



PUNJAB RIGHT TO SERVICE ACT 2011
LOCAL GOVERNMENT DEPARTMENT, PUNJAB
IMPROVEMENT TRUST MOGA
 FORM FOR SEEKING SERVICE

Service Asked For Transfer of property in case of death (uncontested) (Stipulated Time- 45 days)

1	Date of Application				
2	Name of the Applicant				
3	Father's/ Husband's Name				
4	Address	City / Village		Locality/ H.No.	
		Teh.		Distt.	
		Phone/Mobile No.			
		e-mail id, if any			
5	Service related field Improvement Trust Requirements	a.	Plot/ property No.....		
		b.	Name of Scheme.....		
		c.			
		d.			
		e.			
		f.			

6. Document to be attached

Sr. No	(Service specific documents)	Checklist	Checklist(For Office Use only)
i.	Whether Court order, Legal heir certificate, Registered will or Family settlement forming part of decree (relevant to be the particular case) whether attached? (wherever applicable)		
ii.	Whether Indemnity Bond attached?		
iii.	Dates of deposit of installments & other dues whether photo-state copy of receipts attached?		
vi.	If allottee/ Transferee fails to construct building within time as per allotment letter whether non-construction fees have been deposited. if deposited whether dates of deposit mentioned and photo-state copies of receipts attached? (wherever applicable)		
v.	Date of execution of sale of agreement whether photo-state copy attached?		
vi.	Whether the property/ Plot is constructed or vacant, if constructed the proof of already constructed if submitted receipts of Water Supply Connection, Electricity Connection & Sewerage connection with sanctioned plan & completion plan attached? if constructed (wherever applicable)		
vii.	Whether applicant is Allotee/ Transferee or having power attorney? if applicant is having power of attorney whether this attorney is registered through Sub-registrar whether certified copy of power of attorney attached?		

7. Signature of Applicant _____

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For Office use

1	Acknowledgement Receipt No.		2	Date	
3	Date by Which Service to be provided		4	a. Departmental fees b. Facilitation charges, if any	
5	Name of Designated officer		6	Designation	
7	Location : a. Office b. Suvidha Center		8	Signature of D.O./ Receiving Officer	

Acknowledgement Slip

1	Acknowledgment Receipt No.		2	Date	
3	Date by Which Service to be provided		4	a. Departmental fees	
				b Facilitation charges, if any	
5	Service asked for	Transfer of property in case of death (uncontested)			
6	Documents attached	i.	Whether Court order, Legal heir certificate from D.C., Registered will or Family settlement forming part of decree (relevant to be the particular case) whether attached? (wherever applicable)	Yes/Na.	Yes/Na.
		ii.	Whether Indemnity Bond attached?	Yes	Yes
		iii.	Dates of deposit of installments & other dues whether photo-state copy of receipts attached?	Yes	Yes
		vi.	If allottee/ Transferee fails to construct building within time as per allotment letter whether non-construction fees have been deposited. if deposited whether dates of deposit mentioned and photo-state copies of receipts attached? (wherever applicable)	Yes/Na.	Yes/Na.
		v.	Date of execution of sale of agreement whether photo-state copy attached?	Yes	Yes
		vi.	Whether the property/ Plot is constructed or vacant, if constructed the proof of already constructed if submitted receipts of Water Supply Connection, Electricity Connection & Sewerage connection with sanctioned plan & completion plan attached? if constructed (wherever applicable)	Yes/Na.	Yes/Na.
		vii.	Whether applicant is Allotee/ Transferee or having power attorney? if applicant is having power of attorney whether this attorney is registered through Sub-registrar whether certified copy of power of attorney attached?	Yes	Yes
7(a)	Name of Designated officer		(b)	Designation	
(c)	Location : (i) Office (ii) Suvidha Center		(d)	Signature of Designated Officer	