot	5 days	SDO (Building), GMADA
Issue of Plinth/Roof Level Certificate	7 days	SDO (Building), GMADA
Water Supply and Sewerage Connection	7 days	SDO (P.H.), GMADA



*Appeal can be filed with the appellate authority  
if the service is not provided within the stipulated time.*

**GMADA is committed to serve the Citizens**