

PUNJAB RIGHT TO SERVICE ACT 2011

LOCAL GOVERNMENT DEPARTMENT PUNJAB

FROM FOR SEEKING SERVICE: MUNICIPAL CORPORATION _____

Service asked for: (112) Issue of Conveyance Deed in Municipal Corporation

(Stipulated Time 15 Days)

1	Date of Application		
2	Name of the Applicant		
3	Father's/Husband's name		
4	Address	City/Village	P.O
		Tech	Distt
		Phone/Mobile. No	
		E-mail ID, if any	
5	Issue of Conveyance Deed ULBs Requirement	a	Plot No _____ Name of Area/Monalia
		b	Departmental Fees.
		c	Any other.
		d	
		e	
6	Documents to be attached		
Sr No.		Checklist	Checklist (For Office Use only)
(i)	Allotment letter	Yes/No	Yes/No
(ii)	Copy of Agreement of sale	Yes/No	Yes/No
(iii)	Proof of water supply connection, sewerage connection and electricity connection, if taken.	Yes/No	Yes/No
(iv)	Proof of clearance of all dues issued by Municipal Corporation.	Yes/No	Yes/No
7.	Signature of the Applicant:		

(FOR OFFICE USE)

1.	Acknowledgement Receipt No.	2.	Date
3.	Date by which Service to be provided	4.	Fees/Facilitation Charges, If any
5.	Name of the Designated Officer	6.	Designation
7.	Location: 1. Office 2. Suvidha Center	8.	Signature of D.O/ Receiving Officer

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.	2.	Date	
3.	Date by which service to be provided.	4.	Fees/Facilitation Charges, If any	
5	Service asked for	Sanction of Water Supply/Sewerage Connection		
6	Documents to be attached	A	Allotment letter	Yes/No
		B	Copy of Agreement of sale	
		C	Proof of water supply connection, sewerage connection and electricity connection, if taken.	Yes/No
		D	Proof of clearance of all dues Issued by Municipal Corporation.	Yes/No
7(a)	Name of the Designated Officer	b	Designation	
c	Location: 1. Office 2. Suvidha Center	d	Signature of the Designated Officer	