



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

Service Asked For **Sanction of Building Plans/ Revised Building Plans (Residential)** (Stipulated Time-30 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.	A location plan and a site plan of the land on which it is intended to erect or re-erect the building (Two copies on tracing film/cloth & four sets of Ferro Prints)	Yes	Yes
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.	Form-A Whether attached.	Yes	Yes
iv.	Detail of specification of the work to be executed in from 'B' appended to these byelaws.	Yes	Yes
v.	Structure Safety Certificate and design & Drawings from Structural Engineer as per byelaws and Govt. Instruction issued from to time, wherever applicable	Yes/Na.	Yes/Na.
vi.	Copy of ownership proof.	Yes	Yes
vii.	Estimate of Construction from the approved Architect.	Yes	Yes
viii.	Fire Safety certificate from the Fire Deptt. Wherever applicable as pre byelaws	Yes/Na.	Yes/Na.
ix.	Indemnity Bond of the owner for construction of Basement wherever applicable.	Yes/Na.	Yes/Na.
x.	NOC From the neighbor for construction of Basement wherever applicable.	Yes/Na.	Yes/Na.
xi.	Dates of deposit of installments & other dues whether photo-state copy of receipts attached?	Yes	Yes
xii.	Whether Indemnity Bond attached?	Yes	Yes
xiii.	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.
xiv.	Date of execution of sale of agreement whether photo-state copies attached? wherever applicable	Yes	Yes
xv.	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? wherever applicable	Yes/Na.	Yes/Na.
xvi.	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.

7. Signature of Applicant _____

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. Suidha 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	Sanction of building plans/ revised building plans (Residential)			
6	Documents attached	i.	A location plan and a site plan of the land on which it is intended to erect or re-erect the building (Two copies on tracing film/ cloth & four sets of Ferro prints)	Yes	Yes
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		xvi.	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?	Yes/Na.	Yes/Na.
7 (a)	Name of Designated officer			(b)	Designation
(c)	Location : (i) Office (ii) Suvidha Center			(d)	Signature of Designated Officer