

Rs. 15/-

Sr. No.



**RIGHT TO SERVICE**

***APPLICATION FOR RE-TRANSFER OF  
PROPERTY ON THE BASIS OF  
REGISTERED SALE/GIFT/TRANSFER DEED***

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)**



## RE-TRANSFER OF PROPERTY ON THE BASIS OF REGISTERED SALE / GIFT / TRANSFER DEED

### CHECKLIST

1. Application Form
2. Certified copy of Sale Deed / Transfer Deed / Gift Deed issued by the Sub-Registrar or Permission to transfer letter issued by GMADA.
3. Transfer Permission (In Original).

**Time Limit:** 05 working 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

**Subject:** Transfer of Property bearing No. \_\_\_\_\_, Sector \_\_\_\_\_ on the basis of Sale/Gift/Transfer Deed.

Sir/Madam,

The applicant has purchased / accepted the Property bearing S.C.F. / S.C.O. / Booth / S.S.S. / Incl. Site / Plot / House No. \_\_\_\_\_ Sector \_\_\_\_\_ (City) \_\_\_\_\_ from its owner namely Sh. / Smt. \_\_\_\_\_ S/o, W/o Sh. \_\_\_\_\_ R/o \_\_\_\_\_ on the basis of Sale / Gift / Transfer Deed at Sr. No. \_\_\_\_\_ Book No. \_\_\_\_\_ Volume No. \_\_\_\_\_ Page No. \_\_\_\_\_ Dated \_\_\_\_\_.

This is in reference to the permission to sell / gift granted by your office vide letter no. \_\_\_\_\_ dated \_\_\_\_\_. Accordingly, a Sale / Gift Deed has been executed and registered with Sub-Registrar, S.A.S. Nagar at Sr. No. \_\_\_\_\_ Book No. \_\_\_\_\_. A certified copy of the same is enclosed herewith for your ready reference.

You are requested to transfer the ownership in the above said property in my / our name(s).

Thanking You.

Dated

Yours faithfully



# Greater Mohali Area Development Authority

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



**RIGHT TO SERVICE**

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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/<br>Authority, Revised Building Plans<br>(for residential plots) | 30 days                        | SDO (Building), GMADA  |
| Sanction of Building Plans/<br>Authority, Revised Building Plans<br>(for commercial plots)  | 30 days                        | SDO (Building), GMADA  |
| Issue of Completion/<br>Occupation Certificate of Building                                  | 8 (7+1) days                   | SDO (Building), GMADA  |
| Transfer of Letter of Intent / Allocation   | 21 days                        | Estate Officer, GMADA  |
| Issue of No Objection Certificate/<br>Duplicate Allotment/<br>Re-allotment Letter           | 10 days/<br>3 days/<br>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<br>(Uncontested)                                      |                                |                        |
| (a) All Legal Heirs   | (a) 30 days                    | Estate Officer, GMADA  |
| (b) Registered Will   | (b) 30 days                    |                        |
| (c) Un-registered Will  | (c) 45 days                    |                        |
| 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**