



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

Service Asked For **Issue of completion/occupation certificate for buildings (all categories)** (Stipulated Time-15 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	a.	B.A fees(if applicable)	
	b.	Any other	
	c.	Plot/property No.....	
	d.	Name of Scheme.....	

6. Document to be attached

Sr. No	(Service specific documents)	Checklist	Checklist(For Office Use only)
i.	Copy of the sanctioned building plans? wherever applicable	Yes/Na.	Yes/Na.
ii.	Plan of all the floors including Service Plain, elevations and typical cross-section of the building that he completed to erect or re-erect (Two copies on tracing film / cloth & Fore sets of Ferro prints attached?)	Yes	Yes
iii.	Whether Indemnity Bond attached?	Yes	Yes
iv.	Dates of deposit of installments & other dues whether photo-state copy of receipts attached?	Yes	Yes
v.	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.
vi.	Date of execution of sale of agreement whether photo-state copy attached?	Yes	Yes
vii.	Whether the property/ Plot is constructed or vacant, if constructed the proof of already constructed whether receipts of Water Supply Connection, Electricity Connection & Sewerage connection with sanctioned plan & completion plan attached? wherever applicable	Yes/Na.	Yes/Na.
viii.	Whether applicant is Allotte/ 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? (wherever applicable)	Yes/Na.	Yes/Na.
ix.	Structure Safety Certificate? Wherever applicable.	Yes/Na.	Yes/Na.
x.	NOC regarding fire safety from the fire deptt. Wherever applicable.	Yes/Na.	Yes/Na.

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	<b>Issue of completion/occupation certificate for buildings (all categories)</b>			
6	Documents attached	i.	Copy of the sanctioned building plans? wherever applicable	Yes/Na.	Yes/Na.
		ii.	Plan of all the floors including Service Plain, elevations and typical cross-section of the building that he completed to erect or re-erect (Two copies on tracing film / cloth & Fore sets of Ferro prints attached?)	Yes	Yes
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		ix.	Structure Safety Certificate? wherever applicable.	Yes/Na.	Yes/Na.
		x.	NOC regarding fire safety from the fire deptt. wherever applicable.	Yes/Na.	Yes/Na.
7(a)	Name of Designated officer		(b)	Designation	
(c)	Location : (i) Office (ii) Suvidha Center		(d)	Signature of Designated Officer	