

SEPT
2015

Making Governance Citizen-friendly

Section II :
Designing Simplified Proforma
For Services Under
Punjab Right To Service Act



SECTION II
DESIGNING SIMPLIFIED PROFORMA FOR
SERVICES UNDER PUNJAB RIGHT TO SERVICE
ACT

CONCEPT NOTE

DESIGNING SIMPLIFIED PROFORMA FOR SERVICES UNDER PUNJAB RIGHT TO SERVICE ACT

1. CONCEPT NOTE

The proforma has been devised keeping in view the range of services and varied requirements to avail these services. The first and the foremost requirement is nature of the service required and which agency/department has been authorised to provide this service. The proforma designed has been simplified and backend information gathered to identify the service-provider department online as well as manual.

Second, the proforma has been designed to capture identity applicant. It will include applicants personal details like name, husband's/father's/mother's name, address – both permanent and correspondence and Aadhar Card number along with a copy of Aadhar Card, if available with the candidate.

Third, all the mandatory information and document which are specific to the service are required to be filled without which it will not be possible to provide the service as these documents or information will be required to verify the eligibility of the applicant.

Name of the beneficiary alongwith the Adhaar Number of the beneficiary is required to be filled in to address the issue that in some schemes the applicant and the beneficiary can be different persons.

For each of the 206 services, 206 application Forms will be made which will have a list of mandatory document/information required specific to the service applied for as in part-III of the proposed proforma.

In places where I.T. enablement is possible the proposed proforma will work like this. As soon as the applicant puts in the name of the service through an IT device, to name of the department from the pre filled data in the system will emerge in part-I and simultaneously in part-III mandatory information/document required specific to the service applied for will emerge . A print out can be taken of this if the applicant desires to procure the document required for the service as indicated in part-III. The proforma can be filled at that time only on line or later as per the convenience of the applicant.

If there is no I.T. enablement then proforma of the service which is required can be printed manually and kept with the authority/public interface. After filling up these proforma the same can be submitted to the appropriate authority.

At the time of the submission of the application as per this proforma the acknowledgement receipt will be given to the applicant.

SIMPLIFIED PROFORMA SPECIMEN

2. SIMPLIFIED PROFORMA SPECIMEN

Application No.

Simplified Performa for Services under Punjab RTS Act

Part-1

1.	Name of Service	
2.	Name of Department/Service Provider (Pre-filled into the system)	

Part-2

Personal Details

1.	Name of Applicant	
2.	Husband/Father's/Mother's Name	
3.	Permanent Address	
4.	Correspondence Address	
5.	Correspondence Phone No.	
6.	Correspondence e-mail	
7.	Adhaar Card No. (Attach copy)	

Part-3

Information/documents required specific to the service

Information.

1.	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary attach copy)	
2.	Relationship with applicant	
3.		

Documents Required

Submitted Tick (✓) / YES

1.		
2.		
3.		

Signature of Applicant

(ACKNOWLEDGEMENT SLIP)

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

**SIMPLIFICATION OF PROFORMA:
BASIC CIVIC NEED BASED SERVICES**

Simplified Proforma for Services under Punjab RTS Act (52)**Part -1**

1	Name of Service	Residence - domicile
2	Name of Department/ Service Provider (Pre-filled into the system)	Personnel/ Tehsildar

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	

Documents Required**Submitted Tick (√) / Yes**

1	Self-declaration	
2	Verification by Sarpanch/Nambardar/MC	
3	Report by Patwari	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Simplified Proforma for Services under Punjab RTS Act (52)**Part -1**

1	Name of Service	Residence - by birth
2	Name of Department/ Service Provider (Pre-filled into the system)	Personnel/ Tehsildar

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Place of birth of beneficiary	

Documents Required**Submitted Tick (√) /****Yes**

1	Birth certificate of beneficiary.	
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I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant**Acknowledgement Receipt**

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

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'B'

Self-declaration regarding Residence Certificate

I,------(Name),
resident of -----(Full Address),
am father/mother/guardian of Sh./Smt/Ms-----
and declare as under :-

- (1) That I am a Citizen of India.
- (2) Neither the declarant nor the child/ward of the declarant have availed of the benefit of residence certificate in any other State.

Signature-----

Date :

Name of the declarant-----

Place :

Full Address-----

Verification

Verified that the contents of the above declaration are true and correct to the best of my knowledge and belief and nothing has been concealed therein. I am aware of the fact that if the information provided by me is proved to be false, I will be liable for punishment prescribed under law.

Date :

Signature-----

Place :

Name-----

‘C’

Verification Regarding Residence Certificate

It is certified that Sh./Smt/Ms-----
son/daughter of Sh./Smt-----,
resident of-----Village/Mohalla/City/Ward No-----
-----Tehsil-----District-----,
/his/her father/mother is personally known to me. He/she/his/her father/mother is a
permanent resident of this place and has/have been living at the above-mentioned
place for-----years.

It is recommended that Residence Certificate of the State of Punjab
may be issued to Sh/Smt/Miss-----
son/daughter of Sh/Smt----- (Father's/Mother's name).

Date : Signature(Nambardar/Sarpanch/M.C.)-----
Place : Name-----

Patwari's Report

I have read the verification done by the Nambardar/Sarpanch/M.C., in
which he/she has recommended issuance of Residence Certificate of the State of
Punjab in the name Sh./Smt/Miss----- (Name)
son/daughter of Sh/Smt ----- (Name of mother/father) and
I agree/don't agree with the facts mentioned in the verification (in case the Patwari
does not agree, with the verification of the Nambardar/Sarpanch/M.C, a detailed
report be given by the Patwari).

Or

As per the Revenue record, the applicant/his/her parents hold
immovable property of-----Acres
in-----Village/City in the State of Punjab.

Date : Signature-----
Place : Patwari's Name-----
Name of the Patwar Circle-----

16

'D'

Office of Tehsildar-----

Residence Certificate

Certified that Sh/Smt/Ms-----,
S/o/ D/o/W/o Sh-----,
resident of-----, Tehsil----- District-----
has been resident in the State of Punjab for at least five years.

No.

Tehsildar

Date :

18

'E'

Office of Tehsildar-----

Residence Certificate

Certified that Sh/Smt/Miss-----,
S/o/ D/o/W/o Sh-----,
resident of-----, Tehsil----- District-----,
was born in the State of Punjab as per Birth Certificate.

No.

Tehsildar

Date :

200

'F'

Office of Tehsildar-----

Residence Certificate

Certified that Sh/Smt/Ms-----,
S/o/ D/o/W/o Sh-----,
resident of-----, Tehsil-----District-----
holds immovable property in the State of Punjab.

No.

Tehsildar

Date :

Simplified Proforma for Services under Punjab RTS Act (194)

Part -1

1	Name of Service	Rural Area Certificate
2	Name of Department/ Service Provider (Pre-filled into the system)	Rural Development and Panchayat

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	

Documents Required

Submitted Tick (√) / Yes

1	Self declaration	
2	Copy of any one document like Voter Card/Driving License / Passport / Electricity Bill / Water Bill or Telephone as proof of Residence	
3	Two Passport size photographs	
4	Prescribed Fee	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PUNJAB GOVERNMENT

RURAL AREA CERTIFICATE

Sr. No. 566

Date 09/09/2010



On the verification of NT Khanauri

This is to certify that Shri/Shrimati/Kumar AMIT SINGH NAIN S/o/D/o /W/C
of Sh. SUBHASH CHAND NAI is a bonafide resident of Village/To ANDANA

P.O ANDANA Tehsil Moonak District

Sangrur State Punjab which has been declared as RURAL AREA by

PUNJAB STATE GOVERNMENT.

Date 09/09/2010



SIGNATURE

DESIGNATION ਸਿ. ਡਿ. ਮੈਜਿਸਟਰੇਟ

(SEAL) ਮੁਨਕ

Simplified Proforma for Services under Punjab RTS Act (105)**Part-1**

1.	Name of Service	Issue of Scheduled Caste (SC) Certificate
2.	Name of Department/ Service Provider (Pre-filled into the system)	Welfare of Scheduled Castes and Backward Classes, Punjab

Part-2**Personal Details**

1.	Name of Applicant	
2.	Husband/Father's/Mother's Name	
3.	Permanent Address	
4.	Correspondence Address with Mobile Number/ e-mail	
5.	Aadhaar Card No. (Attach copy)	

Part-3**Information/documents required specific to the service****Information**

1.	Name of beneficiary, if not applicant (Aadhar No. of beneficiary, attach copy)	
2.	Relation with applicant	
3.	Religion (mandatory)	
4.	Whether caste certificate has been issued to father. If yes, Attach copy.	
5.	State of origin (Attach copy)	

Documents required**submitted Tick ()/Yes**

1.	Prescribed application form with Report from Sarpanch /M.C./Nambardar Patwari concerned.	
2.	Self – declaration by the applicant regarding caste by birth	
3.	Attested copy of caste certificate of father	
4.	Attested copy of State of origin	

Signature of Applicant**Acknowledgement Receipt**

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Office of the Tehsildar, Teh. GURDASPUR, GURDASPUR (Punjab)
Certificate of Scheduled Caste

Sr.No. 683155



75424

Certified that Shri KUMARI REKHA / ਕੁਮਾਰੀ ਰੇਖਾ
S/o Shri. BACHAN SINGH / ਬਚਨ ਸਿੰਘ of DEV NAGAR COLONY,
TIBRI ROAD VILL GHURALA
Village / Town GHURALA (GSP) / ਪੁਰਾਲਾ of
District / Division GURDASPUR / ਗੁਰਦਾਸਪੁਰ

State of Punjab belongs to RAMDASIA / ਰਾਮਦਾਸੀਆ Caste which has been recognized
as Scheduled Caste as per "The Constitution (Scheduled Castes). Order 1950".

Shri KUMARI REKHA / ਕੁਮਾਰੀ ਰੇਖਾ and his family lives in village / town GHURALA (GSP) /
ਪੁਰਾਲਾ of District/Division ਗੁਰਦਾਸਪੁਰ /GURDASPUR of Punjab State.

Date Of Issuance : 22/2
3-9-2015

Signature of the Approving Authority:
TEHSILDAR
GURDASPUR
Designation : Tehsildar

**SIMPLIFICATIONS OF PROFORMA: DEPARTMENT OF
HEALTH**

PROFORMA

4. DEPARTMENT OF HEALTH

Application No

Simplified Proforma for Services under Punjab RTS Act (13,14,15)

Part -1

1	Name of Service	Certified Copies of Birth Certificates – Corporation Cities / MC Towns / Rural Areas
2	Name of Department/ Service Provider (Pre-filled into the system)	Health

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Name of Child	
5	Name of Child's Father	
6	Name of Child's Mother	
7	Name of Child's Grandfather	
8	Date of Birth of Child	
9	Sex (Male /Female)	
10	a) Place of birth (at home)- <ul style="list-style-type: none"> • Write the name of village, Revenue Block & District in case of rural area. • Write complete address in case of urban area. 	
	b) Place of Birth (institutional birth) <ul style="list-style-type: none"> • Write complete Name & address of Hospital/Nursing Home, PHC/CHC. 	
11	If the birth is registered as delayed registration then the year of registration should be mentioned.	
12	No. of Copies of certificate required	

Documents Required

Submitted Tick (√) / Yes

1	NIL	
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I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Under the provisions of RBD Act, 1969 the events of Births are registered according to their place of occurrence. The detail of offices of Registrars, Births & Deaths where the application for issuance of certified copy of birth certificate can be submitted, is as under:-

S.No	Area	Name of Office
1	Rural area- For current year record.	Multi-Purpose Health Worker (F) of Sub-center having jurisdiction over the village.
2	Rural area- For previous year record.	Respective Civil Surgeon office.
3	Urban area -For current and previous year record	Local Registrar, Births & Deaths, of respective Municipal Corporation/Council.
4	Government medical institution like Civil Hospital/Community Health Centre/Primary Health Centre – Current year record	Medical Officer of that medical institution.
5	Government medical institution like Civil Hospital/Community Health Centre/Primary Health Centre – Previous year record	*Respective Civil Surgeon office in case the medical institution is located in rural area. *Local Registrar, Births & Deaths, of respective Municipal Corporation/Council in case the medical institution is located in urban area.

- Name of Punjab Government Treasury Head in case the fees is to be deposited in government account.
2210 – Medical & Public Health
80 – General
800 – Other Receipts
85 – Miscellaneous Receipts

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	



ਡੀ ਪੀ ਐਚ. D.P.H-368
ਫਾਰਮ/Form-6

ਪੰਜਾਬ ਸਰਕਾਰ / Government of Punjab
ਸਿਹਤ ਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਵਿਭਾਗ
Health & Family Welfare Department
ਚੀਫ ਰਜਿਸਟਰਾਰ ਜਨਮ ਤੇ ਮੌਤ, ਪੰਜਾਬ
Chief Registrar, Births & Deaths, Punjab

1036849

ਨੰ./No. 4180
2014

ਜਨਮ ਸਰਟੀਫਿਕੇਟ / Birth Certificate

ਇਹ ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਹੇਠ ਲਿਖੀ ਸੂਚਨਾ ਅਸਲ ਜਨਮ ਰਿਕਾਰਡ ਵਿੱਚੋਂ ਲਈ ਗਈ ਹੈ ਜਿਹੜੀ ਕਿ ਲੋਕਲ ਰਜਿਸਟਰਾਰ, ਜਨਮ ਤੇ ਮੌਤ, ਨਗਰ ਨਿਗਮ/ ਕੌਂਸਲ/ਪੰਚਾਇਤ/ਪੁਲਿਸ ਥਾਣਾ/ਬਲਾਕ/ਸਬ ਸੈਂਟਰ
ਬਲਾਕ (ਪੀ.ਐਚ.ਸੀ.) ਤਹਿਸੀਲ
ਜਿਲ੍ਹਾ ਪੰਜਾਬ, ਦੇ ਸਾਲ ਦੇ ਰਜਿਸਟਰ ਵਿੱਚ ਦਰਜ ਹੈ।

This is to certify that the following information has been taken from the original birth record which is registered in the birth register of Local Registrar, Births & Deaths, Municipal Corporation / Council / Panchayat / Police Station / Block / Sub Centre
Block (P.H.C.) Tehsil
District of Punjab State for the Year

ਨਾਮ / Name Amit Singh ਲਿੰਗ / Sex male
ਪਿਤਾ ਦਾ ਨਾਮ / Father's Name Subhash Chand
ਦਾਦੇ ਦਾ ਨਾਮ / Grand Father's Name Telu Ram
ਮਾਤਾ ਦਾ ਨਾਮ / Mother's Name Harjinder Kaur
ਜਨਮ ਮਿਤੀ / Date of Birth 25-12-1992 ਜਨਮ ਅਸਥਾਨ / Place of Birth Andans

ਰਜਿਸਟਰੇਸ਼ਨ ਦੀ ਮਿਤੀ / Date of Registration 22-10-2014 ਰਜਿਸਟਰੇਸ਼ਨ ਨੰਬਰ / Registration No. 33
ਬੱਚੇ ਦੇ ਜਨਮ ਸਮੇਂ ਮਾਤਾ-ਪਿਤਾ ਦਾ ਪਤਾ ਮਾਤਾ-ਪਿਤਾ ਦਾ ਪੱਕਾ ਪਤਾ
Address of parents at the time of birth of the child Permanent address of Parents
Vill - Andans - Teh. Dist - Sangrour
Vill - Andans Teh Moznak Dist - Sangrour

ਟਿੱਪਣੀ (ਜੇਕਰ ਕੋਈ ਹੈ)
Remarks (if any) A No - 14/10514 Date 16/9/14 Taken No 56192 Date 16/9/14
ਜਾਰੀ ਕਰਨ ਦੀ ਮਿਤੀ / Date of issue 17-11-2014
ਸਰਟੀਫਿਕੇਟ ਤਿਆਰ ਕਰਨ ਵਾਲੇ ਦਾ ਨਾਮ ਅਤੇ ਅਹੁਦਾ
Name & Designation of Official who prepared certificate
Signature, Name & address of the issuing Authority
Subhash Bar M.M.O. (R)
M.P. (P) J.S. Panchayat Moznak
ਸਬ ਸੈਂਟਰ: ਮੋਨਾਕ (ਜਿਲ੍ਹਾ ਸੰਗਰੂਰ)
ਸੋਹਰ / Seal

ਨੋਟ: ਜਨਮ ਅਤੇ ਮੌਤ ਰਜਿਸਟਰੇਸ਼ਨ ਐਕਟ, 1969 ਦੀ ਧਾਰਾ 12/17 ਅਤੇ ਪੰਜਾਬ ਜਨਮ ਤੇ ਮੌਤ ਰਜਿਸਟਰੇਸ਼ਨ ਨਿਯਮ, 2004 ਦੇ ਨਿਯਮ 8/13 ਦੇ ਅਧੀਨ ਜਾਰੀ ਕੀਤਾ ਗਿਆ।
Issued w/12/17 of the registration of Birth & Death Act, 1969 & Rules 8/13 the Punjab Registration of Births & Deaths rules 2004
ਹਰੇਕ ਜਨਮ ਤੇ ਮੌਤ ਦੀ ਰਜਿਸਟਰੇਸ਼ਨ ਯਕੀਨੀ ਬਣਾਓ Ensure registration of every birth and death
ਜਨਮ ਮੌਤ ਦਾ ਅਣਲਾ 21 ਦਿਨਾਂ ਵਿੱਚ ਦਰਜ ਕਰਵਾਓ ਸਰਟੀਫਿਕੇਟ ਦੀ ਪਹਿਲੀ ਕਾਪੀ ਮੁਫਤ ਪ੍ਰਾਪਤ ਕਰੋ।
Registered the Births/Deaths events within 21 days and get a free copy of certificate

4576/8-11-2011--30,00,000 ਪੰਜਾਬ ਸਰਕਾਰ ਪ੍ਰੈਸ ਪ੍ਰਿੰਟਿੰਗ

Simplified Proforma for Services under Punjab RTS Act (13,14,15)

Part -1

1	Name of Service	Certified Copies of Death Certificates – Corporation Cities / MC Towns / Rural Areas
2	Name of Department/ Service Provider (Pre-filled into the system)	Health

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of the Deceased. (Adhaar No. of Deceased. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Deceased's Father/ Husband's Name	
5	Deceased's Mother Name	
6	Date of Death of Deceased	
7	Sex (Male /Female)	
8	a) Place of death (at home)- <ul style="list-style-type: none">• Write the name of village,Revenue Block & District in case of rural area.• Write complete address in case of urban area.	
	b) Place of Death(institutional Deaths) <ul style="list-style-type: none">• Write complete Name and address of Hospital/Nursing Home/PHC/CHC.	
9	If the death is registered as delayed registration then the year of registration should be mentioned.	
10	No. of Copies of certificate required	

Documents Required

Submitted Tick (√) / Yes

1	NIL	
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I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Under the provisions of RBD Act, 1969 the events of Deaths are registered according to their place of occurrence. The detail of offices of Registrars, Births & Deaths where the application for issuance of certified copy of death certificate can be submitted, is as under:-

S.No	Area	Name of Office
1	Rural area- For current year record.	Multi-Purpose Health Worker (F) of Sub-center having jurisdiction over the village.
2	Rural area- For previous year record.	Respective Civil Surgeon office.
3	Urban area -For current and previous year record	Local Registrar, Births & Deaths, of respective Municipal Corporation/Council.
4	Government medical institution like Civil Hospital/Community Health Centre/Primary Health Centre – Current year record	Medical Officer of that medical institution.
5	Government medical institution like Civil Hospital/Community Health Centre/Primary Health Centre – Previous year record	*Respective Civil Surgeon office in case the medical institution is located in rural area. *Local Registrar, Births & Deaths, of respective Municipal Corporation/Council in case the medical institution is located in urban area.

- Name of Punjab Government Treasury Head in case the fees is to be deposited in government account.

2210 – Medical & Public Health

80 – General

800 – Other Receipts

85 – Miscellaneous Receipts

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Simplified Proforma for Services under Punjab RTS Act [16.a(1)]

Part -1

1	Name of Service	Late Registration of Birth and Issue of Certificate (after 30 days but within one year)
2	Name of Department/ Service Provider (Pre-filled into the system)	Health

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of application	
4	Sex (Male/Female)	
5	Child's Father's Name	
6	Child's Mother's Name	
7	Child's Grandfather's Name	
8	Date of Birth of child	
9	a) Place of birth (at home)- <ul style="list-style-type: none">• Write the name of village in case of rural area.• Write complete address in case of urban area.	
	b) Place of Birth (institutional birth) <ul style="list-style-type: none">• Write complete Name of Hospital/Nursing Home .	
10	No.of copies of certificate required	

Documents Required**Submitted Tick (√) / Yes**

1	Self Declaration	
2	Information form No.1 for Birth (in duplicate)	
3	Proof of date of birth (hospital/ nursing home report in case of institutional birth or a copy of Mother & Child Protection (MCP) Card in case of domiciliary birth)	
4	Report of Registrar that the relevant event is not registered in the registration record	
5	Receipt of requisite late fee of Rs. 10/-	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

S.No	Area	Competent authority for issuing delayed registration order after 30 days but within 1 year
1	Rural area	Senior Medical Officer-cum-Additional District Registrar, Births & Deaths I/c of Community Health Centre/Primary Health Centre
2	Urban area	Civil Surgeon-cum- District Registrar, Births & Deaths

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	



ਪੰਜਾਬ ਸਰਕਾਰ / Government of Punjab
 ਸਿਹਤ ਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਵਿਭਾਗ
 Health & Family Welfare Department
 ਚੀਫ਼ ਰਜਿਸਟਰਾਰ ਜਨਮ ਤੇ ਮੌਤ, ਪੰਜਾਬ
 Chief Registrar, Births & Deaths, Punjab

1036849

ਡੀ ਪੀ ਐਚ. D.P.H-368
 ਫਾਰਮ/Form-6

ਨੰ./No. 4180
 2014

ਜਨਮ ਸਰਟੀਫਿਕੇਟ / Birth Certificate

ਇਹ ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਹੇਠ ਲਿਖੀ ਸੂਚਨਾ ਅਸਲ ਜਨਮ ਰਿਕਾਰਡ ਵਿੱਚੋਂ ਲਈ ਗਈ ਹੈ ਜਿਹੜੀ ਕਿ ਲੋਕਲ ਰਜਿਸਟਰਾਰ, ਜਨਮ ਤੇ ਮੌਤ, ਨਗਰ ਨਿਗਮ/ ਕੌਂਸਲ/ਪੰਚਾਇਤ/ਪੁਲਿਸ ਥਾਣਾ/ਬਲਾਕ/ਸਬ ਸੈਂਟਰ
 ਬਲਾਕ (ਪੀ.ਐਚ.ਸੀ.) ਤਹਿਸੀਲ
 ਜਿਲ੍ਹਾ ਪੰਜਾਬ, ਦੇ ਸਾਲ ਦੇ ਰਜਿਸਟਰ ਵਿੱਚ ਦਰਜ ਹੈ।

This is to certify that the following information has been taken from the original birth record which is registered in the birth register of Local Registrar, Births & Deaths, Municipal Corporation / Council / Panchayat / Police Station / Block / Sub Centre.....
 Block (P.H.C.) Tehsil.....
 District..... of Punjab State for the Year.....

ਨਾਮ / Name ਲਿੰਗ / Sex
 ਪਿਤਾ ਦਾ ਨਾਮ / Father's Name
 ਦਾਦੇ ਦਾ ਨਾਮ / Grand Father's Name
 ਮਾਤਾ ਦਾ ਨਾਮ / Mother's Name
 ਜਨਮ ਮਿਤੀ / Date of Birth ਜਨਮ ਅਸਥਾਨ / Place of Birth.....

ਰਜਿਸਟਰੇਸ਼ਨ ਦੀ ਮਿਤੀ / Date of Registration ਰਜਿਸਟਰੇਸ਼ਨ ਨੰਬਰ / Registration No.
 ਬੱਚੇ ਦੇ ਜਨਮ ਸਮੇਂ ਮਾਤਾ-ਪਿਤਾ ਦਾ ਪਤਾ ਮਾਤਾ-ਪਿਤਾ ਦਾ ਪੱਕਾ ਪਤਾ
 Address of parents at the time of birth of the child Permanent address of Parents
 Vill- Teh Vill- Teh
 Dist- Dist-

ਟਿੱਪਣੀ (ਜੇਕਰ ਕੋਈ ਹੈ) A No. Date
 ਜਾਰੀ ਕਰਨ ਦੀ ਮਿਤੀ / Date of issue
 ਸਰਟੀਫਿਕੇਟ ਤਿਆਰ ਕਰਨ ਵਾਲੇ ਦਾ ਨਾਮ ਅਤੇ ਅਹੁਦਾ
 Name & Designation of Official who prepared certificate
 Signature, Name & address of the issuing Authority
 ਮੋਹਰ / Seal

ਨੋਟ: ਜਨਮ ਅਤੇ ਮੌਤ ਰਜਿਸਟਰੇਸ਼ਨ ਐਕਟ, 1969 ਦੀ ਧਾਰਾ 12/17 ਅਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਸਿਹਤ ਰਜਿਸਟਰੇਸ਼ਨ ਨਿਯਮ, 2004 ਦੇ ਨਿਯਮ 8/13 ਦੇ ਅਠੀਕ ਨਹੀਂ ਕੀਤਾ ਗਿਆ।
 Issued as 12/17 of the registration of Birth & Death Act, 1969 & Rules 8/13 the Punjab Registration of Births & Deaths rules 2004
 ਹਰੇਕ ਜਨਮ ਤੇ ਮੌਤ ਦੀ ਰਜਿਸਟਰੇਸ਼ਨ ਯਕੀਨੀ ਬਣਾਓ - Ensure registration of every birth and death
 21 ਦਿਨਾਂ ਦੇ ਅੰਦਰ 21 days within 21 days and get a free copy of certificate
 Registered the Births/Deaths events within 21 days and get a free copy of certificate

4576/8-11-2011--30,00,000 ਪੰਜਾਬ ਸਰਕਾਰ ਪ੍ਰੈਸ ਪ੍ਰਿੰਟਿੰਗ

Simplified Proforma for Services under Punjab RTS Act [16.a(2)]

Part -1

1	Name of Service	Late Registration of Death and Issue of Certificate (after 30 days but within one year)
2	Name of Department/ Service Provider (Pre-filled into the system)	Health

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of deceased (Adhaar No. of deceased. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Sex (Male/Female)	
5	Father's Name of deceased	
6	Spouse (Husband/Wife's) Name of deceased	
7	Mother's name of deceased	
8	Date of Death	
9	a) Place of death (at home)- <ul style="list-style-type: none"> • Write the name of village in case of rural area. • Write complete address in case of urban area. 	
9	b) Place of death (institutional death) <ul style="list-style-type: none"> • Write complete Name of Hospital/ Nursing Home. 	
10	No. of copies of certificate required	

Documents Required**Submitted Tick (√) / Yes**

1	Self Declaration	
2	Information Form No. 2 (in duplicate)	
3	Report of Registrar that the relevant event is not registered in the registration record	
4	Proof of date of death (hospital/ nursing home report in case of institutional death/ a copy of FIR and Post Mortem in case of accidental deaths and cremation/burial ground report or copy of report of Immersion of ashes in case of domiciliary deaths)	
5	Copy of ID proof of the informant/ applicant	
6	Receipt of requisite late fee of Rs 10/-	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

S.No	Area	Competent authority for issuing delayed registration order after 30 days but within 1 year
1	Rural area	Senior Medical Officer-cum-Additional District Registrar, Births & Deaths I/c of Community Health Centre/Primary Health Centre
2	Urban area	Civil Surgeon-cum- District Registrar, Births & Deaths

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	



ਪੰਜਾਬ ਸਰਕਾਰ / Government of Punjab
 ਸਿਹਤ ਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਵਿਭਾਗ
 Health & Family Welfare Department
 ਚੀਫ਼ ਰਜਿਸਟਰਾਰ ਜਨਮ ਤੇ ਮੌਤ, ਪੰਜਾਬ
 Chief Registrar, Births & Deaths, Punjab

ਡੀ.ਪੀ.ਐਚ./D.P.H.-369
 ਵਾਰਮ/Form-7

ਕ੍ਰ. ਨੰ./NO.....

ਮੌਤ ਸਰਟੀਫਿਕੇਟ / Death Certificate

ਇਹ ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਹੇਠ ਲਿਖੀ ਸੂਚਨਾ ਅਸਲ ਮੌਤ ਰਿਕਾਰਡ ਵਿੱਚੋਂ ਲਈ ਗਈ ਹੈ ਜਿਹੜੀ ਕਿ ਲੋਕਲ ਰਜਿਸਟਰਾਰ, ਜਨਮ ਤੇ ਮੌਤ, ਨਗਰ ਨਿਗਮ/ਕੌਂਸਲ/ਗ੍ਰਾਮ ਪੰਚਾਇਤ/ਬਲਾਕ/ਪੁਲਿਸ ਥਾਣਾ/ਸਬ-ਸੈਂਟਰ..... ਬਲਾਕ/ਬਲਾਕ (ਪੀ ਐਚ ਸੀ.)
 ਤਹਿਸੀਲ..... ਜ਼ਿਲ੍ਹਾ..... ਪੰਜਾਬ, ਦੇ ਸਾਲ.....
 ਦੇ ਰਜਿਸਟਰ ਵਿੱਚ ਦਰਜ ਹੈ।

This is to certify that the following information has been taken from the original death record which is registered in the death register of Local Registrar, Births & Deaths, Municipal Corporation / Council / Gram Panchayat/Block/Police Station/Sub-Centre.....
 Block/Block (P.H.C.)..... Tehsil.....
 District..... of Punjab State for the year.....

ਮ੍ਰਿਤਕ ਦਾ ਨਾਮ / Name of Deceased..... ਲਿੰਗ / Sex.....

ਪਿਤਾ ਦਾ ਨਾਮ / Name of Father.....

ਪਤਨੀ/ਪਤਨੀ ਦਾ ਨਾਮ / Name of Husband/Wife.....

ਮ੍ਰਿਤਕ ਦੀ ਮਾਤਾ ਦਾ ਨਾਮ / Name of Deceased's Mother.....

ਮੌਤ ਦੀ ਮਿਤੀ / Date of Death..... ਮੌਤ ਅਸਥਾਨ / Place of Death.....

ਰਜਿਸਟਰੇਸ਼ਨ ਦੀ ਮਿਤੀ / Date of Registration..... ਰਜਿਸਟਰੇਸ਼ਨ ਨੰ./Registration No.....

ਮ੍ਰਿਤਕ ਦਾ ਮੌਤ ਸਮੇਂ ਪਤਾ..... ਮ੍ਰਿਤਕ ਦਾ ਪਕਿਕਾ ਪਤਾ

Address of deceased at the time of death..... Permanent address of the deceased

ਟਿੱਪਣੀ (ਜੇਕਰ ਕੋਈ ਹੈ):

Remarks (if any)

ਜਾਰੀ ਕਰਨ ਦੀ ਮਿਤੀ / Date of issue

ਸਰਟੀਫਿਕੇਟ ਤਿਆਰ ਕਰਨ ਵਾਲੇ ਦਾ ਨਾਮ ਅਤੇ ਅਹੁਦਾ
 Name & Designation of Official who prepared certificate

ਜਾਰੀ ਕਰਨ ਵਾਲੇ ਅਧਿਕਾਰੀ ਦੇ ਦਸਖਤ, ਨਾਮ ਤੇ ਪਤਾ
 Signature, Name & address of the issuing Authority

ਮਿਹਰ / Seal

ਨੋਟ: ਮੌਤ ਦੇ ਕਾਰਨ ਦਾ ਜੋ ਵੀ ਕਾਰਨ ਦੱਸਿਆ ਗਿਆ ਹੈ, ਉਸ ਬਾਰੇ ਕੋਈ ਸੂਚਨਾ ਮੌਤ ਸਰਟੀਫਿਕੇਟ ਵਿੱਚ ਨਹੀਂ ਦਿੱਤੀ ਜਾਵੇਗੀ।

Note: The cause of Death registered in Death register will not be record given in the Death Certificate

ਹਰਕ ਜਨਮ ਤੇ ਮੌਤ ਦੀ ਰਜਿਸਟਰੇਸ਼ਨ ਯਕੀਨੀ ਬਣਾਓ / Ensure registration of every birth and death

8232/2013-2014 (ਸਰਕਾਰੀ ਕਾਰ) / Government of Punjab, Punjab

Simplified Proforma for Services under Punjab RTS Act [16.b(1)]**Part -1**

1	Name of Service	Late Registration of Birth and Issue of Certificate (after one year) (Urban / Rural)
2	Name of Department/ Service Provider (Pre-filled into the system)	Health

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Sex (Male/Female)	
5	Father's Name	
6	Grandfather's Name	
7	Child's Mother Name	
8	Date of Birth of child	
9	a) Place of birth (at home)- <ul style="list-style-type: none"> Write the name of village in case of rural area. Write complete address in case of urban area. 	
	b) Place of Birth (institutional birth) <ul style="list-style-type: none"> Write complete Name of Hospital/Nursing Home . 	
10	No. of copies of certificate required	

Documents Required**Submitted Tick (√) / Yes**

1	Self Declaration	
2	Information form No.1 (in duplicate)	
3	Proof of date of birth (hospital/ nursing home report in case of institutional birth or a copy of school certificate or passport or driving license or Mother & Child Protection (MCP) card in case of domiciliary birth- (any two documents out of these may be submitted)	
4	Proof of residence of the applicant- A copy of voter card or valid passport or telephone bill or electricity bill or LIC cover note at least 6 months old or Employer Certificate issued by the competent authority in case of employee of State/Central Govt.	
5	Non Availability Certificate (NAC) for 3 years (1 year NAC may be attached if the birth had occurred in a medical institution)	
6	2 witnesses of credible persons (Sarpanch and Panch or Municipal Councilor or MLA or Gazetted Officer)	
7	Receipt of requisite late fee of Rs. 20/-	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Competent authority for issuing delayed registration order after 1 year	Area Magistrate/ Sub Divisional Magistrate (for both Rural & Urban areas)
--	--

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	



ਪੰਜਾਬ ਸਰਕਾਰ / Government of Punjab
 ਸਿਹਤ ਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਵਿਭਾਗ
 Health & Family Welfare Department
 ਚੀਫ਼ ਰਜਿਸਟਰਾਰ ਜਨਮ ਤੇ ਮੌਤ, ਪੰਜਾਬ
 Chief Registrar, Births & Deaths, Punjab

1036849

ਡੀ ਪੀ ਐਚ. D.P.H-368
 ਫਾਰਮ/Form-6

ਨੰ./No. 4180
 2014

ਜਨਮ ਸਰਟੀਫਿਕੇਟ / Birth Certificate

ਇਹ ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਹੇਠ ਲਿਖੀ ਸੂਚਨਾ ਅਸਲ ਜਨਮ ਰਿਕਾਰਡ ਵਿੱਚੋਂ ਲਈ ਗਈ ਹੈ ਜਿਹੜੀ ਕਿ ਲੋਕਲ ਰਜਿਸਟਰਾਰ, ਜਨਮ ਤੇ ਮੌਤ, ਨਗਰ ਨਿਗਮ/ ਕੌਂਸਲ/ਪੰਚਾਇਤ/ਪੁਲਿਸ ਥਾਣਾ/ਬਲਾਕ/ਸਬ ਸੈਂਟਰ
 ਬਲਾਕ (ਪੀ.ਐਚ.ਸੀ.) ਤਹਿਸੀਲ
 ਜਿਲ੍ਹਾ ਪੰਜਾਬ, ਦੇ ਸਾਲ ਦੇ ਰਜਿਸਟਰ ਵਿੱਚ ਦਰਜ ਹੈ।

This is to certify that the following information has been taken from the original birth record which is registered in the birth register of Local Registrar, Births & Deaths, Municipal Corporation / Council / Panchayat / Police Station / Block / Sub Centre
 Block (P.H.C.) Moonaik Tehsil Moonaik
 District Sangrur of Punjab State for the Year 2014

ਨਾਮ / Name Amit Singh ਲਿੰਗ / Sex male
 ਪਿਤਾ ਦਾ ਨਾਮ / Father's Name Subhash Chand
 ਦਾਦੇ ਦਾ ਨਾਮ / Grand Father's Name Telu Ram
 ਮਾਤਾ ਦਾ ਨਾਮ / Mother's Name Harjinder Kaur
 ਜਨਮ ਮਿਤੀ / Date of Birth 25-12-1992 ਜਨਮ ਅਸਥਾਨ / Place of Birth Andans

ਰਜਿਸਟਰੇਸ਼ਨ ਦੀ ਮਿਤੀ / Date of Registration 22-10-2014 ਰਜਿਸਟਰੇਸ਼ਨ ਨੰਬਰ / Registration No. 33
 ਬੱਚੇ ਦੇ ਜਨਮ ਸਮੇਂ ਮਾਤਾ-ਪਿਤਾ ਦਾ ਪਤਾ ਮਾਤਾ-ਪਿਤਾ ਦਾ ਪੱਕਾ ਪਤਾ
 Address of parents at the time of birth of the child Permanent address of Parents
vill- Andans - Teh. Moonaik Dist. Sangrur vill- Andans Teh Moonaik Dist. Sangrur

ਟਿੱਪਣੀ (ਜੇਕਰ ਕੋਈ ਹੈ) A No-14/10514 Date 16/9/14 Taken No 56192 Date 16/9/14
 ਜਾਰੀ ਕਰਨ ਦੀ ਮਿਤੀ / Date of issue 17-11-2014
 ਸਰਟੀਫਿਕੇਟ ਤਿਆਰ ਕਰਨ ਵਾਲੇ ਦਾ ਨਾਮ ਅਤੇ ਅਹੁਦਾ Subhash Singh
 Name & Designation of Official who prepared certificate Signature, Name & address of the issuing Authority
ਮ.ਪ.ਵ.ਥਾਣਾ/ਜਨਮ ਪੰਚਾਇਤ/ਮੋਨਾਇਕ
ਸਬ ਸੈਂਟਰ/ਮੋਨਾਇਕ, ਜਿਲ੍ਹਾ ਸੰਗਰੂਰ
 ਮੋਹਰ / Seal

ਨੋਟ: ਜਨਮ ਅਤੇ ਮੌਤ ਰਜਿਸਟਰੇਸ਼ਨ ਐਕਟ, 1969 ਦੀ ਧਾਰਾ 12/17 ਅਤੇ ਪੰਜਾਬ ਜਨਮ ਤੇ ਮੌਤ ਰਜਿਸਟਰੇਸ਼ਨ ਨਿਯਮ, 2004 ਦੇ ਨਿਯਮ 8/13 ਦੇ ਅਧੀਨ ਜਾਰੀ ਕੀਤਾ ਗਿਆ।
 Issued w/12/17 of the registration of Birth & Death Act, 1969 & Rules 8/13 the Punjab Registration of Births & Deaths rules 2004
 ਹਰੇਕ ਜਨਮ ਤੇ ਮੌਤ ਦੀ ਰਜਿਸਟਰੇਸ਼ਨ ਯਕੀਨੀ ਬਣਾਓ Ensure registration of every birth and death
 ਜਨਮ ਮੌਤ ਦਾ ਘਟਨਾ 21 ਦਿਨਾਂ ਵਿੱਚ ਦਰਜ ਕਰਵਾਓ ਸਰਟੀਫਿਕੇਟ ਦੀ ਪਹਿਲੀ ਕਾਪੀ ਮੁਫਤ ਪ੍ਰਾਪਤ ਕਰੋ।
 Registered the Births/Deaths events within 21 days and get a free copy of certificate

4576/8-11-2011--30,00,000 ਪੰਜਾਬ ਸਰਕਾਰ ਪ੍ਰੈਸ ਪ੍ਰਿੰਟਿੰਗ

Simplified Proforma for Services under Punjab RTS Act [16.b(2)]**Part -1**

1	Name of Service	Late Registration of Death and Issue of Certificate (after one year) (Urban / Rural)
2	Name of Department/ Service Provider (Pre-filled into the system)	Health

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of deceased (Adhaar No. of deceased. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Sex (Male/Female)	
5	Father's Name of deceased	
6	Spouse (Husband/Wife's) Name of deceased	
7	Mother's name of deceased	
8	Date of Death	
9	a) Place of death (at home)- <ul style="list-style-type: none"> • Write the name of village in case of rural area. • Write complete address in case of urban area. 	
	b) Place of death (institutional death) <ul style="list-style-type: none"> • Write complete Name of Hospital/Nursing Home . 	
10	No.of copies of certificate required	

Documents Required

Submitted Tick (√) / Yes

1	Self declaration	
2	Information form No.2 (in duplicate)	
3	Proof of date of death (hospital/ nursing home report in case of institutional death/ a copy of FIR and Post Mortem in case of accidental deaths and cremation/ burial ground report or copy of report of immersion of ashes in case of domiciliary deaths)	
4	Proof of residence of the applicant- A copy of voter card or valid passport or telephone bill or electricity bill or LIC cover note at least 6 months old or Employer Certificate issued by the competent authority in case of employee of State/Central Govt.	
5	Non Availability Certificate (NAC) for 3 years (1 year NAC may be attached if the death is occurred in a medical institution)	
6	2 witnesses of credible persons (Sarpanch and Panch or Municipal Councilor or MLA or Gazetted Officer)	
7	Copy of ID proof of the informant/ applicant	
8	Receipt of requisite late Fee of Rs. 20/-	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Competent authority for issuing delayed registration order after 1 year	Area Magistrate/ Sub Divisional Magistrate (for both Rural & Urban areas)
--	--

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Simplified Proforma for Services under Punjab RTS Act (17)**Part -1**

1	Name of Service	Birth Certificate (after addition of name of child)
2	Name of Department/ Service Provider (Pre-filled into the system)	Health

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Name of the child to be recorded	
5	Sex (Male/Female)	
6	Father's Name	
7	Grandfather's Name	
8	Child's Mother's Name	
9	Date of Birth of child	
10	Place of birth	
11	No. of Copies of certificate required	

Documents Required

Submitted Tick (√) /

Yes

1	Self-declaration	
2	Birth Certificate or its copy	
3	Copy of supporting document for entering name of child like School Certificate or Passport or Voter Card or Driving License or Mother and Child Protection (MCP) Card or Insurance Policy. In case the child is infant then self declaration is sufficient for this purpose.	
4	Receipt of requisite fee of Rs. 10/- (No fee is required if the child's name is being recorded within 1 year from date of registration of birth)	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

S.No	Area	Name of Office
1	Rural area- For current year record.	Multi-Purpose Health Worker (F) of Sub-center having jurisdiction over the village.
2	Rural area- For previous year record.	Respective Civil Surgeon office.
3	Urban area -For current and previous year record	Local Registrar, Births & Deaths, of respective Municipal Corporation/Council.
4	Government medical institution like Civil Hospital/Community Health Centre/Primary Health Centre – Current year record	Medical Officer of that medical institution.
5	Government medical institution like Civil Hospital/Community Health Centre/Primary Health Centre – Previous year record	*Respective Civil Surgeon office in case the medical institution is located in rural area. *Local Registrar, Births & Deaths, of respective Municipal Corporation/Council in case the medical institution is located in urban area.

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	



ਪੰਜਾਬ ਸਰਕਾਰ / Government of Punjab
 ਸਿਹਤ ਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਵਿਭਾਗ
 Health & Family Welfare Department
 ਚੀਫ਼ ਰਜਿਸਟਰਾਰ ਜਨਮ ਤੇ ਮੌਤ, ਪੰਜਾਬ
 Chief Registrar, Births & Deaths, Punjab

1036849

ਡੀ ਪੀ ਐਚ. D.P.H-368
 ਫਾਰਮ/Form-6

ਨੰ./No. 4180
 2014

ਜਨਮ ਸਰਟੀਫਿਕੇਟ / Birth Certificate

ਇਹ ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਹੇਠ ਲਿਖੀ ਸੂਚਨਾ ਅਸਲ ਜਨਮ ਰਿਕਾਰਡ ਵਿੱਚੋਂ ਲਈ ਗਈ ਹੈ ਜਿਹੜੀ ਕਿ ਲੋਕਲ ਰਜਿਸਟਰਾਰ, ਜਨਮ ਤੇ ਮੌਤ, ਨਗਰ ਨਿਗਮ/ ਕੌਂਸਲ/ਪੰਚਾਇਤ/ਪੁਲਿਸ ਥਾਣਾ/ਬਲਾਕ/ਸਬ ਸੈਂਟਰ
 ਬਲਾਕ (ਪੀ.ਐਚ.ਸੀ.) ਤਹਿਸੀਲ
 ਜਿਲ੍ਹਾ ਪੰਜਾਬ, ਦੇ ਸਾਲ ਦੇ ਰਜਿਸਟਰ ਵਿੱਚ ਦਰਜ ਹੈ।

This is to certify that the following information has been taken from the original birth record which is registered in the birth register of Local Registrar, Births & Deaths, Municipal Corporation / Council / Panchayat / Police Station / Block / Sub Centre
 Block (P.H.C.) Moonaik Tehsil Moonaik
 District Sangrur of Punjab State for the Year 2014

ਨਾਮ / Name Amit Singh ਲਿੰਗ / Sex male
 ਪਿਤਾ ਦਾ ਨਾਮ / Father's Name Subhash Chand
 ਦਾਦੇ ਦਾ ਨਾਮ / Grand Father's Name Telu Ram
 ਮਾਤਾ ਦਾ ਨਾਮ / Mother's Name Harjinder Kaur
 ਜਨਮ ਮਿਤੀ / Date of Birth 25-12-1992 ਜਨਮ ਅਸਥਾਨ / Place of Birth Andans

ਰਜਿਸਟਰੇਸ਼ਨ ਦੀ ਮਿਤੀ / Date of Registration 22-10-2014 ਰਜਿਸਟਰੇਸ਼ਨ ਨੰਬਰ / Registration No. 33
 ਬੱਚੇ ਦੇ ਜਨਮ ਸਮੇਂ ਮਾਤਾ-ਪਿਤਾ ਦਾ ਪਤਾ ਮਾਤਾ-ਪਿਤਾ ਦਾ ਪੱਕਾ ਪਤਾ
 Address of parents at the time of birth of the child Permanent address of Parents
vill- Andans - Teh Moonaik Dist- Sangrur vill- Andans Teh Moonaik Dist- Sangrur

ਟਿੱਪਣੀ (ਜੇਕਰ ਕੋਈ ਹੈ) A No-14/10514 Date 16/9/14 Taken No 56192 Date 16/9/14
 ਜਾਰੀ ਕਰਨ ਦੀ ਮਿਤੀ / Date of issue 17-11-2014
 ਸਰਟੀਫਿਕੇਟ ਤਿਆਰ ਕਰਨ ਵਾਲੇ ਦਾ ਨਾਮ ਅਤੇ ਅਹੁਦਾ Subhash Singh
 Name & Designation of Official who prepared certificate Signature, Name & address of the issuing Authority
Subhash Singh ਮ.ਪ.ਵ.ਠਾਣਾ ਜੁਲਾ ਪੰਚਾਇਤ ਮੋਨਾਇਕ
ਸਬ ਸੈਂਟਰ ਮੋਨਾਇਕ (ਜਿਲ੍ਹਾ ਸੰਗਰੂਰ)
 ਸੋਹਰ / Seal

ਨੋਟ: ਜਨਮ ਅਤੇ ਮੌਤ ਰਜਿਸਟਰੇਸ਼ਨ ਐਕਟ, 1969 ਦੀ ਧਾਰਾ 12/17 ਅਤੇ ਪੰਜਾਬ ਜਨਮ ਤੇ ਮੌਤ ਰਜਿਸਟਰੇਸ਼ਨ ਨਿਯਮ, 2004 ਦੇ ਨਿਯਮ 8/13 ਦੇ ਅਧੀਨ ਜਾਰੀ ਕੀਤਾ ਗਿਆ।
 Issued w/12/17 of the registration of Birth & Death Act, 1969 & Rules 8/13 the Punjab Registration of Births & Deaths rules 2004
 ਹਰੇਕ ਜਨਮ ਤੇ ਮੌਤ ਦੀ ਰਜਿਸਟਰੇਸ਼ਨ ਯਕੀਨੀ ਬਣਾਓ Ensure registration of every birth and death
 ਜਨਮ ਮੌਤ ਦਾ ਘਟਨਾ 21 ਦਿਨਾਂ ਵਿੱਚ ਦਰਜ ਕਰਵਾਓ ਸਰਟੀਫਿਕੇਟ ਦੀ ਪਹਿਲੀ ਕਾਪੀ ਮੁਫਤ ਪ੍ਰਾਪਤ ਕਰੋ।
 Registered the Births/Deaths events within 21 days and get a free copy of certificate

4576/8-11-2011--30,00,000 ਪੰਜਾਬ ਸਰਕਾਰ ਪ੍ਰੈਸ ਪ੍ਰਿੰਟਿੰਗ

Simplified Proforma for Services under Punjab RTS Act (18)**Part -1**

1	Name of Service	Correction of Entry in Birth Certificate
2	Name of Department/ Service Provider (Pre-filled into the system)	Health

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Sex (Male/Female)	
5	Father's Name	
6	Grandfather's Name	
7	Child's Mother Name	
8	Date of Birth	
9	Place of Birth	
10	Address of Parents at the time of birth	
11	Permanent Address of Parents	
12	Give detail about correction to be made	

Documents Required**Submitted Tick (√) /****Yes**

1	Self-declaration	
2	Existing Birth Certificate or its copy	
3	2 witnesses of credible persons (Sarpanch and Panch in case of rural area and Municipal Councillor or MLA or Gazetted Officer in case of urban area)	
4	Copy of school certificate or passport or driving licence or any other document in which the complete detail pertaining to correction required is mentioned (any two)	
5	Report of hospital or nursing home in case of institutional birth	
6	Proof of residence- copy of Voter Card or Passport or Electricity Bill or Telephone Bill	

Signature of Applicant**Acknowledgement Receipt**

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	



ਪੰਜਾਬ ਸਰਕਾਰ / Government of Punjab
 ਸਿਹਤ ਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਵਿਭਾਗ
 Health & Family Welfare Department
 ਚੀਫ਼ ਰਜਿਸਟਰਾਰ ਜਨਮ ਤੇ ਮੌਤ, ਪੰਜਾਬ
 Chief Registrar, Births & Deaths, Punjab

1036849

ਡੀ ਪੀ ਐਚ. D.P.H-368
 ਫਾਰਮ/Form-6

ਨੰ./No. 4180
 2014

ਜਨਮ ਸਰਟੀਫਿਕੇਟ / Birth Certificate

ਇਹ ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਹੇਠ ਲਿਖੀ ਸੂਚਨਾ ਅਸਲ ਜਨਮ ਰਿਕਾਰਡ ਵਿੱਚੋਂ ਲਈ ਗਈ ਹੈ ਜਿਹੜੀ ਕਿ ਲੋਕਲ ਰਜਿਸਟਰਾਰ, ਜਨਮ ਤੇ ਮੌਤ, ਨਗਰ ਨਿਗਮ/ ਕੌਂਸਲ/ਪੰਚਾਇਤ/ਪੁਲਿਸ ਥਾਣਾ/ਬਲਾਕ/ਸਬ ਸੈਂਟਰ
 ਬਲਾਕ (ਪੀ.ਐਚ.ਸੀ.) ਤਹਿਸੀਲ
 ਜਿਲ੍ਹਾ ਪੰਜਾਬ, ਦੇ ਸਾਲ ਦੇ ਰਜਿਸਟਰ ਵਿੱਚ ਦਰਜ ਹੈ।

This is to certify that the following information has been taken from the original birth record which is registered in the birth register of Local Registrar, Births & Deaths, Municipal Corporation / Council / Panchayat / Police Station / Block / Sub Centre
 Block (P.H.C.) Moonaik Tehsil Moonaik
 District Sangrour of Punjab State for the Year 2014

ਨਾਮ / Name Amit Singh ਲਿੰਗ / Sex male
 ਪਿਤਾ ਦਾ ਨਾਮ / Father's Name Subhash Chand
 ਦਾਦੇ ਦਾ ਨਾਮ / Grand Father's Name Telu Ram
 ਮਾਤਾ ਦਾ ਨਾਮ / Mother's Name Harjinder Kaur
 ਜਨਮ ਮਿਤੀ / Date of Birth 25-12-1992 ਜਨਮ ਅਸਥਾਨ / Place of Birth Andans

ਰਜਿਸਟਰੇਸ਼ਨ ਦੀ ਮਿਤੀ / Date of Registration 22-10-2014 ਰਜਿਸਟਰੇਸ਼ਨ ਨੰਬਰ / Registration No. 33
 ਬੱਚੇ ਦੇ ਜਨਮ ਸਮੇਂ ਮਾਤਾ-ਪਿਤਾ ਦਾ ਪਤਾ ਮਾਤਾ-ਪਿਤਾ ਦਾ ਪੱਕਾ ਪਤਾ
 Address of parents at the time of birth of the child Permanent address of Parents
vill- Andans - Teh Moonaik Dist- Sangrour vill- Andans Teh Moonaik Dist- Sangrour

ਟਿੱਪਣੀ (ਜੇਕਰ ਕੋਈ ਹੈ) A No-14/10514 Date 16/9/14 Taken No 56192 Date 16/9/14
 ਜਾਰੀ ਕਰਨ ਦੀ ਮਿਤੀ / Date of issue 17-11-2014
 ਸਰਟੀਫਿਕੇਟ ਤਿਆਰ ਕਰਨ ਵਾਲੇ ਦਾ ਨਾਮ ਅਤੇ ਅਹੁਦਾ Subhash Singh
 Name & Designation of Official who prepared certificate Signature, Name & address of the issuing Authority
ਮ.ਪ.ਵ.ਠਾਣਾ ਜੁਲਾ ਪੰਚਾਇਤ ਮੋਨਾਇਕ
ਸਬ ਸੈਂਟਰ ਮੋਨਾਇਕ, ਜਿਲ੍ਹਾ ਸੰਗਰੂਰ
 ਮੋਹਰ / Seal

ਨੋਟ: ਜਨਮ ਅਤੇ ਮੌਤ ਰਜਿਸਟਰੇਸ਼ਨ ਐਕਟ, 1969 ਦੀ ਧਾਰਾ 12/17 ਅਤੇ ਪੰਜਾਬ ਜਨਮ ਤੇ ਮੌਤ ਰਜਿਸਟਰੇਸ਼ਨ ਨਿਯਮ, 2004 ਦੇ ਨਿਯਮ 8/13 ਦੇ ਅਧੀਨ ਜਾਰੀ ਕੀਤਾ ਗਿਆ।
 Issued w/12/17 of the registration of Birth & Death Act, 1969 & Rules 8/13 the Punjab Registration of Births & Deaths rules 2004
 ਹਰੇਕ ਜਨਮ ਤੇ ਮੌਤ ਦੀ ਰਜਿਸਟਰੇਸ਼ਨ ਯਕੀਨੀ ਬਣਾਓ Ensure registration of every birth and death
 ਜਨਮ ਮੌਤ ਦਾ ਘਟਨਾ 21 ਦਿਨਾਂ ਵਿੱਚ ਦਰਜ ਕਰਵਾਓ ਸਰਟੀਫਿਕੇਟ ਦੀ ਪਹਿਲੀ ਕਾਪੀ ਮੁਫਤ ਪ੍ਰਾਪਤ ਕਰੋ।
 Registered the Births/Deaths events within 21 days and get a free copy of certificate

4576/8-11-2011--30,00,000 ਪੰਜਾਬ ਸਰਕਾਰ ਪ੍ਰੈਸ ਪ੍ਰਿੰਟਿੰਗ

Simplified Proforma for Services under Punjab RTS Act (18)**Part -1**

1	Name of Service	Correction of Entry in Death Certificate
2	Name of Department/ Service Provider (Pre-filled into the system)	Health

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of deceased, if not applicant. (Adhaar No. of Deceased. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Sex (Male/Female)	
5	Father's Name of deceased	
6	Husband/ Wife's Name of deceased	
7	Mother's name of deceased	
8	Date of Death	
9	Place of Death	
10	Address of deceased at the time of death	
11	Permanent Address of deceased	
12	Give detail about correction to be made	

Documents Required**Submitted Tick (√) /****Yes**

1	Self declaration	
2	Death certificate or its copy	
3	2 witnesses of credible persons (Sarpanch and Panch in case of rural area and Municipal Councillor or MLA or Gazetted Officer in case of urban area)	
4	Proof of residence- copy of Voter Card or Passport or Electricity Bill or Telephone Bill	
5	Copy of school certificate or passport or driving license or insurance policy or any other document in which the complete detail pertaining to the correction required is mentioned (any 2)	
6	Hospital/ nursing home report in case of institutional death and cremation ground report or report of immersion of ashes in case of domiciliary deaths)	
7	A copy of FIR and Post Mortem report in case of accidental deaths.	

Signature of Applicant**Acknowledgement Receipt**

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	



ਪੰਜਾਬ ਸਰਕਾਰ / Government of Punjab
 ਸਿਹਤ ਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਵਿਭਾਗ
 Health & Family Welfare Department
 ਚੀਫ਼ ਰਜਿਸਟਰਾਰ ਜਨਮ ਤੇ ਮੌਤ, ਪੰਜਾਬ
 Chief Registrar, Births & Deaths, Punjab

ਡੀ ਪੀ ਐਚ / D.P.H.-369
 ਫਾਰਮ/Form-7

ਨੰ./No.

ਮੌਤ ਸਰਟੀਫਿਕੇਟ / Death Certificate

ਇਹ ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਹੇਠ ਲਿਖੀ ਸੂਚਨਾ ਅਸਲ ਮੌਤ ਰਿਕਾਰਡ ਵਿੱਚੋਂ ਲਈ ਗਈ ਹੈ ਜਿਹੜੀ ਕਿ ਲੋਕਲ ਰਜਿਸਟਰਾਰ, ਜਨਮ ਤੇ ਮੌਤ, ਨਗਰ ਨਿਗਮ/ਕੌਂਸਲ/ਗ੍ਰਾਮ ਪੰਚਾਇਤ/ਬਲਾਕ/ਪੁਲਿਸ ਥਾਣਾ/ਸਬ-ਸੈਂਟਰ

..... ਬਲਾਕ/ਬਲਾਕ (ਪੀ ਐਚ ਸੀ) ਜ਼ਿਲ੍ਹਾ ਪੰਜਾਬ, ਦੇ ਸਾਲ
 ਤਹਿਸੀਲ
 ਦੇ ਰਜਿਸਟਰ ਵਿੱਚ ਦਰਜ ਹੈ।

This is to certify that the following information has been taken from the original death record which is registered in the death register of Local Registrar, Births & Deaths, Municipal Corporation / Council / Gram Panchayat/Block/Police Station/Sub-Centre

..... Block/Block (P.H.C.) Tehsil
 District of Punjab State for the year

ਮਿਤਕ ਦਾ ਨਾਮ / Name of Deceased ਲਿੰਗ / Sex

ਪਿਤਾ ਦਾ ਨਾਮ / Name of Father

ਪਤੀ/ਪਤਨੀ ਦਾ ਨਾਮ / Name of Husband/Wife

ਮਿਤਕ ਦੀ ਮਾਤਾ ਦਾ ਨਾਮ / Name of Deceased's Mother

ਮੌਤ ਦੀ ਮਿਤੀ / Date of Death ਮੌਤ ਅਸਥਾਨ / Place of Death

ਰਜਿਸਟਰੇਸ਼ਨ ਦੀ ਮਿਤੀ / Date of Registration ਰਜਿਸਟਰੇਸ਼ਨ ਨੰ./Registration No

ਮਿਤਕ ਦਾ ਮੌਤ ਸਮੇਂ ਪਤਾ
 Address of deceased at the time of death
 ਮਿਤਕ ਦਾ ਪੱਕਾ ਪਤਾ
 Permanent address of the deceased

ਟਿੱਪਣੀ (ਜੇਕਰ ਕੋਈ ਹੈ):

Remarks (if any)

ਜਾਰੀ ਕਰਨ ਦੀ ਮਿਤੀ / Date of issue

ਸਰਟੀਫਿਕੇਟ ਤਿਆਰ ਕਰਨ ਵਾਲੇ ਦਾ ਨਾਮ ਅਤੇ ਅਹੁਦਾ
 Name & Designation of Official who prepared certificate
 ਜਾਰੀ ਕਰਨ ਵਾਲੇ ਅਧਿਕਾਰੀ ਦੇ ਦਸਖਤ, ਨਾਮ ਤੇ ਪਤਾ
 Signature, Name & address of the issuing Authority

ਮੋਹਰ / Seal

ਨੋਟ: ਮੌਤ ਦਾ ਕਾਰਨ ਰਜਿਸਟਰ ਵਿੱਚ ਮੌਤ ਦਾ ਜੋ ਕਾਰਨ ਦਰਜਿਆ ਗਿਆ ਹੈ, ਉਸ ਥਾਰੇ ਕਈ ਸੂਚਨਾ ਸਰਟੀਫਿਕੇਟ ਵਿੱਚ ਨਹੀਂ ਦਿੱਤੀ ਜਾਵੇਗੀ।
 Note: The cause of Death registered in Death register, will not be record given in the Death Certificate
 ਹਰਕ ਜਨਮ ਤੇ ਮੌਤ ਦੀ ਰਜਿਸਟਰੇਸ਼ਨ ਯਕੀਨੀ ਬਣਾਓ / Ensure registration of every birth and death

5232/05 2013-14/300/200-2005-2006-2007-2008-2009-2010-2011-2012-2013-2014-2015-2016-2017-2018-2019-2020-2021-2022-2023-2024-2025

**SIMPLIFICATIONS OF PROFORMA:
DEPARTMENT OF SOCIAL SECURITY AND WOMEN &
CHILD DEVELOPMENT**

5. DEPARTMENT OF SOCIAL SECURITY AND WOMEN & CHILD DEVELOPMENT

Application No

Simplified Proforma for Services under Punjab RTS Act (96.a.b)

Photo of
Applicant

Part -1

1	Name of the Service	Old Age Pension (OAP) <i>Rural / Urban Areas</i>
2	Name of Department/ Service Provider (Pre-filled into the system)	Social Security and Women & Child Development.

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Male/ Female	
4	BPL No.	
5	SC/BC	
6	Husband/Wife alive or not	
7	Age of applicant	
8	Income of husband and wife (Including other pension)	
9	Agricultue land (Chahi/baraani)	

Tick (✓) / Yes

Sr. No.	Documents Required	Submitted
1	Voter Card or Voter List	
2	Self Declaration by Applicant	
3	Recommendation for Rural areas MLA or Two Member Panchayat & Sarpanch or Three Member Panchayat or Two Member Panchayat & one Numberdar In case of Urban Area- Recommendation of MLA or Municipal Commissioner (MC)	
4	Report of Revenue Department (Patwari) for land	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Stamouss Reports - Demo Version



ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਅਤੇ ਇਸ਼ਤਰੀ ਤੇ ਬਾਲ ਵਿਕਾਸ ਵਿਭਾਗ, ਪੰਜਾਬ
 Department of Social Security and Development of Women and Children, Punjab

ਬੁਢਾਪਾ ਪੈਨਸ਼ਨ ਮਨਜ਼ੂਰੀ ਪੱਤਰ ਅਤੇ ਆਈ ਡੀ ਕਾਰਡ
Old Age Pension Sanction Letter cum Identity Card

Document Sr. No : 264



ਦਫਤਰ ਬਾਲ ਵਿਕਾਸ ਪ੍ਰੋਜੈਕਟ ਅਫਸਰ / Office of CDPO

ਬਲਾਕ / Block: ਸੀ. ਡੀ. ਪੀ. ਓ. ਨਵਾਂਸ਼ਹਿਰ / CDPO Nawanshahr
 ਜਿਲਾ / District: ਸ਼ਹੀਦ ਭਗਤ ਸਿੰਘ ਨਗਰ / Shahid Bhagat Singh Nagar
 ਵੱਲ / To,
 ਦਵਿੰਦਰ ਕੁਮਾਰ / DAVINDER KUMAR S/o. ਗੰਗਾ ਬਿਸ਼ਨ / GANGA BISHAN
 ਰਵੀਦਾਸ ਨਗਰ ਨਵਾਂਸ਼ਹਿਰ, ਨਵਾਂਸ਼ਹਿਰ, ਨਵਾਂਸ਼ਹਿਰ, (ਸ਼ਹੀਦ ਭਗਤ ਸਿੰਘ ਨਗਰ), ਪੰਜਾਬ / Ravidass Nagar
 Nawanshahr, Nawanshahr, Nawanshahr, (Shahid Bhagat Singh Nagar), Punjab



Subject: ਬੁਢਾਪਾ ਪੈਨਸ਼ਨ ਮਨਜ਼ੂਰੀ ਕਰਨ ਬਾਰੇ / Old Age Pension approval related.

ਆਪ ਦਾ ਪੈਨਸ਼ਨ ਫਾਰਮ, ਜੋ ਇਸ ਦਫਤਰ ਵਿਚ ਨੰਬਰ 1197 ਮਿਤੀ 25 Jul 2012 ਤੇ ਦਰਜ ਹੈ, ਦੇ ਹਵਾਲੇ ਵਿਚ
 Your Pension Form Which was submitted in this Department with No. 1197 dated 25 Jul 2012.

ਆਪ ਨੂੰ ਮਿਤੀ 25 Jul 2012 ਨੂੰ ਪੈਨਸ਼ਨ ਵਿੱਤੀ ਸਹਾਇਤਾ ਮਨਜ਼ੂਰ ਕੀਤੀ ਗਈ ਹੈ, ਜਿਸ ਦਾ ਪੀ.ਐਲ.ਏ. ਨੰਬਰ SBS//2012/U/OAP/0000028
 ਹੈ, ਬੁਢਾਪਾ ਪੈਨਸ਼ਨ ਦੀ ਅਦਾਇਗੀ ਆਪ ਨੂੰ ਮਿਤੀ 01 Oct 2012 ਤੋਂ ਸ਼ੁਰੂ ਹੋਵੇਗੀ। ਇਹ ਵਿੱਤੀ ਸਹਾਇਤਾ ਤੁਹਾਡੇ ਵੱਲੋਂ ਦਿੱਤੀ ਸੂਚਨਾ ਦੇ ਆਧਾਰ ਤੇ ਖਾਤਾ ਨੰਬਰ
 128458, ਬੈਂਕ ਦਾ ਨਾਂ ਏਸ ਬੀ ਆਈ, ਬ੍ਰਾਂਚ ਨਵਾਂਸ਼ਹਿਰ, ਬ੍ਰਾਂਚ ਕੋਡ 1231 ਵਿੱਚ ਜਮਾ ਹੋ ਜਾਵੇਗੀ।

Your application with No. 1197 dated 25 Jul 2012 is approved with PLA No. SBS//2012/U/OAP/0000028.
 Financial assistance is approved for you on 25 Jul 2012 and will start from 01 Oct 2012. This final assistance
 will be credited in your Bank Account no 128458 of Bank Name SBI, Branch Nawansahar, Branch Code 1231
 as per details furnished by you.

ਇਹ ਪੈਨਸ਼ਨ/ਵਿੱਤੀ ਸਹਾਇਤਾ ਆਪ ਵੱਲੋਂ ਅਲਗ ਫਾਰਮ ਵਿਚ ਦਿੱਤੀ ਸੂਚਨਾ ਦੇ ਆਧਾਰ ਤੇ ਮਨਜ਼ੂਰ ਕੀਤੀ ਗਈ ਹੈ। ਫਾਰਮ ਵਿਚ ਦਿੱਤੀ ਸੂਚਨਾ ਕਿਸੇ ਸਮੇਂ ਵੀ ਗਲਤ ਪਾਏ
 ਜਾਣ ਤੇ ਨਾ ਕੇਵਲ ਆਪ ਨੂੰ ਕੀਤੀ ਅਦਾਇਗੀ ਦੀ ਵਸੂਲੀ ਸਮੇਤ ਵਿਆਜ ਕੀਤੀ ਜਾਵੇਗੀ, ਬਲਕਿ ਗਲਤ ਸੂਚਨਾ ਦੇ ਕੇ ਲਾਭ ਲੈਣ ਲਈ ਆਪ ਖਿਲਾਫ ਕਾਨੂੰਨੀ ਕਾਰਵਾਈ ਵੀ
 ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।

This Pension/ Financial Assistance has been approved based on the information provided by you in the
 application form. In the situation of any discrepancy found in the information provided in the application form all the
 payments made to you would be recovered with interest and legal action can be taken against for taking benefit by
 providing wrong information.

ਨੋਟ:- ਕੋਈ ਅਲਗ ਤੋਂ ਆਈ.ਡੀ ਕਾਰਡ ਜਾਰੀ ਨਹੀਂ ਹੋਵੇਗਾ ਕਿਰਪਾ ਕਰਕੇ ਰਿਕਾਰਡ ਵਜੋਂ ਇਸ ਪੱਤਰ ਨੂੰ ਸੰਭਾਲ ਕੇ ਰੱਖੋ।

Note: - No Separate ID card will be issued. You are requested to keep this sanction letter for your record.

Date Of Sanction : 25 Jul 2012

Signature of the Issuing Authority:

Digitally Signed by: Neeru Katyal Gupta

Designation : SDM

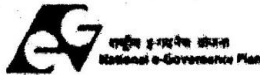
Date : 25 Jul 2012

Location : CDPO Nawanshahr, Shahid
 Bhagat Singh Nagar

(Stamp and Sign of Issuing Authority)

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 verification of this document, before accepting the same for any legal purpose, would rest with the Institution
 or Organization or Company or any other entity where this document is produced."

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Simplified Proforma for Services under Punjab RTS Act (96.a.b.)Photo of
Applicant**Part -1**

1	Name of the Service	Financial Assistance Widow and Destitute Women <i>Rural /Urban Areas</i>
2	Name of Department/ Service Provider (Pre-filled into the system)	Social Security and Women & Child Development.

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service**

1	Name of beneficiary, if not applicant. (Aadhar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	BPL No.	
4	SC/BC	
5	Husband/Wife alive or not	
6	Age of Applicant	
7	Widow/ Destitute	
8	Percentage of disability of husband in case of destitute due to husband's disability	
9	Date of missing of husband in case of destitute due to missing of husband	
10	Income of husband and wife (Including other pension)	
11	Agriculture land	

Tick (✓) /

Yes

Sr. No.	Documents Required	Submitted
1	Voter Card or Voter List, Certificate from Registrar Birth & Death – As Age Proof	
2	Death certificate of husband in case of widow or Disability certificate of husband in case of destitute	
3	Self Declaration by Applicant	
4	Recommendation for Rural areas MLA or Two Member Panchayat & Sarpanch or Three Member Panchayat or Two Member Panchayat & one Numberdar In case of Urban Area- Recommendation of MLA or Municipal Commissioner (MC)	
5	Report of Revenue Department (Patwari) for land	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

~~FAAD~~ FAWD

ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਅਤੇ ਇਸਤਰੀ ਤੇ ਬਾਲ ਵਿਕਾਸ ਵਿਭਾਗ ਪੰਜਾਬ
Department of Social Security and Development of Women and Children, Punjab



ਨਿਆਸਰਿਤ ਤੇ ਵਿਧਵਾ ਔਰਤਾਂ ਲਈ ਪੈਨਸ਼ਨ ਮੰਜੂਰੀ ਪੱਤਰ ਅਤੇ ਆਈ.ਡੀ. ਕਾਰਡ
Widow and Destitute Woman Sanction Letter Cum Identity Card

Document Sr. No : 47325



ਦਫਤਰ ਬਾਲ ਵਿਕਾਸ ਪ੍ਰੋਜੈਕਟ ਅਫਸਰ / Office of CDPO

ਬਲਾਕ / Block: /

ਜਿਲਾ / District: ਸ਼ਹੀਦ ਭਗਤ ਸਿੰਘ ਨਗਰ / Shahid Bhagat Singh Nagar

ਵੱਲ / To:

ਮਹਿੰਦਰ ਕੌਰ / Mahinder Kaur. W/o. ਦਿਆਲ ਸਿੰਘ / DIAL SINGH

ਵਾਰਡ ਨੰ.09,ਬਲਾਚੌਰ, ਬਲਾਚੌਰ, (ਸ਼ਹੀਦ ਭਗਤ ਸਿੰਘ ਨਗਰ), ਪੰਜਾਬ / Ward No.09,Balachaur, Balachaur, (Shahid Bhagat Singh Nagar), Punjab



ਵਿਸ਼ਾ / Subject: ਵਿਧਵਾ ਅਤੇ ਆਸਰਿਤ ਔਰਤਾਂ ਨੂੰ ਵਿੱਤੀ ਸਹਾਇਤਾ ਮੰਨਜੂਰ ਕਰਨ ਬਾਰੇ / Widow and Destitute Woman Pension approval related.

ਆਪ ਦਾ ਪੈਨਸ਼ਨ ਫਾਰਮ, ਜੋ ਇਸ ਦਫਤਰ ਵਿਚ ਨੰਬਰ 54624 ਮਿਤੀ 30 May 2013 ਤੇ ਦਰਜ ਹੈ, ਦੇ ਹਵਾਲੇ ਵਿਚ ਆਪ ਨੂੰ ਮਿਤੀ 18 Jun 2013 ਨੂੰ ਪੈਨਸ਼ਨ/ ਵਿੱਤੀ ਸਹਾਇਤਾ ਮੰਨਜੂਰ ਕੀਤੀ ਗਈ ਹੈ, ਜਿਸ ਦਾ ਪੀ.ਐਲ.ਏ. ਨੰਬਰ SBS/2013/U/FAWD/0000604 ਹੈ, ਵਿਧਵਾ ਪੈਨਸ਼ਨ ਦੀ ਅਦਾਇਗੀ ਆਪ ਨੂੰ ਮਿਤੀ 01 Jul 2013 ਤੋਂ ਸ਼ੁਰੂ ਹੋਵੇਗੀ। ਇਹ ਵਿੱਤੀ ਸਹਾਇਤਾ ਤੁਹਾਡੇ ਵਿੱਤੀ ਸੂਚਨਾ ਦੇ ਆਧਾਰ ਤੇ ਖਾਤਾ ਨੰਬਰ 50145837837, ਬੈਂਕ ਦਾ ਨਾਂ ਅਲਾਹਾਬਾਦ ਬੈਂਕ, ਬਰਾਂਚ ਬਲਾਚੌਰ, ਬਰਾਂਚ ਕੋਡ 212743 ਵਿੱਚ ਜਾਰੀ ਕੀਤੀ ਜਾਵੇਗੀ।

As per your Pension Form which was submitted in this Department with No. 54624 dated 30 May 2013. Your application is approved with PLA No. SBS/2013/U/FAWD/0000604. Financial assistance is approved for you on 18 Jun 2013 and will start from 01 Jul 2013. This final assistance will be credited in your Bank Account no 50145837837 of Bank Name ALLAHABAD BANK, Branch BALACHAUR, Branch Code 212743 as per details furnished by you.

ਇਹ ਪੈਨਸ਼ਨ/ਵਿੱਤੀ ਸਹਾਇਤਾ ਆਪ ਵੱਲੋਂ ਅਰਜੀ ਫਾਰਮ ਵਿਚ ਦਿੱਤੀ ਸੂਚਨਾ ਦੇ ਆਧਾਰ ਤੇ ਮੰਨਜੂਰ ਕੀਤੀ ਗਈ ਹੈ। ਫਾਰਮ ਵਿਚ ਦਿੱਤੀ ਸੂਚਨਾ ਕਿਸੇ ਸਮੇਂ ਵੀ ਗਲਤ ਪਾਏ ਜਾਣ ਤੇ ਨਾ ਕੇਵਲ ਆਪ ਨੂੰ ਕੀਤੀ ਅਦਾਇਗੀ ਦੀ ਵਸੂਲੀ ਸਮੇਤ ਵਿਆਜ ਕੀਤੀ ਜਾਵੇਗੀ,ਬਲਕਿ ਗਲਤ ਸੂਚਨਾ ਦੇ ਕੇ ਲਾਭ ਲੈਣ ਲਈ ਆਪ ਖਿਲਾਫ ਕਾਨੂੰਨੀ ਕਾਰਵਾਈ ਵੀ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।

This Pension/ Financial Assistance has been approved based on the information provided by you in the application form. In the situation of any discrepancy found in the information provided in the application form all the payments made to you would be recovered with interest and legal action can be taken against for taking benefit by providing wrong information.

ਨੋਟ:- ਕੋਈ ਅਲਗ ਤੋਂ ਆਈ.ਡੀ ਕਾਰਡ ਜਾਰੀ ਨਹੀਂ ਹੋਵੇਗਾ ਕਿਰਪਾ ਕਰਕੇ ਰਿਕਾਰਡ ਵਜੋਂ ਇਸ ਪੱਤਰ ਨੂੰ ਸੁਰੱਖਿਅਤ ਰੱਖੋ।

Note: - No Separate ID card will be issued. You are requested to keep this sanction letter for your record.

Date Of Sanction : 18 Jun 2013

Signature of the Issuing Authority:

Digitally Signed by : Vijay Kumar Syal

Designation : Sub Divisional Magistrate

Date : 18 Jun 2013

(Stamp and Sign of Issuing Authority)

Location : Shahid Bhagat Singh Nagar

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ਨੈਸ਼ਨਲ ਗਵਰਨੈਂਸ ਪਲਾਨ
National Governance Plan

Simplified Proforma for Services under Punjab RTS Act (96.a.b)

Photo of
Applicant

Part -1

1	Name of the Service	Financial Assistance to Disabled Person (<i>Rural /Urban Areas</i>)
2	Name of Department/ Service Provider (Pre-filled into the system)	Social Security and Women & Child Development.

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	CorrespondencePhone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

1	Name of beneficiary, if not applicant. (Aadhar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	BPL No.	
4	SC/BC	
5	Male/ Female	
6	Age of disabled Person	
7	Nature and Percentage of disability	
8	Family income (Including other Pension)	
9	Agriculture land	

Tick (√) / Yes

Sr. No.	Documents Required	Submitted
1	Disability Certificate	
2	Self Declaration by Applicant	
3	In case of Rural Area:- Recommendation of MLA or Two Member Panchayat & Sarpanch or Three Member Panchayat or Two Member Panchayat & one Numberdar In case of Urban Area:- Recommendation of MLA or Municipal Commissioner (MC)	
4	Report of Revenue Department (Patwari) for land	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

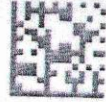
ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਅਤੇ ਇਸਤਰੀ ਤੇ ਬਾਲ ਵਿਕਾਸ ਵਿਭਾਗ, ਪੰਜਾਬ
 Department of Social Security and Development of Women and Children, Punjab



ਅਪੰਗ ਵਿਅਕਤੀਆਂ ਲਈ ਪੈਨਸ਼ਨ ਮੰਜੂਰੀ ਪੱਤਰ ਅਤੇ ਆਈ ਡੀ ਕਾਰਡ
 Disabled Person Pension Sanction Letter Cum Identity Card

Document Sr. No: 328750

FADP



Handwritten signature and date 15/8/15

ਦਫਤਰ ਬਾਲ ਵਿਕਾਸ ਪ੍ਰੋਜੈਕਟ ਅਫਸਰ / Office of CDPO
 ਬਲਾਕ / Block: ਸੀ.ਡੀ.ਪੀ.ਓ ਸਰੋਆ / CDPO Saroya
 ਜਿਲਾ / District: ਸ਼ਹੀਦ ਭਗਤ ਸਿੰਘ ਨਗਰ / Shahid Bhagat Singh Nagar

ਵੱਲ / To,
 ਸੰਤੋਖ ਸਿੰਘ / Santokh Singh S/o. ਹਰਭਜਨ ਸਿੰਘ / HARBHAJAN SINGH
 ਫਦੌਤੀ, ਬਲਾਚੌਰ, (ਸ਼ਹੀਦ ਭਗਤ ਸਿੰਘ ਨਗਰ), ਪੰਜਾਬ / CHHIDAURI, Balachaur, (Shahid Bhagat Singh Nagar), Punjab



ਵਿਸ਼ਾ / Subject: ਅਪੰਗ ਵਿਅਕਤੀਆਂ ਨੂੰ ਵਿੱਤੀ ਸਹਾਇਤਾ ਮੰਨਜੂਰ ਕਰਨ ਬਾਰੇ / Disabled Person Pension approval related.

ਆਪ ਦਾ ਪੈਨਸ਼ਨ ਫਾਰਮ, ਜੋ ਇਸ ਦਫਤਰ ਵਿਚ ਨੰਬਰ 320228 ਮਿਤੀ 10 Jul 2015 ਤੋਂ ਦਰਜ ਹੈ, ਦੇ ਹਵਾਲੇ ਵਿਚ ਆਪ ਨੂੰ ਮਿਤੀ 07 Aug 2015 ਨੂੰ ਪੈਨਸ਼ਨ/ ਵਿੱਤੀ ਸਹਾਇਤਾ ਮੰਨਜੂਰ ਕੀਤੀ ਗਈ ਹੈ, ਜਿਸ ਦਾ ਪੀ.ਐਲ.ਏ. ਨੰਬਰ SBS/2015/R/FADP/0000643 ਹੈ ਅਪੰਗ ਵਿਅਕਤੀਆਂ ਨੂੰ ਵਿੱਤੀ ਸਹਾਇਤਾ ਦੀ ਅਦਾਇਗੀ ਆਪ ਨੂੰ ਮਿਤੀ 01 Oct 2015 ਤੋਂ ਸ਼ੁਰੂ ਹੋਵੇਗੀ। ਇਹ ਵਿੱਤੀ ਸਹਾਇਤਾ ਤੁਹਾਡੇ ਵਲੋਂ ਦਿੱਤੀ ਸੂਚਨਾ ਦੇ ਆਧਾਰ ਤੇ ਖਾਤਾ ਨੰਬਰ NA, ਬੈਂਕ ਦਾ ਨਾਂ NA, ਬਰਾਂਚ NA, ਬਰਾਂਚ ਕੋਡ NA ਵਿੱਚ ਜਮਾਂ ਹੋ ਜਾਵੇਗੀ।

As per your Pension Form which was submitted in this Department with No. 320228 dated 10 Jul 2015. Your application is approved with PLA No: SBS/2015/R/FADP/0000643. Financial assistance is approved for you on 07 Aug 2015 and will start from 01 Oct 2015. This final assistance will be credited in your Bank Account no NA of Bank Name NA, Branch NA, Branch Code NA as per details furnished by you.

ਇਹ ਪੈਨਸ਼ਨ/ਵਿੱਤੀ ਸਹਾਇਤਾ ਆਪ ਵੱਲੋਂ ਅਰਜੀ ਫਾਰਮ ਵਿਚ ਦਿੱਤੀ ਸੂਚਨਾ ਦੇ ਆਧਾਰ ਤੇ ਮੰਨਜੂਰ ਕੀਤੀ ਗਈ ਹੈ। ਫਾਰਮ ਵਿਚ ਦਿੱਤੀ ਸੂਚਨਾ ਕਿਸੇ ਸਮੇਂ ਵੀ ਗਲਤ ਪਾਏ ਜਾਣ ਤੇ ਨਾ ਕੇਵਲ ਆਪ ਨੂੰ ਕੀਤੀ ਅਦਾਇਗੀ ਦੀ ਵਜੂਦਗੀ ਸਮੇਤ ਵਿਆਜ ਕੀਤੀ ਜਾਵੇਗੀ ਸ਼ਲਾਕਿ ਗਲਤ ਸੂਚਨਾ ਦੇ ਕੇ ਲਾਭ ਲੈਣ ਲਈ ਆਪ ਖਿਲਾਫ ਕਾਨੂੰਨੀ ਕਾਰਵਾਈ ਵੀ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।

This Pension/ Financial Assistance has been approved based on the information provided by you in the application form. In the situation of any discrepancy found in the information provided in the application form all the payments made to you would be recovered with interest and legal action can be taken against for taking benefit by providing wrong information.

ਨੋਟ:- ਕੋਈ ਅਲਗ ਤੋਂ ਆਈ.ਡੀ ਕਾਰਡ ਜਾਰੀ ਨਹੀਂ ਹੋਵੇਗਾ ਕਿਰਪਾ ਕਰਕੇ ਰਿਕਾਰਡ ਵਜੋਂ ਇਸ ਪੱਤਰ ਨੂੰ ਸੰਭਾਲ ਕੇ ਰੱਖੋ।
 Note: - No Separate ID card will be issued. You are requested to keep this sanction letter for your record.

Date of Sanction: 07 Aug 2015

Signature of the Issuing Authority

Digitally Signed by: Harmesh Singh

Designation: District Social Security Officer

Date: 07 Aug 2015

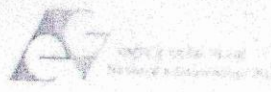
Location: Shahid Bhagat Singh Nagar

(Stamp and Signature of Issuing Authority)

Handwritten signature of Harmesh Singh
Suwidha Operator

Disclaimer - "This is a digitally Signed Certificate and does not require hand written signatures. The responsibility of verification of this document, before accepting the same for any legal purpose, would rest with the Institution or Organization or Company or any other entity where this document is produced."

The contents of this document could be verified using the document serial number at the following web link
<http://edistrict.punjabgovt.gov.in/EDA>



Identity Card/Disability Certificate

APPENDIX-III (अतिरिक्त-III)
अपंग विअकतीअं लਈ परिचारा पत्र



State Code, Name of the District, Disability Code, Identity Card No.
For example, UP, Dehradun, MR, T55)
राज कोड, जिले का नाम, अपंगता कोड, परिचारा पत्र नंबर

DATE OF ISSUE (जारी करन की तिथि):

VALID UP TO (कैसे तक जाइस है):

(only for children below 18 years of age)

(सिर्फ 18 साल के बच्चे के लिए)

Name (नाम) Sex (लिंग)

Date of Birth (जनम तिथि)

Nature of Disability (अपंगता की विधि)

(Signature/Thumb impression of card holder) (Name & Signature of Issuing Authority)
(परिचारा पत्र धारक के हस्ताक्षर/अंगुठि का निशान) (जारी करन वाले अधिकारी का नाम अਤੇ हस्ताक्षर)

BACK PAGE OF ID CARD (परिचारा पत्र का पिछला पन्ना)

Blood Group (खून का समूह): Tele. No. (टेलीफोन नंबर):

Identification Marks (परिचारा चिह्न):

Address (पता):

INSTRUCTIONS (हदाइत)

The holder of the Identity Card for person with disabilities is eligible to claim concessions/benefits provided by Central Government, State Government, Statutory Bodies and Other local authorities in accordance with the Act/Rules/instructions issued by these authorities from time to time.

इस परिचारा पत्र वाले अपंग विअकती नुं केंद्र सरकार, राज सरकार अते हरे सथांनिक अधिकारीअं वॉले सभे से सभे जारी कीतीअं गयीअं कानून/हदाइत अनुसार दितीअं जात वालीअं छुटा/लाभ लेत के हकदार हतगे ।

Whoever, fraudulently avails or attempts to avail, any benefit meant for persons with disabilities, shall be punishable with imprisonment for a term which may extend to two years or with fine which may extend to twenty thousand rupees or with both.

सिहता विअकती अपंग विअकतीअं नुं मिलत वालीअं सहूलतां का हक नाल वाइदा लेत की कसिस करदा है । इसनुं के साल तक की सजा जा वीर हजारा तक का जुमाना जा केवे हो सकदे हन ।

Simplified Proforma for Services under Punjab RTS Act (99)photo of
applicant**Part -1**

1	Name of the Service	Senior Citizen's I. Card of Punjab
2	Name of Department/Service Provider (Pre-filled into the system)	Social Security

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service**

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Age of beneficiary	

Documents Required**Submitted Tick (√) /****Yes**

1	Residence Proof - Ration Card/ Voter Card/ Passport (any one)	
2	Date of Birth Proof – Voter Card/ Birth Certificate	
3	Two photographs of beneficiary (Not more than 3 months old)	

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

SELF DECLARATION

I _____ son/wife of Sh. _____ solemnly affirm and declare that I am resident of (complete address) _____ and domicile of Punjab State. If any fact/information given by me is found false and wrong I will be held responsible for the same.

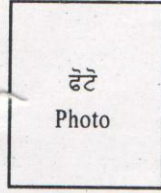
It is verified that my above statement is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent

CERTIFICATE

This is to certify that I have read/got read the information given above as well as in the application form and found correct to my knowledge. If any fact/information is found false or wrong, I shall be punishable as per law.

Concerned Municipal Councillor/
Sarpanch
(Seal and date)



ਨੰ: _____ ਜਾਰੀ ਕਰਨ ਦੀ ਮਿਤੀ _____
No. _____ Date of issue _____

ਕਾਰਡ ਪ੍ਰਾਪਤ ਕਰਤਾ ਦੇ
ਹਸਤਾਖਰ/ਅੰਗੂਠਾ ਨਿਸ਼ਾਨ
Signature of the Card
holder/Thumb Impression

ਨਾਮ
Name : _____
ਪਿਤਾ/ਪਤੀ ਦਾ ਨਾਮ
Father/Husband : _____
ਉਮਰ
Age : _____
ਉਚਾਈ (ਕੱਦ)
Height : _____
ਪਤਾ
Address : _____
ਦਿਸਣ ਵਾਲਾ ਸਨਾਖਤੀ ਨਿਸ਼ਾਨ
Visible Distinguishing
Marks : _____

ਜਾਰੀ ਕਰਤਾ ਅਧਿਕਾਰੀ
Issuing Authority

ਕਾਰਡ ਪ੍ਰਾਪਤ ਕਰਤਾ ਨੂੰ ਮਿਲਣ ਵਾਲੀਆਂ ਸਹੂਲਤਾਂ।
Concessions admissible to the card holder.

- ੳ ਪੰਜਾਬ ਰੋਡਵੇਜ਼/ਪੀ.ਆਰ.ਟੀ.ਸੀ. ਦੀਆਂ ਬੱਸਾਂ ਵਿੱਚ ਤਿੰਨ ਸੀਟਾਂ ਪ੍ਰਤੀ ਬੱਸ ਰਾਖਵੀਆਂ ਰੱਖਣਾ।
A Three seats per bus will be reserved in Punjab Roadways/P.R.T.C. buses.
ਅ ਹਸਪਤਾਲਾਂ, ਡਿਸਪੈਂਸਰੀਆਂ, ਬੱਸ ਅੱਡਿਆਂ, ਲਾਇਬਰੇਰੀਆਂ ਵਿੱਚ ਵੱਖਰੀਆਂ ਲਾਈਨਾਂ ਤਾਂ ਜੋ ਸੀ. ਨਾਗਰਿਕਾਂ ਨੂੰ ਕਈ-2 ਘੰਟੇ ਉਡੀਕ ਨਾ ਕਰਨੀ ਪਵੇ।
B Separate ques for Sr. Citizen in all the O.P.D's in Civil Hospitals, Dispensaries, Bus Stands, Libraries, to avoid standing for long hours.
ੲ ਸੀ. ਨਾਗਰਿਕਾਂ ਲਈ ਬਿਜਲੀ/ਪਾਣੀ ਆਦਿ ਦੇ ਬਿਲਾਂ ਦੀ ਅਦਾਇਗੀ ਲਈ ਵੱਖਰੀਆਂ ਲਾਈਨਾਂ।
C Separate ques for Sr. Citizen for payment of Electricity/Water bills etc.
ਸ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਸੀ. ਨਾਗਰਿਕਾਂ ਨੂੰ ਸਮੇਂ-ਸਮੇਂ ਤੇ ਦਿੱਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਹੋਰ ਸਹੂਲਤਾਂ।
D Any other benefits extending to Sr. Citizen by the Punjab Government from time to time.

PGP, Mohali/6502/12-08

ਪੰਜਾਬ ਸਰਕਾਰ

ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਵਿਭਾਗ

GOVERNMENT OF PUNJAB
Social Security Deptt.



ਸੀਨੀਅਰ ਨਾਗਰਿਕ ਲਈ ਸਨਾਖਤੀ ਕਾਰਡ
Identity Card for Senior Citizen

ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਅਤੇ ਇਸਤਰੀ ਤੇ ਬਾਲ ਵਿਕਾਸ ਵਿਭਾਗ, ਪੰਜਾਬ
Department of Social Security and Development of Women and Children, Punjab



ਬੁਢਾਪਾ ਪੈਸ਼ਨ ਮੰਜੂਰੀ ਪੱਤਰ ਅਤੇ ਆਈ ਡੀ ਕਾਰਡ
Old Age Pension Sanction Letter cum Identity Card

Document Sr. No : 339336

Handwritten signature and date 11/9/15

O.A.P.



ਦਫਤਰ ਬਾਲ ਵਿਕਾਸ ਪ੍ਰੋਜੈਕਟ ਅਫਸਰ / Office of CDPO

ਬਲਾਕ / Block: ਸੀ.ਡੀ.ਪੀ.ਓ ਨਵਾਂਸ਼ਹਿਰ / CDPO Nawanshahr

ਜਿਲਾ / District: ਸ਼ਹੀਦ ਭਗਤ ਸਿੰਘ ਨਗਰ / Shahid Bhagat Singh Nagar

ਵੱਲ / To,

ਗੁਰਮੀਤ ਕੌਰ / Gurmeet Kaur W/o. ਜੁਗਿੰਦਰ ਸਿੰਘ / JUGINDER SINGH

ਮੁਜੱਦਰਪੁਰ, ਨਵਾਂਸ਼ਹਿਰ, (ਸ਼ਹੀਦ ਭਗਤ ਸਿੰਘ ਨਗਰ), ਪੰਜਾਬ / MUZAFFAR PUR, Nawanshahr, (Shahid Bhagat Singh Nagar), Punjab



ਵਿਸ਼ਾ / Subject: ਬੁਢਾਪਾ ਪੈਨਸ਼ਨ ਮੰਨਜ਼ੂਰ ਕਰਨ ਬਾਰੇ / Old Age Pension approval related.

ਆਪ ਦਾ ਪੈਨਸ਼ਨ ਫਾਰਮ, ਜੋ ਇਸ ਦਫਤਰ ਵਿਚ ਨੰਬਰ 332816 ਮਿਤੀ 29 Jul 2015 ਤੇ ਦਰਜ ਹੈ, ਦੇ ਹਵਾਲੇ ਵਿਚ ਆਪ ਨੂੰ ਮਿਤੀ 24 Aug 2015 ਨੂੰ ਪੈਨਸ਼ਨ/ ਵਿੱਤੀ ਸਹਾਇਤਾ ਮੰਨਜ਼ੂਰ ਕੀਤੀ ਗਈ ਹੈ, ਜਿਸ ਦਾ ਪੀ.ਐਲ.ਏ. ਨੰਬਰ SBS/2015/R/OAP/0005942 ਹੈ, ਬੁਢਾਪਾ ਪੈਨਸ਼ਨ ਦੀ ਅਦਾਇਗੀ ਆਪ ਨੂੰ ਮਿਤੀ 01 Oct 2015 ਤੋਂ ਸ਼ੁਰੂ ਹੋਵੇਗੀ। ਇਹ ਵਿੱਤੀ ਸਹਾਇਤਾ ਤੁਹਾਡੇ ਵਲੋਂ ਦਿੱਤੀ ਸੂਚਨਾ ਦੇ ਅਧਾਰ ਤੇ ਖਾਤਾ ਨੰਬਰ NA, ਬੈਂਕ ਦਾ ਨਾਂ NA, ਬ੍ਰਾਂਚ NA, ਬ੍ਰਾਂਚ ਕੋਡ NA ਵਿੱਚ ਜਮਾਂ ਹੋ ਜਾਵੇਗੀ।

As per your Pension Form which was submitted in this Department with No. 332816 dated 29 Jul 2015, your application is approved with PLA No. SBS/2015/R/OAP/0005942. Financial assistance is approved for you on 24 Aug 2015 and will start from 01 Oct 2015. This final assistance will be credited in your Bank Account no NA of Bank Name NA, Branch NA, Branch Code NA as per details furnished by you.

ਇਹ ਪੈਨਸ਼ਨ/ਵਿੱਤੀ ਸਹਾਇਤਾ ਆਪ ਵੱਲੋਂ ਅਰਜੀ ਫਾਰਮ ਵਿਚ ਦਿੱਤੀ ਸੂਚਨਾ ਦੇ ਅਧਾਰ ਤੇ ਮੰਨਜ਼ੂਰ ਕੀਤੀ ਗਈ ਹੈ। ਫਾਰਮ ਵਿਚ ਦਿੱਤੀ ਸੂਚਨਾ ਕਿਸੇ ਸਮੇਂ ਵੀ ਗਲਤ ਪਾਏ ਜਾਣ ਤੇ ਨਾ ਕੇਵਲ ਆਪ ਨੂੰ ਕੀਤੀ ਅਦਾਇਗੀ ਦੀ ਵਸੂਲੀ ਸੰਮੇਤ ਵਿਆਜ ਕੀਤੀ ਜਾਵੇਗੀ, ਬਲਕਿ ਗਲਤ ਸੂਚਨਾ ਦੇ ਕੇ ਲਾਭ ਲੈਣ ਲਈ ਆਪ ਖਿਲਾਫ ਕਾਨੂੰਨੀ ਕਾਰਵਾਈ ਵੀ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।

This Pension/ Financial Assistance has been approved based on the information provided by you in the application form. In the situation of any discrepancy found in the information provided in the application form all the payments made to you would be recovered with interest and legal action can be taken against for taking benefit by providing wrong information.

ਨੋਟ:- ਕੋਈ ਅਲਗ ਤੋਂ ਆਈ.ਡੀ ਕਾਰਡ ਜਾਰੀ ਨਹੀਂ ਹੋਵੇਗਾ ਕਿਰਪਾ ਕਰਕੇ ਰਿਕਾਰਡ ਵਜੋਂ ਇਸ ਪੱਤਰ ਨੂੰ ਸੰਭਾਲ ਕੇ ਰੱਖੋ।

Note: - No Separate ID card will be issued. You are requested to keep this sanction letter for your record.

Date Of Sanction : 24 Aug 2015

Signature of the Issuing Authority:

Signed By Me

Digitally Signed by : Harmesh Singh

Handwritten signature of Suwidha Operator

Designation : District Social Security Officer

(Stamp and Sign of Issuing Authority)

Date : 24 Aug 2015

Location : Shahid Bhagat Singh Nagar

Disclaimer -

"This is a digitally Signed Certificate and does not require hand written signatures. The responsibility of verification of this document, before accepting the same for any legal purpose, would rest with the Institution or Organization or Company or any other entity where this document is produced."

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ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਯੋਜਨਾ
Social e-Governance Plan

Public services closer home

**SIMPLIFICATIONS OF PROFORMA: DEPARTMENT OF
WELFARE OF SCS AND BCS**

6. DEPARTMENT OF WELFARE OF SCs/BCs

Application No

Simplified Proforma for Services under Punjab RTS Act (105)

Part-1

1.	Name of Service	Issue of Scheduled Caste (SC) Certificate
2.	Name of Department/ Service Provider (Pre-filled into the system)	Welfare of Scheduled Castes and Backward Classes, Punjab

Part-2

Personal Details

1.	Name of Applicant	
2.	Husband/Father's/Mother's Name	
3.	Permanent Address	
4.	Correspondence Address with Mobile Number/ e-mail	
5.	Aadhaar Card No. (Attach copy)	

Part-3

Information/documents required specific to the service

Information

1.	Name of beneficiary, if not applicant (Aadhar No. of beneficiary, attach copy)	
2.	Relation with applicant	
3.	Religion (mandatory)	
4.	Whether caste certificate has been issued to father. If yes, Attach copy.	
5.	State of origin (Attach copy)	

Documents required

submitted Tick ()/Yes

1.	Prescribed application form with Report from Sarpanch /M.C./Nambardar Patwari concerned.	
2.	Self – declaration by the applicant regarding caste by birth	
3.	Attested copy of caste certificate of father	
4.	Attested copy of State of origin	

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Office of the Tehsildar, Teh. GURDASPUR, GURDASPUR (Punjab)
Certificate of Scheduled Caste

Sr.No. 683155



75424

Certified that Shri KUMARI REKHA / ਕੁਮਾਰੀ ਰੇਖਾ
S/o Shri. BACHAN SINGH / ਬਚਨ ਸਿੰਘ of DEV NAGAR COLONY,
TIBRI ROAD VILL GHURALA
Village / Town GHURALA (GSP) / ਘੁਰਾਲਾ of
District / Division GURDASPUR / ਗੁਰਦਾਸਪੁਰ

State of Punjab belongs to RAMDASIA / ਰਾਮਦਾਸੀਆ Caste which has been recognized
as Scheduled Caste as per "The Constitution (Scheduled Castes). Order 1950".
Shri KUMARI REKHA / ਕੁਮਾਰੀ ਰੇਖਾ and his family lives in village / town GHURALA (GSP) /
ਘੁਰਾਲਾ of District/Division ਗੁਰਦਾਸਪੁਰ /GURDASPUR of Punjab State.

Date Of Issuance : 22/2
3-9-2015

Signature of the Approving Authority:

TEHSILDAR
GURDASPUR
Designation : Tehsildar

Simplified Proforma for Services under Punjab RTS Act (111)

Part-1

1.	Name of Service	Shagun Scheme
2.	Name of Department (Pre-filled into the system)	Welfare of Scheduled Castes and Backward Classes, Punjab

Part-2**Personal Details**

1.	Name of Applicant	
2.	Husband/Father's/Mother's Name	
3.	Permanent Address	
4.	Correspondence Address	
5.	Correspondence Phone No.	
6.	Correspondence e-mail	
7.	Aadhaar Card No. (Attach copy)	

Part-3**Information/documents required specific to the service**

1	Name of girl beneficiary, if not applicant (Aadhaar No. of beneficiary attach copy)	
2	Relationship with applicant	
3	Category	
4	Occupation of applicant	
5.	Date of birth of girl beneficiary	
6.	Date of marriage	
7.	Total annual income	
8.	If benefit under this scheme is take before, then name of Girl beneficiary and date of marriage	
9.	In case of divorcee or widow, date of previous marriage and Name/Address of husband.	
10.	Particulars of bridegroom (name father's name and address)	

Bank Details of applicant

1.	Account No.	
2.	Name of Bank	
3.	Baranch Address	
4.	IFSC Code	

Documents required**Submitted Tick (✓) YES**

1.	Income proof : BPL Card/Self Declaration in given proforma duly attested by Sarpanch/Nambardaar/concerned Ward Councillor	
2.	Attestation declaration by Sarpanch/Nambardaar/concerned Ward Councillor (in self declaration)	
3.	Proof of age (Birth certificate, Voter ID).	
4.	Marriage certificate/card from bridegroom	
5.	Copy of bank passbook	

Signature of Applicant**Acknowledgement Receipt**

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

SELF DECLARATION

I _____ son/wife of Sh. _____ solemnly affirm and declare that I am resident of (complete address) _____ and domicile of Punjab State. I belong to _____ caste which has been declared as Scheduled Castes/Backward Classes by the Punjab Govt. Marriage of my daughter Miss _____ has been fixed for _____. I am a holder of Blue Card/BPLCard No. _____. My family annual income from all sources is Rs. _____. If any fact/information given by me is found false and wrong I will be held responsible for the same and I will also liable to re-pay the financial assistance received under Shagun Scheme, with interest.

It is verified that my above statement is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent

CERTIFICATE

This is to certify that I have read/got read the information given above as well as in the application form and found correct to my knowledge. The applicant fulfils all the conditions of Shagun Scheme. If any fact/information is found false or wrong, I will get re-pay the financial assistance received by the beneficiary under Shagun Scheme, with interest.

Sarpanch/Nambardaar/concerned Ward
Councillor.

① CS-10

**DIRECTORATE WELFARE OF SCHEDULED CASTES AND BACKWARD
CLASSES PUNJAB, SCO NO. 128 129, SECTOR 34-A, CHANDIGARH**

To


The Chief Manager,
ICICI Bank,
Sector 34-A, Chandigarh

Memo No A-9/ 17129
Dated Chandigarh: 11/8/15

**Subject: REGARDING PAYMENT TO BENEFICIARIES THROUGH ON-LINE
SYSTEM MANAGEMENT (B.C.)**

It is stated that Saving Bank Account No. **134101000265** of this department is maintained with your bank A list of **310 beneficiaries** for the month of **July, 2015** of **Districts as per detail given below** alongwith Bank Account Number and IFSC Code of beneficiaries is enclosed herewith. You are requested to transfer **Rs.15,000/-** each to their bank account through On-Line System Management and debiting the account No. **134101000265** for **Rs.46,50,000/- (Rs. Forty Six Lac Fifty Thousand only)**. List of successful transactions and rejected transactions may be sent to this office in soft and hard copy with-in two days positively.

Sr. No.	Name of District	No. of Beneficiary	Net Amount
1	Amritsar	54	8,10,000
2	Bathinda	13	1,95,000
3	Barnala	08	1,20,000
4	Fazilka	64	9,60,000
5	Jalandhar	18	2,70,000
6	Kapurthala	10	1,50,000
7	Ludhiana	21	3,15,000
8	Moga	95	7,6,000
9	Muktsar	18	2,70,000
10	Mansa	32	4,80,000
11	Tarnataran	67	10,05,000
	Total	310	46,50,000


Deputy Controller (F&A)


Endst. No A-9/ 17130-144

Dated Chandigarh: 11-8-15

A copy of the above is forwarded to the following for information and necessary action please:-

- 1 Deputy Director (P), Head Office Chandigarh with reference letter No A-16/17044 dated 11-08-2015.
- 2 District Welfare Officer, Amritsar, Bathinda, Barnala, Fazilka, Jalandhar, Kapurthala, Ludhiana, Moga, Muktsar, Mansa, Tarnataran.

Sekhar
13/Aug/15


Deputy Controller (F&A)

SIMPLIFICATIONS OF PROFORMA: DEPARTMENT OF PERSONNEL

PROFORMA

7. DEPARTMENT OF PERSONNEL

Application No

Simplified Proforma for Services under Punjab RTS Act (52)**Part -1**

1	Name of Service	Residence - domicile
2	Name of Department/ Service Provider (Pre-filled into the system)	Personnel/ Tehsildar

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	

Documents Required

Submitted Tick (√) /

Yes

1	Self-declaration	
2	Verification by Sarpanch/Nambardar/MC	
3	Report by Patwari	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Simplified Proforma for Services under Punjab RTS Act (52)**Part -1**

1	Name of Service	Residence - by birth
2	Name of Department/ Service Provider (Pre-filled into the system)	Personnel/ Tehsildar

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Place of birth of beneficiary	

Documents Required

Submitted Tick (√) /

Yes

1	Birth certificate of beneficiary.	
---	-----------------------------------	--

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant**Acknowledgement Receipt**

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

(12)

'B'

Self-declaration regarding Residence Certificate

I,------(Name),
resident of------(Full Address),
am father/mother/guardian of Sh./Smt/Ms-----
and declare as under :-

- (1) That I am a Citizen of India.
- (2) Neither the declarant nor the child/ward of the declarant have availed of the benefit of residence certificate in any other State.

Date : _____ Signature-----
Place : _____ Name of the declarant-----
Full Address-----

Verification

Verified that the contents of the above declaration are true and correct to the best of my knowledge and belief and nothing has been concealed therein. I am aware of the fact that if the information provided by me is proved to be false, I will be liable for punishment prescribed under law.

Date : _____ Signature-----
Place : _____ Name-----

‘C’

Verification Regarding Residence Certificate

It is certified that Sh./Smt/Ms-----
son/daughter of Sh./Smt-----,
resident of-----Village/Mohalla/City/Ward No-----
-----Tehsil-----District-----,
/his/her father/mother is personally known to me. He/she/his/her father/mother is a
permanent resident of this place and has/have been living at the above-mentioned
place for-----years.

It is recommended that Residence Certificate of the State of Punjab
may be issued to Sh./Smt/Miss-----
son/daughter of Sh./Smt----- (Father's/Mother's name).

Date : Signature(Nambardar/Sarpanch/M.C.)-----
Place : Name-----

Patwari's Report

I have read the verification done by the Nambardar/Sarpanch/M.C., in
which he/she has recommended issuance of Residence Certificate of the State of
Punjab in the name Sh./Smt/Miss----- (Name)
son/daughter of Sh./Smt ----- (Name of mother/father) and
I agree/don't agree with the facts mentioned in the verification (in case the Patwari
does not agree, with the verification of the Nambardar/Sarpanch/M.C, a detailed
report be given by the Patwari).

Or

As per the Revenue record, the applicant/his/her parents hold
immovable property of-----Acres
in-----Village/City in the State of Punjab.

Date : Signature-----
Place : Patwari's Name-----
Name of the Patwar Circle-----

16

'D'

Office of Tehsildar-----

Residence Certificate

Certified that Sh/Smt/Ms-----,
S/o/ D/o/W/o Sh-----,
resident of-----, Tehsil----- District-----
has been resident in the State of Punjab for at least five years.

No.

Tehsildar

Date :

18

'E'

Office of Tehsildar-----

Residence Certificate

Certified that Sh/Smt/Miss-----,
S/o/ D/o/W/o Sh-----,
resident of-----, Tehsil----- District-----,
was born in the State of Punjab as per Birth Certificate.

No.

Date :

Tehsildar

200

'F'

Office of Tehsildar-----

Residence Certificate

Certified that Sh/Smt/Ms-----,
S/o/ D/o/W/o Sh-----,
resident of-----, Tehsil-----District-----
holds immovable property in the State of Punjab.

No.

Date :

Tehsildar

**SIMPLIFICATIONS OF PROFORMA:
DEPARTMENT OF INDUSTRY**

8. DEPARTMENT OF INDUSTRY

Application No

Simplified Proforma for Services under Punjab RTS Act (168)

Part-1

1.	Name of the Service	Sanction of Water Supply Connection
2.	Name of Department (Pre-filled into the system)	Punjab Small Industries & Export Corporation Limited (PSIEC)

Part-2

1.	Name of Applicant	
2	Husband/Father's/Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attached copy)	

Part-3

Information/Documents required specific to the Service

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	i) Whether a new connection or revival of old connection?	New / Old Connection
	ii) If revival of old connection, reason for disconnection	
	iii) Reference of old connection and date of disconnection	
4	Purpose of Connection (Please Tick (✓))	Construction / Industrial / Residential
5	Property Details:	

	i) Industrial Plot No./ SCO No. /Booth No. /Residential Plot No/ Others (Please specify/	
	ii) Plot Size	
	iii) IFP	

Documents Required

Submitted Tick (√)/Yes

1	Self declaration in attached format	
2	Copy of allotment letter/transfer letter	
3	Copy of possession letter	
4	Copy of Building Plan Approval letter from Punjab Small Industries & Export Corporation Limited (from Local Authorities in case of non industrial plots)	
5	Approved building plan	
6	Certificate from Licenced Plumber	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Note : This performa will be final subject to the approval of worthy M.D, PSIEC.

Application/Self Declaration form for Water Connection

I/We.....S/O..... resident of
..... do hereby solemnly affirm and declare as under:-

1. That I/We have been allotted Industrial Plot No. measuring at by PSIEC vide allotment letter No. dated
2. That I/We am applying for water connection for construction/non construction purpose.
3. That I/We will construct Sq. ft. area of above said plot within one year as mentioned in the plan.
4. That the water connection shall be for one year and I will apply for regular water connection after the expiry of one year or after the completion of construction whichever is earlier.
5. That I/We am ready to pay the penalty as charged by PSIEC if the water is used for the purpose other than the construction or the construction is made more than area mentioned above.
6. That I/We agree to act in respect of the said supply in conformity with the bye-laws and regulations made by the Managing Director, PSIEC, Chandigarh and also with such amended bye-laws and regulations as may be made from time to time.
7. That the work for the water connection from the service pipe upto the premises including the fixing of water meter along with the service box, making ferrule etc. will be got done by me/us but under the supervision of PSIEC.
8. I/We agree to deposit with the Sub-Divisional Engineer, PSIEC Ltd., a sum of Rs. _____, as security (The amount prescribed for different size ferrule connections as given on Page No. 3. Amount shall be kept intact and no money from this amount shall be returned until the connection is closed by the PSIEC. In case of non-payment of water charges regularly by the Factory Owners, the said amount will be adjusted against his security and the connection will be disconnected immediately).
9. I/We agree to arrange and use water meter from my/our sources and the same shall conform to ISI specifications.
10. I/We will pay the charges for Road Repair per sq. feet as per the actual Road cutting involved at the site. The amount will be deposited along with the security before its execution.

DEPONENT

VERIFICATION:

Verified that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein and no part thereof.

DEPONENT

CERTIFICATE FOR LICENCED PLUMBER.

Premises no.situated in.....size of Ferrule.....

I/WeLicensed Plumbers have agreed to carry out the plumbing work on lthe above.

Name of Plumber.....Signature of Licensed Plumber.

License no.....

Detail of Ferrule Connections

1. One kanal to One Acre - $\frac{1}{2}$ " 1/d
2. Above up to three Acres - $\frac{3}{4}$ " 1/d
3. Above up to five Acres - 1" 1/d

Detail of Charges

Sr no	Size of Ferrule	Service Charges	Water Meter Testing Charges	Security	Connection Charges
1.	For $\frac{1}{2}$ " 1/d	Rs. 150	Rs. 30/-	Rs. 300/-	Rs. 1000/-
2.	For $\frac{3}{4}$ " 1/d	Rs. 150	Rs. 40/-	Rs. 600/-	Rs. 1000/-
3.	For 1" 1/d	Rs. 150	Rs. 50/-	Rs. 1200/-	Rs. 1000/-
4.	For 2" 1/d	Rs. 150	Rs. 60/-	Rs. 2400/-	Rs. 1000/-
5.	For 3" 1/d	Rs. 150	Rs. 70/-	Rs. 3600/-	Rs. 1000/-
6.	For construction purpose	i) Rs. 2.50 per sq.ft. for RCC structure type construction. ii) Rs. 1.50 per sq.ft for sheds.			

Signature of Applicant and Owner /or

his recognized Agent of the premises.

Simplified Proforma for Services under Punjab RTS Act (168)**Part-1**

1.	Name of the Service	Sanction of Sewerage Connection
2.	Name of Department (Pre-filled into the system)	Punjab Small Industries & Export Corporation Limited

Part-2

1.	Name of Applicant	
2	Husband/Father's/Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attached copy)	

Part-3**Information/Documents required specific to the Service**

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	i) Whether a new connection or revival of old connection?	New / Old Connection
	ii) If revival of old connection, reason for disconnection	
	iii) Reference of old connection and date of disconnection	
4	Property Details:	
	i) Industrial Plot No./ SCO No. /Booth No. /Residential Plot No/ Others (Please specify/	
	ii) Plot Size	
	iii) IFP	

Documents Required**Submitted Tick (√)/Yes**

1	Self declaration in attached format	
2	Copy of allotment letter/transfer letter	
3	Copy of possession letter	
4	Copy of Building Plan Approval letter from Punjab Small Industries & Export Corporation Limited (from Local Authorities in case of non industrial plots)	
5	Approved building plan	
6.	Certificate from Licenced Plumber (Performa attached)	
7	NOC from Punjab Pollution Control Board	
8	Certificate from Registered Architect (Performa attached)	
9	Copy of Regular water connection	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Note : This performa will be final subject to the approval of worthy M.D, PSIEC.

Application/Self Declaration form for sewerage Connection

I/We.....S/O..... resident of
..... do hereby solemnly affirm and declare as under:-

1. That I/We have been allotted Industrial Plot No. measuring at by PSIEC vide allotment letter No. dated
2. That I/We have applied for sewerage connection first time. I undertake not to misuse and said connection will be used only for toilet waste and I shall not discharge any Industrial influent into the sewerage connection.
3. That I/We hereby agree to abide by all the terms and conditions applicable as per notifications of Punjab Pollution Control Board from time to time.
4. That I/We declare that our unit is non polluting and is covered at Sr. no _____ of notification no _____ of Punjab Pollution Control Board.
5. That I/We have constructed the building over the said Plot as per the building bye-laws of the Corporation and that if any violation is required to be dismantled w.r.t. building bye-laws of the Corporation. I shall dismantle/remove the same as per the instructions of the PSIEC, as and when directed.
6. That I/We am ready to pay any penalty or compounding fee in case it is asked by PSIEC.
7. That I/We hereby accept and abide by all the terms and conditions as per the allotment letter of the said plot and will accept and abide by rules and Orders made or issued by Punjab Small industries & Export Corporation, Chandigarh from time to time.
8. That I/We have removed all the malba and construction material from roads/road berms and also removed the temporary construction made for the storage of construction material in PSIEC land.
9. That I/We have got my temporary water connection regularized

DEPONENT

VERIFICATION:

Verified that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein and no part thereof.

DEPONENT

CERTIFICATE OF LICENCED PLUMBER

This is to certify that the internal fittings of water and sanitary installations in the Industrial Residential plot no . _____ IFP Phase _____ has been done by me/under my supervision as per PWD Public Health specifications and according to the PSIEC Bye Laws and sanctioned plans.

Signature of licensed Plumber'

Full name and address.

Dated:-

License no. _____

CERTIFICATE OF ARCHITECT

This is to certify that we are supervising the construction of Factory/plot no. Phase ____ Industrial focal point _____ and the building on the above said plot has been constructed as per the IS codes/specifications and according to the building bye laws and sanctioned building plan _____ and the covered area of building is _____ sft.

Signature of Architect.

Dt.:

Full name and address.

Registration no,

SIGNATURE OF THE APPLICANT.

**PUNJAB SMALL INDUSTRY 7 EXPORT CORPORATION LIMITED,
CHANDIGARH**

INTER OFFICE MEMO

FROM

TO

Executive Engineer-I I

Sub Divisional Engineer-I)

Subject:- Sewer connection to plot no 86 IFP Naya Nangal.

On your recommendations, the approval to release the Main Sewer connection to plot no. R-86, IFP Naya Nangal, for toilet use only is hereby accorded subject to the condition that the allottee shall abide by the instructions of PPCB.

EXECUTIVE ENGINEER-II
[Handwritten signature]

No:PSIEC/EEII/ 85
Dated:- 27-4-15

Application No

Simplified Proforma for Services under Punjab RTS Act (169)

Part-1

1	Name of Service	Permission to Mortgage 1st Charge for
---	-----------------	---------------------------------------

		setting up /running unit
2	Name of Department/ Service Provider (Pre-filled into the system)	Punjab Small Industries & Export Corporation Limited

Part-2

1	Name of Applicant	
2	Husband/Father's /Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part-3

Information/Documents required specific to the service

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Industrial focal point	
4	Plot No.	

Documents Required

Submitted Tick (√) / Yes

1	Self declaration Form for obtaining permission to mortgage.	
2	Consent Letter of lease deed to concerned financial institution/bank against 1 st charge	
3	Self attested copy of latest No due certificate/Plot is fully paid. (Including enhanced land cost if any and payment of upto date extension fee or submission of proof of production issued by GM(DIC) as applicable).	
4	Request letter from concerned bank/financial institution addressed to PSIEC seeking permission to mortgage the plot as 1 st Charge and sending of lease deed to their institution alongwith following undertaking:- a. Lease deed under no circumstances would be handed over by bank / Financial Institution to the allottee. b. Bank would directly return the lease deed to PSIEC on liquidation of credit facilities or at any time temporarily as & when demanded by PSIEC.	
5	Indemnity Bond	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

Self Declaration

Permission to Mortgage Industrial Plot/Shed No._____,
Phase_____ **Focal Point/Growth Centre**_____.

I/we are the owner(s) of the plot/shed as mentioned above and wish to seek permission to mortgage the same in favor of _____ (Name of Bank). All the requisites documents are enclosed. It is further declared that I/we are legally empowered to mortgage the above said property, which is free from any mortgage. The plot is fully paid up and nothing is outstanding against the above plot. I/we shall abide by all other conditions imposed in the said permission along with the terms and conditions of allotment letter. It is further certified that neither there is any litigation pending in any court of law nor any injunction issued by any court of law restraining the transfer/sale/mortgagee of the said property. I/we do hereby certify that the above information is true and correct and nothing has been mis-stated or concealed therein.

It is requested that our original lease deed/supplementary lease deed may be sent to _____ (name of the bank with address) and necessary permission to mortgage of the aforesaid property may be given to me/us.

Date:_____

Signature _____

(Name & Address of Owner (s))

Service No. 169

(Consent to be given by the Bank/Financial Institution from which loan is being raised)

To

The Managing Director
PSIEC Ltd.
18, Himalya Marg
Udyog Bhawan
Sector 17-A
Chandigarh

Subject: Permission to Mortgage Industrial Plot/Shed No._____,
Phase_____ Focal Point/Growth Centre_____.

Sh./Smt./M/s_____ R/o
_____ has applied for loan
against plot/shed No._____ Phase_____, Focal Point/Growth
Centre _____ for availing credit facilities from
_____ (Name of Bank/Financer) . We have
agreed to sanction/release loan/credit facilities to the applicant for setting up/run
unit on the allotted plot only against 1st charge. You are requested to send the
original lease deed/supplementary lease deed to us and we hereby undertake as
under:

- a. Lease deed under no circumstances would be handed over by bank /
Financial Institution to the allottee.
- b. Bank would directly return lease deed to PSIEC on liquidation of credit
facilities or at any time temporarily as & when demanded by PSIEC.

(Authorized Signatory)
Name of the Bank/ Financial Institution

Service No. 169

(On non-judicial stamp papers of Rs.15/- to be attested from NOTARY PUBLIC)

INDEMNITY BOND

This indemnity bond is executed at _____ on this _____ day
of _____ by Sh./Smt. _____ S/o.D/o.W/o.
_____ Sh. _____ Aged _____ resident of

Whereas the executeant has submitted a copy of the PMT certificate No. _____/ letter
NO. _____ dated _____ issued by the GM, DIC, _____ showing the commencement of production on the Plot
No. _____ in phase _____ measuring _____ Sq.Yd., Focal
Point _____ allotted/ transferred in his/ her/ their favour by PSIEC vide letter
No. _____ dated _____

And whereas the PSIEC, Chandigarh has asked the executant to furnish indemnity bond confirming the
date of commencement of production shown in the PMT certificate submitted by him/ them.

Now this indemnity bond witnessth as under:-

1. That I/WE, am/are the allottee of Plot No. _____ Phase _____ Measuring
_____Sq. Yds. In the Industrial Focal Point _____ allotted to me by the
Punjab Small Industries & Export Corporation Ltd., Chandigarh vide allotment/transfer letter
No. _____ Dated _____
2. That as per clause No. _____ of the terms & Conditions of allotment, I/ we _____ was/ were
required to bring the unit under production on the allotted plot No. _____ Phase _____ Focal
point _____ after raising construction with in a period of _____ years from the date of
allotment and to submit the copy of PMT certificate duly issued and attested by General
Manager, Distt. Industries Centre _____ as a proof of having brought the unit into production on
the allotted plot failing which extension fee as per the terms of allotment/ decision taken by the
Govt./PSIEC from time to time and BODs of the PSIEC is leviable.
3. That I/ we have brought the unit into production on _____ after raising construction of factory
building on plot No. _____ IFP _____
4. That I/ we have been issued PMT certificate No. _____ dated _____ by the General Manager,
Distt. Industries Centre _____ evidencing the date of commencement of production on the plot
as _____.
5. That I have now submitted a photo copy of the above mentioned PMT certificate duly attested
by GM,DIC, _____ in the office of PSIEC.
6. That in case it is found that the date of commencement of production mentioned in the PMT or
any other particulars mentioned in the copy of the PMT are wrong/ false & PSIEC who is the
absolute owner of the property in question would suffer any financial loss on account of false/
wrong PMT certificate, the executant, his/their property, legal heirs and persons shall be liable to
make good the loss of any sort which may be sustained by the PSIEC at a later stage even after
the transfer of plot in favour of any other person(s)/ party.
7. That the legal heirs./successors of the deponent shall also be liable to make good the financial
loss, if any, suffered by the PSIEC due to submission of wrong & false documents depicting the
date of commencement of production .

EXECUTANT

Witness:

1. _____



Punjab Small Industries & Export Corporation Ltd.

(A State Government Undertaking)

Regd. Office: 18, Himalaya Marg, Udyog Bhawan, Sector 17A, Chandigarh-160 017

No. PSIEC/

Dated

Subject:- Original lease deed in respect of Plot No. _____
Phase _____ Focal Point _____

Dear Sir,

Please refer to your letter No. _____ dated _____ on the subject noted above.

As desired, the original lease deed duly registered (consisting of _____ leaves) in respect of Industrial Plot No. _____ Phase _____, Industrial Focal Point _____ executed in favor of Sh./Smt./ M/s _____ is sent herewith on the condition that you will return the same to this Corporation as and when demanded by us. The lease deed shall not be handed over to the lessee under any circumstances. Please note that the credit facility shall be extended to the allottee against mortgage of above Plot for setting up/running the Unit thereon only in their name.

Yours faithfully,

ESTATE OFFICER

cc:

Sh./Smt./M/s, _____

_____ He/She/They is/are allowed to mortgage the lessee rights of Plot No.

_____ Phase _____ Industrial Focal Point _____ with

_____ as first charge, for

obtaining financial assistance for setting up/running his /them units on the plot No _____ Phase

_____ Focal Point _____ subject to condition that second charge of the plot will

remain with this Corporation.

Simplified Proforma for Services under Punjab RTS Act (169)**Part-1**

1	Name of Service	Permission to Mortgage 1st Charge in favor of 3 rd party
2	Name of Department/ Service Provider (Pre-filled into the system)	Punjab Small Industries & Export Corporation Limited

Part-2

1	Name of Applicant	
2	Husband/Father's /Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part-3**Information/Documents required specific to the service**

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Industrial Focal Point	
4	Plot No.	

Documents Required**Submitted Tick (√) /Yes**

1	Self declaration Form for obtaining permission to mortgage and sending of lease deed to concerned financial institution/bank against 1 st charge in favour of 3 rd party/entity.	
2	An affidavit to pay any dues whatsoever becoming due in future on account of cost enhancement and other charges against the plot and the allottee has an interest in shape of being a proprietor/partner/shareholder of the 3 rd party or 3 rd party happens to be family member(s) of the allottee i.e. spouse, children, parents, brothers and sisters.	
3	Self attested copy of latest NDC (Plot is fully paid including enhanced land cost if any & Payment of upto date extension fee and lease deed stand executed).	
4	Request letter from concerned bank/financial institution addressed to PSIEC seeking permission to mortgage as 1 st Charge and sending of lease deed to their institution for availing credit facilities by _____. The bank is required to give following undertaking:- a. Lease deed under no circumstances would be handed over by bank / Financial Institution to the allottee. b. Bank would directly return the lease deed to PSIEC on liquidation of credit facilities or at any time temporarily as & when demanded by PSIEC.	
5	Indemnity Bond	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Self Declaration

**Permission to Mortgage in favour of 3rd party of Industrial Plot/Shed
No. _____, Phase _____ Focal Point/Growth
Centre _____.**

I/we are the owner(s) of the plot/shed as mentioned above and wish to seek permission to mortgage the same in favor of _____ (Name of Bank). All the requisites documents are enclosed. It is further declared that I/we are legally empowered to mortgage the above said property. The plot is fully paid up and nothing is outstanding against the above plot. I/we shall abide by all other conditions imposed in the said permission along with the terms and conditions of allotment letter. It is further certified that neither there is any litigation pending in any court of law nor any injunction issued by any court of law restraining the transfer/sale/mortgagee of the said property. I/we do hereby certify that the above information is true and correct and nothing has been mis-stated or concealed therein. It is certified that allottee has interest in the 3rd party i.e. M/s _____ being _____. A certificate to this effect is enclosed.

It is requested that our original lease deed/supplementary lease deed may be sent to _____ (name of the bank with address) and necessary permission to mortgage the aforesaid property in favour of M/s _____ as 3rd party /entity may be given.

Date: _____

Signature _____

(Name & Address of Owner (s))

Affidavit(From allottee) for obtaining 3rd party mortgage

(On Rs. 15/- Stamp Paper to be executed by allottee including all partners in case of Firm or authorized signatory Director in case of Company and attested by NOTRY PUBLIC).

I _____ S/o Sh. _____ aged ____ Resident of _____, Prop/Partner of M/s _____ do hereby solemnly affirm and declare as under:-

1. That industrial plot No____ Ph____ Focal Point, _____ was allotted to M/s _____ vide allotment letter No ____ Dt _____ on the terms and conditions contained therein.
2. That the deponent is a sole prop of the above said firm
OR

That the deponent is a prop /**partner**/Share holder in the above said firm holding ____% share in the partnership/company

3. That the upto date full dues against the above said plot have since been paid to PSIEC.
4. That Sh. _____ S/o Sh. _____ (Prop/partner/shareholder) of M/s _____ is a family member (s) i.e. _____ (spouse/son/daughter/brother/sister) of the deponent who intends to raise credit facilities from _____
OR

That the deponents are prop/partner/shareholder of M/s _____ and intend to raise credit facilities from _____

5. That the deponent undertakes to pay all the dues what so ever that may become recoverable in future on account of cost enhancement or otherwise in respect of plot No ____ Ph- Focal Point, _____
6. That in case the deponent fails to clear the dues within the stipulated period, the permission for mortgage of the said plot granted in favor of M/s _____ shall be deemed to have been withdrawal/cancelled/terminated for all intents and purposes without any further notice whatsoever and the corporation shall be free to proceed further against the deponent in accordance with law
Deponent

Verification

Verified that the above contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein and no part of it is false

Deponent

(Consent to be given by the Bank/Financial Institution from which loan is being raised in case of 3rd party mortgage)

To

The Managing Director,
PSIEC Ltd.
18, Himalya Marg
Udyog Bhawan
Sector 17-A, Chandigarh

Subject: Permission to Mortgage Industrial Plot/Shed No._____,
Phase_____ Focal Point/Growth Centre_____.

Sh./Smt./M/s_____ R/o
_____ has applied for loan
against plot/shed No._____ Phase_____, Focal Point/Growth
Centre _____ for availing credit facilities from
_____ (Name of Bank/Financer) in favour of M/s
_____ being 3rd party . We have agreed to sanction/release loan/credit
facilities to the applicant against 1st charge of above property. You are requested to
send the original lease deed/supplementary lease deed to us and we hereby
undertake as under:

- a. Lease deed under no circumstances would be handed over by bank /
Financial Institution to the allottee.
- b. Bank would directly return lease deed to PSIEC on liquidation of credit
facilities or at any time temporarily as & when demanded by PSIEC.

(Authorized Signatory)
Name of the Bank/ Financial Institution

(On non-judicial stamp papers of Rs.15/- to be attested from NOTARY PUBLIC)

INDEMNITY BOND

This indemnity bond is executed at _____ on this _____ day of _____ by Sh./Smt. _____ S/o.D/o.W/o. _____ Sh. _____ Aged _____ resident of _____

Whereas the executeant has submitted a copy of the PMT certificate No. _____/ letter NO. _____ dated _____ issued by the GM, DIC, _____ showing the commencement of production on the Plot No. _____ in phase _____ measuring _____ Sq.Yd., Focal Point _____ allotted/ transferred in his/ her/ their favour by PSIEC vide letter No. _____ dated _____

And whereas the PSIEC, Chandigarh has asked the executant to furnish indemnity bond confirming the date of commencement of production shown in the PMT certificate submitted by him/ them.

Now this indemnity bond witnessth as under:-

1. That I/WE, am/are the allottee of Plot No. _____ Phase _____ Measuring _____ Sq. Yds. In the Industrial Focal Point _____ allotted to me by the Punjab Small Industries & Export Corporation Ltd., Chandigarh vide allotment/transfer letter No. _____ Dated _____
2. That as per clause No. _____ of the terms & Conditions of allotment, I/ we _____ was/ were required to bring the unit under production on the allotted plot No. _____ Phase _____ Focal point _____ after raising construction with in a period of _____ years from the date of allotment and to submit the copy of PMT certificate duly issued and attested by General Manager, Distt. Industries Centre _____ as a proof of having brought the unit into production on the allotted plot failing which extension fee as per the terms of allotment/ decision taken by the Govt./PSIEC from time to time and BODs of the PSIEC is leviable.
3. That I/ we have brought the unit into production on _____ after raising construction of factory building on plot No. _____ IFP _____
4. That I/ we have been issued PMT certificate No. _____ dated _____ by the General Manager, Distt. Industries Centre _____ evidencing the date of commencement of production on the plot as _____.
5. That I have now submitted a photo copy of the above mentioned PMT certificate duly attested by GM, DIC, _____ in the office of PSIEC.
6. That in case it is found that the date of commencement of production mentioned in the PMT or any other particulars mentioned in the copy of the PMT are wrong/ false & PSIEC who is the absolute owner of the property in question would suffer any financial loss on account of false/ wrong PMT certificate, the executant, his/their property, legal heirs and persons shall be liable to make good the loss of any sort which may be sustained by the PSIEC at a later stage even after the transfer of plot in favour of any other person(s)/ party.
7. That the legal heirs./successors of the deponent shall also be liable to make good the financial loss, if any, suffered by the PSIEC due to submission of wrong & false documents depicting the date of commencement of production .

EXECUTANT

Witness:

1. _____



Punjab Small Industries & Export Corporation Ltd.

(A State Government Undertaking)

Regd. Office: 18, Himalaya Marg, Udyog Bhawan, Sector 17A, Chandigarh-160 017

No. PSIEC/

Dated

Subject:- Original lease deed in respect of Plot No. _____
Phase _____ Focal Point _____ (3rd party)

Dear Sir,

Please refer to your letter No. _____ dated _____ on
the subject noted above.

As desired, the original lease deed duly registered (consisting of _____
leaves) in respect of Industrial Plot No. _____ Phase _____, Industrial
Focal Point _____ executed in favor of Sh./Smt./
M/s _____ is sent herewith on
the condition that you will return the same to this Corporation as and when demanded by
us. The lease deed shall not be handed over to the lessee under any circumstances. The
permission for mortgage of above plot is granted for raising credit facilities by 3rd party i.e
_____ subject to the condition that 2nd charge of the plot
shall remain with PSIEC.

Yours faithfully,

ESTATE OFFICER

cc:

Sh./Smt./M/s, _____

_____ He/She/They is/are allowed to mortgage the lessee rights of Plot No.
_____ Phase _____ Industrial Focal Point _____ with
_____ as first charge, for
obtaining financial assistance by third party i.e _____ subject to condition
that second charge of the plot will remain with this Corporation.

Application No

Simplified Proforma for Services under Punjab RTS Act (169)

Part-1

1	Name of Service	Permission to Mortgage 1st Charge free hold plot
2	Name of Department/ Service Provider (Pre-filled into the system)	Punjab Small Industries & Export Corporation Limited

Part-2

1	Name of Applicant	
2	Husband/Father's /Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part-3

Information/Documents required specific to the service

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Industrial focal point	
4	Plot No.	

Documents Required

Submitted Tick (√) / Yes

1	Self declaration Form for obtaining permission to mortgage in favour of financial institution/bank against 1 st charge	
2	Self attested copy of latest NDC /Plot is fully paid including enhanced land cost if any & Payment of upto date extension fee.	
3	Permission to mortgage is allowed in favour of financial institution /bank to the allottee of Corporation for availing credit facilities for setting up/running unit on the allotted plot only.	
4	Request letter from concerned financial institution/bank addressed to PSIEC for obtaining permission to mortgage.	
5	Conveyance deed stands executed and got registered.	
6	Indemnity Bond	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

Self Declaration

Permission for NOC to Mortgage Industrial/residential Plot/Shed No. _____, Phase _____ Focal Point/Growth Centre _____.

I/we are the owner(s) of the plot/shed as mentioned above and wish to seek permission to mortgage the same in favor of _____ (Name of Bank). All the requisites documents are enclosed. It is further declared that I/we are legally empowered to mortgage the above said property, which is free from any mortgage. The plot is fully paid up and nothing is outstanding against the above plot. I/we shall abide by all other conditions imposed in the said permission along with the terms and conditions of allotment letter. It is further certified that neither there is any litigation pending in any court of law nor any injunction issued by any court of law restraining the transfer/sale/mortgagee of the said property. I/we do hereby certify that the above information is true and correct and nothing has been mis-stated or concealed therein.

It is requested that necessary permission for NOC to mortgage the aforesaid property may be given to me/us.

Date: _____

Signature _____

(Name & Address of Owner (s))

Service No. 169

(On non-judicial stamp papers of Rs.15/- to be attested from NOTARY PUBLIC)

INDEMNITY BOND

This indemnity bond is executed at _____ on this _____ day of _____ by Sh./Smt. _____ S/o.D/o.W/o. _____ Sh. _____ Aged _____ resident of _____

Whereas the executeant has submitted a copy of the PMT certificate No. _____/ letter NO. _____ dated _____ issued by the GM, DIC, _____ showing the commencement of production on the Plot No. _____ in phase _____ measuring _____ Sq.Yd., Focal Point _____ allotted/ transferred in his/ her/ their favour by PSIEC vide letter No. _____ dated _____

And whereas the PSIEC, Chandigarh has asked the executant to furnish indemnity bond confirming the date of commencement of production shown in the PMT certificate submitted by him/ them.

Now this indemnity bond witnessth as under:-

1. That I/WE, am/are the allottee of Plot No. _____ Phase _____ Measuring _____ Sq. Yds. In the Industrial Focal Point _____ allotted to me by the Punjab Small Industries & Export Corporation Ltd., Chandigarh vide allotment/transfer letter No. _____ Dated _____
2. That as per clause No. _____ of the terms & Conditions of allotment, I/ we _____ was/ were required to bring the unit under production on the allotted plot No. _____ Phase _____ Focal point _____ after raising construction with in a period of _____ years from the date of allotment and to submit the copy of PMT certificate duly issued and attested by General Manager, Distt. Industries Centre _____ as a proof of having brought the unit into production on the allotted plot failing which extension fee as per the terms of allotment/ decision taken by the Govt./PSIEC from time to time and BODs of the PSIEC is leviable.
3. That I/ we have brought the unit into production on _____ after raising construction of factory building on plot No. _____ IFP _____
4. That I/ we have been issued PMT certificate No. _____ dated _____ by the General Manager, Distt. Industries Centre _____ evidencing the date of commencement of production on the plot as _____.
5. That I have now submitted a photo copy of the above mentioned PMT certificate duly attested by GM,DIC, _____ in the office of PSIEC.
6. That in case it is found that the date of commencement of production mentioned in the PMT or any other particulars mentioned in the copy of the PMT are wrong/ false & PSIEC who is the absolute owner of the property in question would suffer any financial loss on account of false/ wrong PMT certificate, the executant, his/their property, legal heirs and persons shall be liable to make good the loss of any sort which may be sustained by the PSIEC at a later stage even after the transfer of plot in favour of any other person(s)/ party.
7. That the legal heirs./successors of the deponent shall also be liable to make good the financial loss, if any, suffered by the PSIEC due to submission of wrong & false documents depicting the date of commencement of production .

EXECUTANT

Witness:

1. _____

2. _____



Phones : 702301-05 PBX/700411
PUNJAB SMALL INDUSTRIES & EXPORT CORPORATION LIMITED
(A State Government Undertaking)
'UDYOG BHAWAN', 18-HIMALAYA MARG, SECTOR 17-A, CHANDIGARH

No. PSIEC/Estate/

_____.

SUBJECT:- N.O.C. FOR MORTGAGE OF PLOT/SHED _____
PHASE _____ FOCAL POINT _____.

Dear Sir,

Please refer to your letter dated _____ on the above
subject.

This Corporation has no objection in your mortgaging the above freehold allotted /
converted plot/shed in favour of _____ for securing
financial assistance for setting up/running your unit on the said plot only.

Yours faithfully,

ESTATE OFFICER

CC:

_____.

Simplified Proforma for Services under Punjab RTS Act (170)

Part-1

1	Name of Service	Permission for registration of Lease/Conveyance deed
2	Name of Department/ Service Provider (Pre-filled into the system)	Punjab Small Industries & Export Corporation Limited

Part-2

1	Name of Applicant	
2	Husband/Father's /Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part-3

Information/Documents required specific to the service

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Industrial Focal Point	
4	Plot No.	

Documents Required

Submitted Tick (√) / Yes

1	Self declaration form for registration of lease/conveyance deed duly typed on the prescribed format on non judicial stamp papers prescribed by the revenue authorities and self declaration regarding no mis-utilisation of plot exists.	
2	Proof of deposit of 30% down payment/upto date payment stand received in case of registration of lease deed and fully paid in case of conveyance deed including enhanced land cost if any and payment of upto date extension fee or submission of proof of production issued by GM(DIC) as applicable alongwith Indemnity bond as per prescribed format and lease deed stand executed	
3	Three copies of Lease/conveyance deed including one on stamp paper. The amount of the stamp duty would be as applicable on the date of execution of lease /conveyance deed prescribed by the office of concerned Sub Registrar. Non judicial stamp papers to be purchased in the name of PSIEC through allottee.	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Self Declaration

Registration of lease deed/conveyance deed of Industrial/residential Plot/Shed No._____, Phase_____ Focal Point/Growth Centre_____.

I/we are the owner(s) of the plot/shed as mentioned above and wish to seek registration of lease deed/conveyance deed. All the requisites documents are enclosed. It is further certified that neither there is any litigation pending in any court of law nor any injunction issued by any court of law restraining the transfer/sale/mortgagee of the said property and the allotment of plot is regular. I/we do hereby certify that the above information is true and correct and nothing has been mis-stated or concealed therein. All the requisite documents, as per checklist, are enclosed.

It is requested that lease deed/conveyance deed of above plot may be got executed and registered.

Date:_____

Signature _____

(Name & Address of Owner (s))

Enclosures

1. 3 sets of lease deed/conveyance deed
2. Self declaration

On non-judicial stamp papers of Rs.15/- to be attested from NOTARY PUBLIC)

INDEMNITY BOND

This indemnity bond is executed at _____ on this _____ day of _____ by Sh./Smt. _____ S/o.D/o.W/o. _____ Sh. _____ Aged _____ resident of _____

Whereas the executant has submitted a copy of the PMT certificate No. _____/ letter NO. _____ dated _____ issued by the GM, DIC, _____ showing the commencement of production on the Plot No. _____ in phase _____ measuring _____ Sq.Yd., Focal Point _____ allotted/ transferred in his/ her/ their favour by PSIEC vide letter No. _____ dated _____

And whereas the PSIEC, Chandigarh has asked the executant to furnish indemnity bond confirming the date of commencement of production shown in the PMT certificate submitted by him/ them.

Now this indemnity bond witnessth as under:-

1. That I/WE, am/are the allottee of Plot No. _____ Phase _____ Measuring _____ Sq. Yds. In the Industrial Focal Point _____ allotted to me by the Punjab Small Industries & Export Corporation Ltd., Chandigarh vide allotment/transfer letter No. _____ Dated _____
2. That as per clause No. _____ of the terms & Conditions of allotment, I/ we _____ was/ were required to bring the unit under production on the allotted plot No. _____ Phase _____ Focal point _____ after raising construction with in a period of _____ years from the date of allotment and to submit the copy of PMT certificate duly issued and attested by General Manager, Distt. Industries Centre _____ as a proof of having brought the unit into production on the allotted plot failing which extension fee as per the terms of allotment/ decision taken by the Govt./PSIEC from time to time and BODs of the PSIEC is leviable.
3. That I/ we have brought the unit into production on _____ after raising construction of factory building on plot No. _____ IFP _____
4. That I/ we have been issued PMT certificate No. _____ dated _____ by the General Manager, Distt. Industries Centre _____ evidencing the date of commencement of production on the plot as _____.
5. That I have now submitted a photo copy of the above mentioned PMT certificate duly attested by GM,DIC, _____ in the office of PSIEC.
6. That in case it is found that the date of commencement of production mentioned in the PMT or any other particulars mentioned in the copy of the PMT are wrong/ false & PSIEC who is the absolute owner of the property in question would suffer any financial loss on account of false/ wrong PMT certificate, the executant, his/their property, legal heirs and persons shall be liable to make good the loss of any sort which may be sustained by the PSIEC at a later stage even after the transfer of plot in favour of any other person(s)/ party.
7. That the legal heirs./successors of the deponent shall also be liable to make good the financial loss, if any, suffered by the PSIEC due to submission of wrong & false documents depicting the date of commencement of production .

EXECUTANT

Witness:

1. _____

Simplified Proforma for Services under Punjab RTS Act (171)**Part-1**

1	Name of Service	Permission to conversion from lease to free hold
2	Name of Department/ Service Provider (Pre-filled into the system)	Punjab Small Industries & Export Corporation Limited

Part-2

1	Name of Applicant	
2	Husband/Father's /Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part-3**Information/Documents required specific to the service**

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Industrial Focal Point	
4	Plot No.	

Documents Required**Submitted Tick (√) / Yes**

1	Self declaration form alongwith required conversion charges @ Rs. 20/- Per Sq.Yds. bank draft No._____ dt. _____ Amount Rs. _____ and Self declaration that no-mis-utilisation exist on plot	
2	Affidavit on the prescribed format	
3	Self attested copy of latest NDC /Proof of plot is fully paid	
4		
5		

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

Self Declaration

Permission for conversion of lease hold allotment into free hold in respect of industrial / residential Plot / Shed No. _____, Phase _____, Focal Point/Growth Centre _____.

I/we are the owner(s) of the plot/shed as mentioned above and wish to Convert the lease hold allotment into free hold. All the requisites documents are enclosed. Plot is free from any sort of encumbrance. It is further certified that neither there is any litigation pending in any court of law nor any injunction issued by any court of law restraining the transfer/sale/mortgage of the said property. I/we do hereby certify that the above information is true and correct and nothing has been mis-stated or concealed therein.

It is requested that necessary permission for conversion of lease hold allotment to free hold the aforesaid property may be given to me/us.

Date: _____

Signature _____

(Name & Address of Owner (s))

AFFIDAVIT

(On Rs. 10/- Stamp Paper to be executed by allottee including all partners in case of Firm or authorised signatory Director in case of Company and attested by NOTARY PUBLIC).

I _____ S/O Shri
_____ aged _____ Resident of
_____ Prop./Partner/authorised signatory Director of M/S
_____ allottee of Plot/Shed No. _____ Phase
_____ Focal Point _____ do hereby solemnly affirm

1. That there is no change in name, style and constitution of the allottee of above plot/shed since original / last allotment / transfer / change communicated vide letter dated _____ by PSIEC.
2. That the above plot/Shed is not already mortgaged with any financial institution/bank and the same is free from all sorts of encumbrances etc.

DEPONENT

DATE :

PLACE :

VERIFICATION

Verified that the above contents are true and correct to the best of my knowledge and belief and nothing has been concealed therein from.

DEPONENT

(On non-judicial stamp papers of Rs.15/- to be attested from NOTARY PUBLIC)

INDEMNITY BOND

This indemnity bond is executed at _____ on this _____ day of _____
by Sh./Smt. _____ S/o.D/o.W/o. _____
_____ Sh. _____ Aged _____ resident of _____

Whereas the executant has submitted a copy of the PMT certificate No. _____/ letter NO. _____ dated _____ issued by the GM, DIC, _____ showing the commencement of production on the Plot No. _____ in phase _____ measuring _____ Sq.Yd., Focal Point _____ allotted/ transferred in his/ her/ their favour by PSIEC vide letter No. _____ dated _____

And whereas the PSIEC, Chandigarh has asked the executant to furnish indemnity bond confirming the date of commencement of production shown in the PMT certificate submitted by him/ them.

Now this indemnity bond witnessth as under:-

1. That I/WE, am/are the allottee of Plot No. _____ Phase _____ Measuring _____ Sq. Yds. In the Industrial Focal Point _____ allotted to me by the Punjab Small Industries & Export Corporation Ltd., Chandigarh vide allotment/transfer letter No. _____ Dated _____
2. That as per clause No. _____ of the terms & Conditions of allotment, I/ we _____ was/ were required to bring the unit under production on the allotted plot No. _____ Phase _____ Focal point _____ after raising construction within a period of _____ years from the date of allotment and to submit the copy of PMT certificate duly issued and attested by General Manager, Distt. Industries Centre _____ as a proof of having brought the unit into production on the allotted plot failing which extension fee as per the terms of allotment/ decision taken by the Govt./PSIEC from time to time and BODs of the PSIEC is leviable.
3. That I/ we have brought the unit into production on _____ after raising construction of factory building on plot No. _____ IFP _____
4. That I/ we have been issued PMT certificate No. _____ dated _____ by the General Manager, Distt. Industries Centre _____ evidencing the date of commencement of production on the plot as _____.
5. That I have now submitted a photo copy of the above mentioned PMT certificate duly attested by GM, DIC, _____ in the office of PSIEC.
6. That in case it is found that the date of commencement of production mentioned in the PMT or any other particulars mentioned in the copy of the PMT are wrong/ false & PSIEC who is the absolute owner of the property in question would suffer any financial loss on account of false/ wrong PMT certificate, the executant, his/their property, legal heirs and persons shall be liable to make good the loss of any sort which may be sustained by the PSIEC at a later stage even after the transfer of plot in favour of any other person(s)/ party.
7. That the legal heirs./successors of the deponent shall also be liable to make good the financial loss, if any, suffered by the PSIEC due to submission of wrong & false documents depicting the date of commencement of production .

EXECUTANT

Witness:

1. _____



Punjab Small Industries & Export Corporation Ltd.
(A State Government Undertaking)

Regd. Office: 18, Himalaya Marg, Udyog Bhawan, Sector 17A, Chandigarh-160 017

No.PSIEC/ESTATE/

Dated:

_____ ,

_____ .

SUBJECT :- CONVERSION OF LEASE-HOLD PLOT No. _____ at FOCAL POINT
_____ .

Dear Sir,

Please refer to your letter dated _____ on the above noted subject.

The allotment of Plot No. _____ in Phase _____ at Industrial Focal Point _____ is hereby converted from LEASE-HOLD into FREE-HOLD. The other terms and conditions of allotment shall remain un-changed. However, the transfer of Plot can only be considered as per the Transfer Policy of the Corporation.

Yours faithfully,

Estate Officer

Simplified Proforma for Services under Punjab RTS Act (195)

Part -1

1	Name of Service	(a) Registration of Societies under the Society Registration Act ,XXI of 1860 at District Level
2	Name of Department/ Service Provider (Pre-filled into the system)	Industry Department

Part -2

1	Name of Applicant /Contact Person	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	

Documents Required

Submitted Tick (√) /

Yes

1	The Memorandum of Association as required under section 1 & 2 of the act may be filed giving therein the following particulars. A) Name of the Society. B) Location of Registered Office & Area of Operation. C) Aims and objects of the Society. D) Name, address, occupation & designation of governing body should be given strictly according to copy of Rules & Regulation of the Society. E) The Memorandum of Association should be filed duly signed by at least seven members of the society. F) The signature of the subscribers to the memorandum of Association should be witnessed by a person other than the signatories. Witness should be given his full address	
2	The copy of the rules and regulation should be filled in details duly certified to be true copy by atleast three (3) members of the governing body in the end./	
3	A copy of the proceeding of the General meeting in which the registration of the society was resolved on should be filed duly attested by responsible office bearer of the society (Attested by Notary)	
4	Receipt of Rs.500/- (Rs. Five hundred toward registration fee may please be deposited into the treasury under "head 1475 other general Economic Service 200 Regulation Act 1860")	

5	Self attested photographs, name, Address/Tel. no. Occupation, Designation and Signature of members of Governing body.	
6	Witness (Advocate or Gazetted Officer or Notary)	
7	Proof of residence of all members of Governing body	
8	Self declaration as per format.	Format of self-declaration

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

CERTIFICATE OF REGISTRATION OF SOCIETIES
(ACT. XXI OF 1860)

No. _____ of _____

I hereby certify that _____

has this day been registered under the Societies Registration Act. (XXI of 1860) and as amended by Punjab Amendment Act. 1957

Given under my hand at Chandigarh this _____

day of _____

Two thousand _____

Fee Rs. 500/-

REGISTRAR OF FIRMS & SOCIETIES
PUNJAB CHANDIGARH

Simplified Proforma for Services under Punjab RTS Act (196)**Part -1**

1	Name of Service	Registration of Societies under the Society Registration Act-XXI of 1860 at Head Quarter Level
2	Name of Department/ Service Provider (Pre-filled into the system)	Industry Department

Part -2

1	Name of Applicant /Contact Person	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3		
4		

Documents Required

Submitted Tick (√) /

Yes

1	The Memorandum of Association as required under section 1 & 2 of the act may be filed giving therein the following particulars: A) Name of the Society. B) Location of Registered Office & Area of operation. C) Aims and objects of the Society. D) Name, address, occupation & designation of governing body should be given strictly according to copy of Rules & Regulation of the Society. E) The Memorandum of Association should be filed duly signed by at least seven members of the society. F) The signature of the subscribers to the Memorandum of Association should be witnessed by a person other than the signatories. Witness should be given his full address.	
2	The copy of the rules and regulation should be filled in details duly certified to be true copy by atleast three (3) members of the governing body in the end.	
3	A copy of the proceeding of the General meeting in which the registration of the society was resolved on should be filed duly attested by responsible office bearer of the society (Attested by Notary)	
4	Receipt of Rs.500/- (Rs. Five hundred toward registration fee may please be deposited into the treasury under "head 1475 other general Economic Service 200 Regulation Act 1860")	

5	Self attested photographs, name, Address/Tel. no. Occupation, Designation and Signature of members of Governing body.	
6	Witness (Advocate or Gazetted Officer or Notary) check	
7	Proof of residence of all members of Governing body.	
8	Self declaration in format	Format of self declaration

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

CERTIFICATE OF REGISTRATION OF SOCIETIES

(ACT. XXI OF 1860)

No. _____ of _____

I hereby certify that _____

has this day been registered under the Societies Registration Act. (XXI of 1860) and as amended by Punjab Amendment Act. 1957

Given under my hand at Chandigarh this _____

day of _____

Two thousand _____

Fee Rs. 500/-

REGISTRAR OF FIRMS & SOCIETIES
PUNJAB CHANDIGARH

Simplified Proforma for Services under Punjab RTS Act (197)

Part -1

1	Name of Service	Issuance of Registration Certificate of New Firms under the Indian Partnership Act, 1932 at Head Quarter Level
2	Name of Department/ Service Provider (Pre-filled into the system)	Industry Department

Part -2

1	Name of Applicant/Contact Person	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3		
4		

Documents Required

Submitted Tick (√) / Yes

1	Model forms of partnership deed contain in part-V of the Indian Partnership Act, 1932, Application for registration of firm, in Form No.1(Rule-3).	
2	Copy of partnership deed with Rs.1000/- on Non-Judicial Stamp Paper, duly attested by the Notary Public	
3	Passport size photo of each partner.	
4	Partner's I.D. Proof, (Self Attested)	
5	A sum of Rs.3/- (Rs. Three) toward (registration fee may please be deposited into the treasury under head "1475 other general Economic Service 200 Regulation of other business undertaking 02 receipt under the partnership Act.1932")(Receipt of Registration fee of Rs. 3/-)	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

FORM 'C'

{ Rule (9) }

No. _____ of _____

ACKNOWLEDGEMENT OF REGISTRATION OF FIRMS

The Registrar of Firms, Punjab acknowledges the receipt of the statement prescribed by section 58 (1) of Indian Partnership Act, 1932, The statement has been filed and the name of the firms

M/S

has been entered in the Registrar of Firms.

Place:Chandigarh.
Dated:

Registrar of Firms
Punjab

FORM 'A'

[RULE (5)]

REGISTER OF FIRMS & SOCIETIES

(Maintained under section 59 of the Indian Partnership Act, 1932)

1. Serial Number of Firm _____ of _____

2. Name of Firm :

3. Date of Registration

4. Duration of the firm

5. Principal place of business :

Date of Change	Remarks
----------------	---------

6. Partners :-

Name of the Partners	Address	Date		Remarks
		Joining	ceasing	

Name of Firm

Sr. No. of Doc.	Description of Document	Date of filing	Sign. of Registrar
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Application for registration under

Sd/-

Indian Partnership Act, 1932

Registrar of Firms & societies, Pb.

**9. SIMPLIFICATIONS OF PROFORMA: DEPARTMENT
OF TOWN AND COUNTRY PLANNING**

9. DEPARTMENT OF TOWN AND COUNTRY PLANNING

Application No

Simplified proforma for services under Punjab RTS Act (186)

Part – 1

1.	Name of Service	Change of land use / NOC in case of Petrol Pump, Rice Sheller, Brick Kiln (Service Notification No. 186)
2.	Name of Department/ Service Provider (prefilled into the system)	Department of Town and Country Planning, Punjab

Part – 2

1.	Name of Applicant		
2.	Husband/ Father's / Mother's Name		
3.	Permanent Address	Village/Town/City:	Tehsil:
		District:	Pincode:
4.	Correspondence Address	Village/Town/City:	Tehsil:
		District:	Pincode:
5.	Correspondence Phone No.		
6.	Correspondence e-mail		
7.	Adhar Card No. (attach Copy)		

Part – 3

Information/ documents required

1.	Name of the project		
2.	Land Area in standard acres (4840 Sq Yds)		
3.	Details of land	Village (with Hadbast No)	
		Tehsil	District
4.	Service applied for (Petrol Pump/ Rice Sheller/ Brick Kiln)		

Documents to be attached

1.	Type of Documents	Remarks	Y/N
a.	Location/site Plan	Location plan drawn from a permanent feature on ground duly signed by a registered Town Planner/ Architect/Civil Engineer and owner.	
b.	Ownership Documents	Self ownership/ registered lease deed for a period of minimum 15 years	
c.	Aks Shajra Plan	Original Aks Shajra showing the site clearly demarcated and dimensioned along boundary of site in Karams and width of approach road/ rasta, if any, duly attested by concerned Patwari/Tehsildar.	
d.	Jamabandi	Latest jamabandi of the land in original not older than 15 days from date of application.	
e.	Revenue list	Revenue list comprising details of Village name (HB No.), Khasra No. and area to be considered.	
f.	C.R.O. report	Circle Revenue Officer (Tehsildar) report should be clear as per following details: a) Title of the land b) Khatta/Khatoni No., Khasra No. c) Area of the site d) Whether the land is encumbrance free or not e) Specific report about revenue rasta's if any f) Specific report regarding the wakf board land, shamlat, patti, custodian land, forest land under PLPA., govt. land g) Natural drain if any passing through the site. h) Ownership of Mustarka Khata with verification of a possession if any.	

		i) Verification of Khasra numbers. j) Gas pipeline passing through the site, if any.	
g.	Self Declaration	Self declaration by the promoter regarding widening of existing road, for regularization of building etc. and payment of charges (CLU, EDC, LF/ PF, SIF, labour cess) etc. or any other fee levied by the govt. from time to time, if required.	
h.	Processing Fee: Attach Bank Draft @ Rs. 5000 for the 1st acre and Rs. 1000 for every additional acre or part thereof	Amount	Bank Draft No
			Drawee Bank

I, hereby declare that all the information given above is true to the best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Simplified proforma for services under Punjab RTS Act (187)

Part – 1

1.	Name of Service	Change of Land Use: Where Master Plans are notified and where Local Planning Areas are not notified. Residential, Industrial, Institutional up to 25 acres and Commercial (excluding multiplex and shopping mall) up to 2 acres. (Service Notification No. 187)
2.	Name of Department/ Service Provider (prefilled into the system)	Department of Town and Country Planning, Punjab

Part – 2

1.	Name of Applicant		
2.	Husband/ Father's / Mother's Name		
3.	Permanent Address	Village/Town/City:	Tehsil:
4.		District:	Pincode:
5.	Correspondence Address	Village/Town/City:	Tehsil:
		District:	Pincode:
6.	Correspondence Phone No.		
8.	Correspondence e-mail		
7.	Adhar Card No. (attach Copy)		

Part – 3

Information/ documents required

1.	Type of Documents	Remarks			Y/N
a.	Location/site Plan	Location plan drawn from a permanent feature on ground duly signed by a registered Town Planner/ Architect/Civil Engineer and owner.			
b.	Ownership Documents	<ul style="list-style-type: none"> In case of <u>PAPRA Projects</u> Self ownership / development agreement of owners/ owner's consent to develop colony. 	<ul style="list-style-type: none"> In case of <u>MEGA Projects</u> <ul style="list-style-type: none"> Minimum ownership 50% Maximum development agreement 25% Maximum consent to sell 15% Land to be acquired by govt. for critical gaps only max. 10% 	<ul style="list-style-type: none"> In case of <u>Stand Alone Projects</u> <ul style="list-style-type: none"> Self ownership/ registered lease deed for a period of minimum 15 years 	
c.	Aks Shajra Plan	Original Aks Shajra showing the site clearly demarcated and dimensioned along boundary of site in Karams and width of approach road/ rasta, if any, duly attested by concerned Patwari/Tehsildar.			
d.	Jamabandi	Latest jamabandi of the land in original not older than 15 days from date of application.			
e.	Revenue list	Revenue list comprising details of Village name (H.B. No.), Khasra No. and area to be considered.			
f.	C.R.O. report	Circle Revenue Officer (Tehsildar) report should be clear as per following details:			
	a)Self certified Khatta/ Khatoni No., Khasra No., if area is less than 5 acres.	a)	Title of the land		
	b)Verified by concerned CRO/ Tehsildar Khatta/ Khatoni No., Khasra No., If area is more than 5 acres.	b)	Khatta/Khatoni No., Khasra No.		
		c)	Area of the site		
		d)	Whether the land is encumbrance free or not		
		e)	Specific report about revenue rasta's if any		
		f)	Specific report regarding the wakf board land, shamlat, patti, custodian land, forest land under PLPA., Govt. land		
		g)	Natural drain if any passing through the site.		
		h)	Ownership of Mustarka Khata with verification of a possession if any.		
		i)	Verification of Khasra numbers.		
		j)	Gas pipeline passing through the site if any		

g.	Self Declaration	Self declaration by the promoter regarding widening of existing road, for regularization of building etc and payment of charges (CLU, EDC, LF/PF,SIF, labour cess) etc. or any other fee levied by the Govt. from time to time, if required.		
h.	Processing Fee: Attach Bank Draft @ Rs. 5000 for the 1 st acre and Rs. 1000 for every additional acre or part thereof	Amount	Bank Draft No	Drawee Bank

I, hereby declare that all the information given above is true to the best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

187 o/c
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DEPARTMENT OF TOWN AND COUNTRY PLANNING PUNJAB

From:

Senior Town Planner,
PUDA Bhawan, Sector-62,
S.A.S. Nagar.

To:

Sh. Tirtah Singh, S/o Shri Gurdev Singh,
M/s. S.D. Resorts, Vill. Nand Pur Kalour,
Tehsil Bassi Pathana,
Distt. Fatehgarh Sahib.

Memo No. 2909 -STP(S)SP-36(F)
Dated, Chandigarh, the 26/09/2013

Subject: Regarding Change of Land Use for M/s. S.D. Resorts Marriage Palace, Vill. Nand Pur & Kalour (HB No. 181 & 182) Tehsil Bassi Pathana, District Fatehgarh Sahib.

Ref:

1. Chief Administrator GMADA letter No. GMADA/CA-2012/90, dated 04.01.2013.
2. Your application dated 06.09.2013.

2. Letters under reference regarding Change of Land Use for land measuring 3.01 acres located at Village Nand Pur & Kalour (HB No. 181 & 182) Tehsil Bassi Pathana, District Fatehgarh Sahib is considered in this office. The permission for Change of Land Use from Agricultural to Marriage Palace is granted in view of instructions issued vide Pb. Govt. memo. 12/8/2012-5HGII/5094, dated 16.11.12 & 12/8/2012-5HGII/105, dated 07.01.2013. The detail of area as verified by Tehsildar Bassi Pathana vide his letter dated 20.03.13 is attached at annexure "A".

3. The permission is granted subject to the following terms and conditions:-
The change of land use shall be in the hands of **Sh. Tirtah Singh, S/o Shri Gurdev Singh, M/s. S.D. Resorts, Vill. Nand Pur Kalour, Tehsil Bassi Pathana, Distt. Fatehgarh Sahib** and they shall deposit EDC/Licence/ Permission Fee and all other charges levied or to be levied by the Housing and Urban Development Department.


- i) The permission for change of land use shall be valid for two years from the date of grant of such permission and should the permission be not availed for the purpose for which, it is granted within the aforesaid period, the permission shall be deemed to have lapsed.
- ii) The permission of C.L.U. shall not be considered as regularization of existing structure within the site, unless the building plans of the existing structures are got approved by the applicant from the Competent Authority within six month period after the grant of the change of land use of the site.
- iii) The applicant shall be responsible for any litigation if any regarding land ownership/owners in any court of law.
- iv) The issue of ownership of land is independent and exclusive of permission of Change of Land Use. Therefore this permission of CLU doesn't in any manner grant or effect ownership right of this land, which have to be determined by Competent Authority. The applicant in whose hand this Change of Land use lies shall be bound by the decision of such Competent Authority.
- v) The construction shall be done in 3.01 Acres land only on the site/Khasra Nos. 442/2 & 443 of village Kalour H.B. No. 182 & Khasra No. 6//6/2, 7//9/2/2 & 10/2 of village Nand Pur H:B No. 181 as verified by the Tehsildar Bassi Pathana.
- vi) Applicant shall not undertake/continue any development work/ construction until final layout plan / zoning plan / the Competent Authority approves building plans.
- vii) Through revenue rastas, if any, passing through the site shall be kept unobstructed.
- viii) Applicant shall obtain NOC from P.P.C.B. under the Water Prevention and control of Pollution Act, 1970, Municipal Solid Waste Management and Handling Rules, 2000 or any other relevant Act before undertaking any development at site.
- ix) Applicant shall not make any construction under H.T./L.T. transmission electric lines passing through the site or shall get these lines shifted by applying to the concerned authority.
- x) This permission shall not provide any immunity from any other Act/ Rules/ Regulations/ Instructions/ Directions of any court or authority applicable to the land in question.

- xi) Applicant shall make provision for the disposal of rain/storm water of the proposed project and shall not obstruct the natural flow of rain/storm water of the surrounding area.
The applicant shall make appropriate provisions for collecting roof top rain water which shall be used for re-charging the ground water by providing bore well.
- xii) The applicant shall abide by the order dated 20th Jan/6th Feb,2006 issued by Govt. of Punjab, Deptt. of Science , Technology, Environment and Non Conventional Energy taken from the extract from Punjab Govt. Gazette dated 17.03.2006.
- xiii) The applicant shall make his own suitable arrangements for drinking water supply, disposal of sewage, solid waste management, etc.
- xiv) The application shall make provisions for water harvesting and plantation in the premises as per building bye laws or instructions from the Govt. issued from time to time.
- xv) The applicant shall obtain NOC from PPCB and comply with all the conditions imposed in NOC or other notifications issued by the department of Forest and Environment.
- xvi) The applicant shall obtain the permission from Forest department, if he derives the access to his site through forest land as well as applicant shall obtain NOC from the Forest Department under FCA 1980, before undertaking development at site.
- xvii) The applicant shall be liable to obtain all the statutory clearances/NOC form different agencies under any act or instructions at his own level.
- xviii) Since the site falls within LPA Bassi Pathana, the applicant will be liable to develop the site as per proposals of LPA Bassi Pathana.
- xix) The applicant shall not object to the acquisition of land for proposed roads if any passing through or adjoin the site, according to the any future planning.
- xx) Your site falls on Other District Road, which can be upgraded in future, so you would be bound to leave the needful land form front of your site at that time .
- xxi) Applicant shall be liable to get lease documents renewed, if required, otherwise the C.L.U. approval letter will automatically lapse after the expiry of the lease documents.
- xxii) The applicant shall take permission of Competent Authority u/s 143(2) of "The Punjab Regional & Town Planning & Development Act (Amended) 2006" before taking up development works at site.
- xxiii) In case of any controversy amongst the parties/directors of the firm or any litigation in any court of law, this office shall in no manner be responsible party to it.
- xxiv) The applicant shall be liable to pay the differences of amount, if any, found at any point of time by the concerned development authority as and when demanded.
- xxv) As per memo No. PUDA/CA/20131713-16 dated 27.02.2013 Restrictions in the area are imposed on construction and installation of any new structure for extraction of ground water resources without prior specific approval of the Authorized Office (Deputy Commissioner) of the District and subject to the guide lines /safeguards envisaged from time to time in this connection by Authority for ground water extraction and rain water harvesting recharges etc.

Receipt of Rs. 1,50,500/- (Rs. One Lac Fifty Thousand & Five Hundred only) received through DD No. 327020 dt. 13.08.2013 towards CLU charges (1st installment) i.e. 25% of the total CLU charges is hereby enclosed. The balance 75% amount Rs. 4,57,500/- (Rs. Four Lac Fifty Seven Thousand & Five Hundred Only) of the CLU charges shall be payable in three equal six monthly installments with rate of interest 12% to this office.


Endst. No. 2910

STP(S)/SP-36 (F)


Senior Town Planner,
S.A.S. Nagar.


Dated: 26/09/2013

A copy is forwarded to Chief Administrator, GMADA with reference to letter No. GMADA/CA-2012/90, dt. 04.01.2013 along with Bank Draft No. 327019 dt. 13.08.2013 of EDC 1st Installment (25%) amounting to Rs. 1,12,875/- (Rupees One Lac Twelve Thousand Eight Hundred & Seventy Five only) & along with Bank Draft No 327017 dt. 14.08.2013 of Permission Fee 1st installment 25% amounting to Rs. 15,050/- (Rs. Fifteen Thousand & Fifty only) The balance E.D.C. amounting to Rs. 3,38,625/- (Rs. Three Lac Thirty Eight Thousand Six Hundred & Twenty Eight only) and Permission Fee amounting to Rs. 45,150/- (Rupees Forty Five Thousand One Hundred & fifty only) payable in three equal six monthly installments with rate of interest 12% may kindly be collected from the applicant at your own level.


Senior Town Planner,
S.A.S. Nagar.

Endst. No. 2911 STP(S)/SP-36(F) Dated: 26/9/13

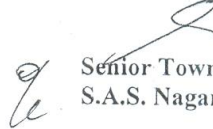
A copy is forwarded to Chief Administrator, PUDA along with Bank Draft No. 327018 dt. 13.08.2013 as Ist Installment (25%) SIF amounting to Rs. 22,575/- (Rs. Twenty Two Thousand Five Hundred & Seventy Five only) The balance 75% of SIF charges amounting to Rs. 67,725/- (Rs. Sixty Seven Thousand Seven Hundred & Twenty Five only) payable in three equal six monthly installments with 12% rate of interest may kindly be collected at your own level.


Senior Town Planner,
S.A.S. Nagar.

Endst. No. 2912-16 STP(S)/SP-36(F) Dated: 26/09/2013

Copy forwarded to the following for information and necessary action:-

1. Chief Town Planner, Punjab, Sec. 62, PUDA Bhawan, SAS Nagar.
2. Chief Conservator, Forest Deptt. Punjab, Chandigarh.
3. Chairman, Punjab Pollution control Board, Patiala
4. District Town Planner, Fatehgarh Sahib.
5. Commissioner, Excise & Taxation Deptt. 13 Bays Building, Sector-17, Chandigarh.


Senior Town Planner,
S.A.S. Nagar.

Simplified proforma for services under Punjab RTS Act (188.a)

Part – 1

1.	Name of Service	Sanction of Building Plans (upto 500 square meters) Service Notification No. 188.a .
2.	Name of Department/ Service Provider (prefilled into the system)	Department of Town and Country Planning, Punjab

Part – 2

1.	Name of Applicant		
2.	Husband/ Father's / Mother's Name		
3.	Permanent Address	Village/Town/City:	Tehsil:
		District:	Pincode:
4.	Correspondence Address	Village/Town/City:	Tehsil:
		District:	Pincode:
5.	Correspondence Phone No.		
6.	Correspondence e-mail		
7.	Adhar Card No. (attach Copy)		

Part – 3

Information/ documents required

1.	Name of the project		
2.	Plot Area in Square Meters		
3.	Address of the Project	Plot No.:	Sector/Locality:
		Village/Town/City:	Tehsil:
		District:	Pin code:
4.	Details of Type of Project (i.e. Residential, Commercial, Industrial, Institutional, Others)		

Documents to be attached

1.	Type of Documents	Remarks			Y/N
a.	Building Plan	2 sets of all floor plans, all elevations and minimum 2 sections (one through staircase and the other through toilet) along with their drawing numbers on a scale mentioned in PUDA building rules 2013 or as amended from time to time.			
b.	Layout Plan	2 sets of layout plan along with its drawing number on a scale mentioned in PUDA building rules 2013 or as amended from time to time.			
c.	Zoning Plan	2 sets of zoning plan superimposed on Aks Shajra along with its drawing number and also showing the Khasra numbers on a scale mentioned in PUDA building rules 2013 or as amended from time to time.			
d.	Copy of approval of CLU	Copy of approval of CLU granted by competent authority with Khasra wise area detail.			
e.	Scrutiny Fees: <ul style="list-style-type: none"> Residential Project @ Rs. 2.50/Sq. feet of total covered area of the project + Rs. 2.50 /Running feet of the total length of the boundary wall Other than residential project @ Rs. 5.00/Sq. feet of total covered area of the project + Rs. 2.50 /Running feet of the total length of the boundary wall 	Amount	Bank Draft No.	Drawee Bank	

I, hereby declare that all the information given above is true to the best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

Simplified proforma for services under Punjab RTS Act (188.b)

Part – 1

1.	Name of Service	Sanction of Building Plans (above 500sq.m to 5000 sq.m) Service Notification No. 188.b.
2.	Name of Department/ Service Provider (prefilled into the system)	Department of Town and Country Planning, Punjab

Part – 2

1.	Name of Applicant		
2.	Husband/ Father's / Mother's Name		
3.	Permanent Address	Village/Town/City:	Tehsil:
		District:	Pincode:
4.	Correspondence Address	Village/Town/City:	Tehsil:
		District:	Pincode:
5.	Correspondence Phone No.		
6.	Correspondence e-mail		
7.	Adhar Card No. (attach Copy)		

Part – 3

Information/ documents required

1.	Name of the project		
2.	Plot Area in Square Meters		
3.	Address of the Project	Plot No.:	Sector/Locality:
		Village/Town/City:	Tehsil:
		District:	Pin code:
4.	Details of Type of Project (i.e. Residential, Commercial, Industrial, Institutional, Others)		

Documents to be Attached

1.	Type of Documents	Remarks	Y/N		
a.	Building Plan	2 sets of all floor plans, all elevations and min 2 sections (one through staircase and the other through toilet) along with their drawing numbers on a scale mentioned in PUDA building rules 2013 or as amended from time to time.			
b.	Layout Plan	2 sets of layout plan along with its drawing number on a scale mentioned in PUDA building rules 2013 or as amended from time to time.			
c.	Zoning Plan	2 sets of zoning plan superimposed on Aks Shajra along with its drawing number and also showing the Khasra numbers on a scale mentioned in PUDA building rules 2013 or as amended from time to time.			
d.	Copy of approval of CLU	Copy of approval of CLU granted by competent authority with Khasra wise area detail.			
e.	Scrutiny Fees: • Residential Project @ Rs. 2.50/Sq. feet of total covered area of the project + Rs. 2.50 /Running feet of the total length of the boundary wall • Other than residential project @ Rs. 5.00/Sq. feet of total covered area of the project + Rs. 2.50 /Running feet of the total length of the boundary wall	Amount	Bank Draft No.	Drawee Bank	

I, hereby declare that all the information given above is true to the best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

DRAFT

Simplified proforma for services under Punjab RTS Act (188.c)

Part – 1

1.	Name of Service	Sanction of Building Plan (above 5000 square meters) Service Notification No. 188.c.
2.	Name of Department/ Service Provider (prefilled into the system)	Department of Town and Country Planning, Punjab

Part – 2

1.	Name of Applicant		
2.	Husband/ Father's / Mother's Name		
3.	Permanent Address	Village/Town/City:	Tehsil:
		District:	Pincode:
4.	Correspondence Address	Village/Town/City:	Tehsil:
		District:	Pincode:
5.	Correspondence Phone No.		
6.	Correspondence e-mail		
7.	Adhar Card No. (attach Copy)		

Part – 3

Information/ documents required

1.	Name of the project		
2.	Plot Area in Square Meters		
3.	Address of the Project	Plot No.:	Sector/Locality:
		Village/Town/City:	Tehsil:
		District:	Pin code:
4.	Details of Type of Project (i.e. Residential, Commercial, Industrial, Institutional, Others)		

Documents to be Attached

1	Type of Documents	Remarks			Y/N
a.	Building Plan	2 sets of all floor plans, all elevations and minimum 2 sections (one through staircase and the other through toilet) along with their drawing numbers on a scale mentioned in PUDA building rules 2013 or as amended from time to time.			
b.	Layout Plan	2 sets of layout plan along with its drawing number on a scale mentioned in PUDA building rules 2013 or as amended from time to time.			
c.	Zoning Plan	2 sets of zoning plan superimposed on Aks Shajra along with its drawing number and also showing the Khasra numbers on a scale mentioned in PUDA building rules 2013 or as amended from time to time.			
d.	Copy of approval of CLU	Copy of approval of CLU granted by competent authority with Khasra wise area detail.			
e.	Scrutiny Fees: • Residential Project @ Rs. 2.50/Sq. feet of total covered area of the project + Rs. 2.50 /Running feet of the total length of the boundary wall • Other than residential project @ Rs. 5.00/Sq. feet of total covered area of the project + Rs. 2.50 /Running	Amount	Bank Draft No.	Drawee Bank	

	feet of the total length of the boundary wall				
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I, hereby declare that all the information given above is true to the best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

DRAFT

Simplified proforma for services under Punjab RTS Act (189.a)

Part – 1

1.	Name of Service	Issue of Completion/ partial Completion Certificate (upto 500 square meters) Service Notification No. 189.a
2.	Name of Department/ Service Provider (prefilled into the system)	Department of Town and Country Planning, Punjab

Part – 2

1.	Name of Applicant		
2.	Husband/ Father's / Mother's Name		
3.	Permanent Address	Village/Town/City:	Tehsil:
		District:	Pincode:
4.	Correspondence Address	Village/Town/City:	Tehsil:
		District:	Pincode:
5.	Correspondence Phone No.		
6.	Correspondence e-mail		
7.	Adhar Card No. (attach Copy)		

Part – 3

Information/ documents required

1.	Name of the project		
2.	Plot Area in Square Meters		
3.	Address of the Project	Plot No.:	Sector/Locality:
		Village/Town/City:	Tehsil:
		District:	Pin code:
4.	Details of Type of Project (i.e. Residential, Commercial, Industrial, Institutional, Others)		

Documents to be attached

1.	Type of Documents	Remarks	Y/ N
a.	Copy of approval of CLU	Copy of approval of CLU granted by Competent Authority With Khasra wise area detail	
b.	Complete set of approved building plans	Copy of approved layout or site/zoning/floor plans/ Sections/ elevations etc. approved by Competent Authority	
c.	Structural Safety Certificate	Certificate from a qualified Structural Engineer stating that the part or complete building for which completion is sought has been constructed under his/her supervision	
d.	Fire safety Certificate	Issued by the concerned Fire Department	
e.	Certificate regarding provision of Rain water Harvesting system and Solar water heating	Self certification by the applicant	

I, hereby declare that all the information given above is true to the best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

Simplified proforma for services under Punjab RTS Act (189.b)

Part – 1

1.	Name of Service	Issue of Completion/ partial Completion Certificate (Above 500 to 5000 square meters) Service Notification No. 189.b
2.	Name of Department/ Service Provider (prefilled into the system)	Department of Town and Country Planning, Punjab

Part – 2

1.	Name of Applicant		
2.	Husband/ Father's / Mother's Name		
3.	Permanent Address	Village/Town/City:	Tehsil:
		District:	Pincode:
4.	Correspondence Address	Village/Town/City:	Tehsil:
		District:	Pincode:
5.	Correspondence Phone No.		
6.	Correspondence e-mail		
7.	Adhar Card No. (attach Copy)		

Part – 3

Information/ documents required

1.	Name of the project		
2.	Plot Area in Square Meters		
3.	Address of the Project	Plot No.:	Sector/Locality:
		Village/Town/City:	Tehsil:
		District:	Pin code:
4.	Details of Type of Project (i.e. Residential, Commercial, Industrial, Institutional, Others)		

Documents to be attached

1	Type of Documents	Remarks	Y/N
a.	Copy of approval of CLU	Copy of approval of CLU granted by Competent Authority With Khasra wise area detail	
b.	Complete set of approved building plans	Copy of approved layout or site/zoning/floor plans/ Sections/ elevations etc. approved by Competent Authority	
c.	Structural Safety Certificate	Certificate from a qualified Structural Engineer stating that the part or complete building for which completion is sought has been constructed under his/her supervision	
d.	Fire safety Certificate	Issued by the concerned Fire Department	
e.	Certificate regarding provision of Rain water Harvesting system and Solar water heating	Self certification by the applicant	

I, hereby declare that all the information given above is true to the best of my knowledge. If any information found wrong then I will be punishable as per law.

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

Simplified proforma for services under Punjab RTS Act (189.c)

Part – 1

1.	Name of Service	Issue of Completion/ partial Completion Certificate (More than 5000 square meters) Service Notification No. 189.c
2.	Name of Department/ Service Provider (prefilled into the system)	Department of Town and Country Planning, Punjab

Part – 2

1.	Name of Applicant		
2.	Husband/ Father's / Mother's Name		
3.	Permanent Address	Village/Town/City:	Tehsil:
		District:	Pincode:
4.	Correspondence Address	Village/Town/City:	Tehsil:
		District:	Pincode:
5.	Correspondence Phone No.		
6.	Correspondence e-mail		
7.	Adhar Card No. (attach Copy)		

Part – 3

Information/ documents required

1.	Name of the project		
2.	Plot Area in Square Meters		
3.	Address of the Project	Plot No.:	Sector/Locality:
		Village/Town/City:	Tehsil:
		District:	Pin code:
4.	Details of Type of Project (i.e. Residential, Commercial, Industrial, Institutional, Others)		

Documents to be attached

1.	Type of Documents	Remarks	Y/N
a.	Copy of approval of CLU	Copy of approval of CLU granted by Competent Authority With Khasra wise area detail	
b.	Complete set of approved building plans	Copy of approved layout or site/zoning/floor plans/ Sections/ elevations etc. approved by Competent Authority	
c.	Structural Safety Certificate	Certificate from a qualified Structural Engineer stating that the part or complete building for which completion is sought has been constructed under his/her supervision	
d.	Fire safety Certificate	Issued by the concerned Fire Department	
e.	Certificate regarding provision of Rain water Harvesting system and Solar water heating	Self certification by the applicant	

I, hereby declare that all the information given above is true to the best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

189(c)
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out case

DEPARTMENT OF TOWN & COUNTRY PLANNING PUNJAB
PUDA BHAWAN, SECTOR-62, SAS NAGAR

From

The Chief Town Planner,
Punjab, Chandigarh.

To

M/s Hamir Real Estate Pvt. Ltd.
Plot No.61, 4th Floor,
Chimes Building,
Sector-44, Gurgaon-122003.

Memo No. 3133 -CTP (Pb)/ MPR-117
Dated: 11-6-2013

Subject:- Grant of Occupation Certificate for North Country Mall (Mall-cum-Multiplex) situated at village Ballomajra on NH-21, SAS Nagar.

Ref:- Your application dated 30th May, 2013.

With reference to your application dated 30.05.2013 regarding issuance of Occupation Certificate, the building under subject has been inspected and Occupation Certificate in respect of Commercial Project (Mall-cum- Multiplex) namely " North Country Mall" situated at village Ballomajra on NH-21, SAS Nagar is hereby issued under rule 10 (2) of Punjab Urban Planning & Development Authority (Building) Rules 1996 as per the building plans approved by this office on the following conditions :-

- i) That the building shall be used for the purpose for which occupation certificate is being granted.
- ii) That the applicant shall abide by the provisions of Punjab Regional and Town Planning and Development Act, 1995 and Rules framed there under.
- iii) That the applicant shall obtain approval/NOC from Competent Authority to fulfill the requirement of notification dated 14.09.2006 of Ministry of Environment and Forests Department, Government of India, if required.

SS
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-2-

- iv) That the applicant shall maintain the internal services to the satisfaction of the Competent Authority.
- v) That the applicant shall be solely responsible for disposal of sewerage and storm water of your site till such time these services are made available by concerned authority.
- vi) That the applicant shall obtain NOC from PPCB if required under the Water (Prevention and Control of Pollution) Act, 1974, Municipal Solid Waste Management and handling Rules, 2000.
- vii) This permission will not provide any immunity from any other Act/ Rules/ Regulations applicable to the land in question.
- viii) That the applicant shall obtain NOC from the Forest Department, Punjab, if required.
- ix) That the applicant shall make provision for the disposal of rain/ storm water of the project and shall not obstruct the flow of rain/storm water of the surrounding area.
- x) That the applicant shall make rain water harvesting operation within the project area at its own cost.
- xi) That the applicant would make its own suitable provision for drinking water supply and disposal of sewage/ solid waste management.
- xii) That the applicant shall obtain any other permission required under any other act at his own level.
- xiii) The basement of the building shall be used as per provisions of approved Zoning Plan and Building Plans.
- xiv) That the applicant shall abide by the conditions imposed by Fire Department vide letter No. ADFO/ 329 dated 06.08.2012.
- xv) That the outer façade of the building shall not be used for the purposes of advertisements and placement of hoardings.
- xvi) That the applicant shall neither erect nor allow the erection of the communication and transmission tower on the top of the building block.

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-3-

- xvii) That the applicant shall be liable to take the permission for running Cinemas in his building from the Competent Authority under the Punjab Cinema's (Regulation) Act, 1952 and Rule made under thereof.
- xviii) That the applicant shall abide by the conditions of NHAI/ MORTH regarding access from the NH-21 as per letter No.NH-12017/1076/2011/Pb./NH-1 dated 07.10.2011.

Description of Building:

Site:	North Country Mall
Location	Vill: Ballomajra
Road	N.H.21
Distt.	SAS Nagar.
Total area	21.385 acres


Senior Town Planner (HQ)
O/o Chief Town Planner,
Punjab, Chandigarh.


Endst.No. 8134-36 -CTP (Pb)/

MRR-11/1
o/c

Dated: 11-6-2013

Copy of above is forwarded to the following for information and necessary action :-

1. Chief Administrator, GMADA, SAS Nagar.
2. Senior Town Planner, SAS Nagar.
3. District Town Planner, SAS Nagar.


Senior Town Planner (HQ)
O/o Chief Town Planner,
Punjab, Chandigarh.
o/c

Simplified proforma for services under Punjab RTS Act (190)

Part – 1

1.	Name of Service	Land use Classification Certificate Service Notification No. 190
2.	Name of Department/ Service Provider (prefilled into the system)	Department of Town and Country Planning, Punjab

Part – 2

1.	Name of Applicant		
2.	Husband/ Father's / Mother's Name		
3.	Permanent Address	Village/Town/City:	Tehsil:
		District:	Pincode:
4.	Correspondence Address	Village/Town/City:	Tehsil:
		District:	Pincode:
5.	Correspondence Phone No.		
6.	Correspondence e-mail		
7.	Adhar Card No. (attach Copy)		

Part – 3

Information/ documents required

1.	Land Area in standard acres (4840 Sq Yds)		
2.	Location of the site	Plot No.:	Sector/Locality:
		Village/Town/City:	Tehsil:
		District:	Pin code:

Documents to be attached

1.	Type of Documents	Remarks	Y/ N
a.	Location/Site Plan	Location plan drawn from a permanent feature on ground duly Signed By a registered Town Planner/ Architect/Civil Engineer and owner	
b.	Aks Shajra Plan	Original Aks Shajra showing the site clearly demarcated and dimensioned along boundary of site in karams and width of approach road/rasta, if any duly attested by concerned Patwari/Tehsildar.	
c.	Jamabandi	Latest Jamabandi of land in original	
d.	Processing Fee: Attach Bank Draft @ Rs. 5000 for the 1 st acre and Rs. 1000 for every additional acre or part thereof	Amount	Bank Draft No.
			Drawee Bank

I, hereby declare that all the information given above is true to the best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

**SIMPLIFICATIONS OF PROFORMA: DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT**

10. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Application No

Simplified Performa for Services under Punjab RTS Act (54A)

Part -1

1	Name of Service	Sanction of building plans/Revised Building Plans (Residential)
2	Name of Department/ Service Provider (Pre-filled into the system)	Housing and Urban Development

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of beneficiary, if not applicant. (Adhaar card of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Property Detail [please Tick (√)]	SCF/SCO/SSS/Booth/Ind. Site/House/Plot/Other
5	Plot No.	
6	Plot Size:	
7	Sector/Location	
8	City	

Documents Required

Submitted Tick (√) / Yes

Under Self Certification

1	Proof of Ownership	(Allotment Letter/ Re-allotment letter/Letter of change of ownership)
2	Submission of Building plans duly stamped "Sanctioned" and signed by an Architect empanelled by GMADA.	2 copies if plot size is <300 Sq. Yds 3 copies if plot size is >300 (Certified by Architect as per PUDA byelaws)
3	Attested copy of GPA/ Sub Attorney (in case of GPA/SPA)	
4	Security/Scrutiny fee in the form of Bank Draft in favour of E.O, GMADA	
5	Copy of Receipt of payment made towards Labour cess.	

To be sanctioned by GMADA

1	Proof of Ownership	(Allotment Letter/ Re-allotment letter/Letter of change of
---	--------------------	--

		ownership)
2	Submission of Building plans (Certified by Architect as per PUDA byelaws)	2 copies if plot size is <300 Sq. Yds 3 copies if plot size is >300
3	Attested copy of GPA/ Sub Attorney (in case of GPA/SPA)	
4	Security/Scrutiny fee in the form of Bank Draft in favour of E.O, GMADA	
5	Copy of Receipt of payment made towards Labour cess.	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Simplified Performa for Services under Punjab RTS Act (54.b)**Part -1**

1	Name of Service	Sanction of building plans/Revised Building Plans (Commercial)
2	Name of Department/ Service Provider (Pre-filled into the system)	Housing and Urban Development

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary, if not applicant. (Adhaar card of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Property Detail [please Tick (√)]	SCF/SCO/SSS/Booth/Ind. Site/House/Plot/Other
5	Plot No.	
6	Plot Size:	
7	Sector/Location	
8	City	

Documents Required**Submitted Tick (√) /****Yes**

1	Proof of Ownership	(Allotment Letter/ Re-allotment letter/Letter of change of ownership)
2	Submission of Building plans (Certified by Architect as per PUDA byelaws)	3 copies
3	Attested copy of GPA/ Sub Attorney (in case of GPA/SPA)	
4	Security/Scrutiny fee in the form of Bank Draft in favour of E.O, GMADA	
5	Copy of Receipt of payment made towards Labour cess.	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

Simplified Performa for Services under Punjab RTS Act (55)**Part -1**

1	Name of Service	Issue of Completion / Occupation Certificate for Buildings
2	Name of Department/ Service Provider (Pre-filled into the system)	Housing and Urban Development

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary, if not applicant. (Adhaar card of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Property Detail [please Tick (√)]	SCF/SCO/SSS/Booth/Ind. Site/House/Plot/Other
5	Plot No.	
6	Plot Size:	
7	Sector/Location	
8	City	

Documents Required**Submitted Tick (√) /****Yes**

1	Notice of completion and permission to occupy in Form B as prescribed under Rule 10(1) of the building rules.	
2	Certificate of completion issued by an Empanelled Architect.	
3	Affidavit of the applicant or of GPA.	
4	Photographs of Completed building duly attested by the Architect.	
5	Copy of DPC/Plinth level certificate	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

Simplified Performa for Services under Punjab RTS Act (56)

Part -1

1	Name of Service	Issue of No Objection Certificate / Duplicate Allotment / Re-Allotment Letter
2	Name of Department/ Service Provider (Pre-filled into the system)	Housing and Urban Development

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of beneficiary, if not applicant. (Adhaar card of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Property Detail [please Tick (√)]	SCF/SCO/SSS/Booth/Ind. Site/House/Plot/Other
5	Plot No.	
6	Plot Size:	
7	Sector/Location	
8	City	

Documents Required

Submitted Tick (√) /

Yes

1	Permission to transfer letter in original	
2	Application Form of the transferee in the prescribed form.	
3	Hire purchase agreement in case of built up houses	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

Simplified Performa for Services under Punjab RTS Act (57)**Part -1**

1	Name of Service	Issue of Conveyance Deed
2	Name of Department/ Service Provider (Pre-filled into the system)	Housing and Urban Development

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary, if not applicant. (Adhaar card of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Property Detail [please Tick (√)]	SCF/SCO/SSS/Booth/Ind. Site/House/Plot/Other
5	Plot No.	
6	Plot Size:	
7	Sector/Location	
8	City	

Documents Required**Submitted Tick (√) /****Yes**

1	Photocopy of Allotment/Re-allotment letter.	
2	Photocopy of No Due Certificate or statement of deposits made by the allottee in the authorized Bank.	
3	Affidavit (in prescribed Performa)	
4	Certified copy of GPA/ Sub GPA if Applicable	
5	Draft Conveyance Deed in Triplicate.	
6	Number Plan (Housing)	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

GREATER MOHALI AREA DEVELOPMENT AUTHORITY
PUDA BHAWAN, SECTOR 62, SAS NAGAR
www.gmada.gov.in

To,

Sub-Registrar,
S.A.S. Nagar

Memo No: GMADA/E.O(P)/2015/
Dated:

Sub:- Registry of Plot No..... Sec.....

In reference to the application submitted by the allottee of the above mentioned plot and after considering the documents, registry documents pertaining to the plot are being dispatched in original after making necessary corrections.

Estate Officer

Memo No: GMADA/E.O(P)/2015/ Dated:

A Copy of the same in duplicate is being sent to get registered in the O/o Sub-Registrar, S.A.S Nagar and attested copy of the same may kindly be submitted in this office.

Estate Officer

Simplified Performa for Services under Punjab RTS Act (58)**Part -1**

1	Name of Service	Issue of No Due Certificate
2	Name of Department/ Service Provider (Pre-filled into the system)	Housing and Urban Development

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary, if not applicant. (Adhaar card of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Property Detail [please Tick (√)]	SCF/SCO/SSS/Booth/Ind. Site/House/Plot/Other
5	Plot No.	
6	Plot Size:	
7	Sector/Location	
8	City	

Documents Required

Submitted Tick (√) /

Yes

1	Application form on prescribed format	
2	Certified copy of GPA/Sub Attorney (if Applicable)	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

GREATER MOHALI AREA DEVELOPMENT AUTHORITY
PUDA BHAWAN, SECTOR 62, SAS NAGAR
www.gmada.gov.in

To,

.....
.....
.....

Memo No: GMADA/E.O(P)/2015/

Dated:

Sub:- No Due Certificate in respect of Plot No..... Sq. Yds..... S.A.S Nagar Urban Estate.

Ref:- Your letter No. dated..... on the subject cited above.

It is certified that amount of Rs..... has been received from the allottee as tentative cost of the plot.

1. As per condition of allotment letter, enhanced amount of plot shall be deposited within 30 days as and when demanded by this office.
2. This office will have the right to recover the amount, if any, found pending or outstanding during audit.
3. If the allottee violates the condition of unauthorised construction/ Commercial use of residential property he/she will deposit the penalty separately on immediate basis, otherwise this certificate shall be deemed cancelled. Apart from this, non construction fee will be deposited separately from time of time.
4. Conveyance of deed will have to be executed as per the conditions mentioned in the allotment letter.

Accounts Officer

Simplified Performa for Services under Punjab RTS Act (59)

Part -1

1	Name of Service	Transfer of Property in case of sale
2	Name of Department/ Service Provider (Pre-filled into the system)	Housing and Urban Development

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service Information

1	Name of beneficiary , if not applicant. (Adhaar card of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Property Detail please Tick (√)	SCF/SCO/SSS/Booth/Ind. Site/House No.
5	Plot No	
6	Sanction Order No.	
7	Sector/Location	
8	City	
9	Processing Fee Amount	
10	Demand Draft No. with Date	
11	Drawn Bank	
12	Detail of Intending Purchaser(s)/Donner(s)/Transferee(s)	<p>1. -----S/o D/o W/o ----- Resident of -----</p> <p>2. -----S/o D/o W/o ----- Resident of -----</p>

Documents Required
Yes

Submitted Tick (√) /

1	Affidavit of transferor/seller (allottee) or transferor/seller (GPA/Sub GPA)	
2	Liability Affidavit of transferee/purchaser	
3	Certified copy of GPA/Sub GPA (in case of GPA)	
4	Copy of NOC, if taken	
5	Certified copy of conveyance deed	
6	NOC from Bank/Fin. Institution, if property mortgaged.	
7	Copy of OC, if already constructed	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

outcome - 69

GREATER MOHALI AREA DEVELOPMENT AUTHORITY SAS NAGAR

www.gmada.gov.in

(TRANSFER OF LETTER OF INTENT)

To

**Harpreet Kaur
D/o Surinder Singh Teji
R/o # 19, Sector 70, SAS Nagar**

Memo No.35983

Dated 26-Aug-2015

Subject:- Transfer of Intent Letter for the allotment of Residential plot RD No. 88/89-0073 LOI No. 600 Date 20-Nov-2013 measuring 200.00 Sq. Yard . Category Land Pooling Sector 88/89- Land pooling Scheme.

Whereas MOHAN SINGH S/o SURJEET SINGH Resident of VILL. MANAKMAJRA, TEHSIL & DISTT. SAS NAGAR, PB. has submitted application in this office for transfer of letter of intent for allotment of plot in your name :-

- 1 The application for transfer of letter of intent and other documents prescribed along with the transfer form have also been examined and found correct and hence transfer of letter of intent No. **600** Dated **20-Nov-2013** Size **200.00 Sq. Yard** Category Land Pooling in your name is hereby allowed.
- 2 This transfer shall be governed by the conditions contained in original letter of intent as well as the provision of Punjab Regional and town planning and development act, 1995 and all instructions/guidelines issued thereafter as well as the **Sector 88/89- Land pooling** Allotment Scheme.

Estate Officer

Simplified Performa for Services under Punjab RTS Act (60)

Part -1

1	Name of Service	Transfer of Property in case of Death (uncontested)
2	Name of Department/ Service Provider (Pre-filled into the system)	Housing and Urban Development

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of beneficiary , if not applicant. (Adhaar card of beneficiary. Attach Copy)			
2	Relationship with applicant			
3	Date of Application			
4	Property Detail please Tick (√)	SCF/SCO/SSS/Booth/Ind. Site/House/Plot/Others		
5	Plot No			
6	Sanction Order No			
7	Sector/Location			
8	City			
9	Processing Fee Amount			
10	Date of Death:			
11	Date of Registered/Un-Registered Will			
12	%age of share in Property:			
13	Detail of beneficiaries with respect to the said property :	Sr. No	Name	Relationship

Documents Required

Submitted Tick (√) / Yes

1	Death Certificate (Original).	
2	Legal Heirs Certificate (Issued by competent authority)/Affidavit of one of	

	the applicant supported by an Affidavit of remaining legal heirs and Affidavit of some public person i.e. Village Lambardar, First Class Gazetted Officer, Municipal Counselor or Sarpanch as the case may be, who can identify all legal heirs.	
3	Certified copy of Registered Will and attested copy of Unregistered will.	
4	Liability Affidavit in attached prescribed form from the beneficiary (ies).	
5	Photocopy of Conveyance Deed or any Document related to this property.	
6	Identity Proof (copy).	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Simplified Performa for Services under Punjab RTS Act (61)**Part -1**

1	Name of Service	Issue of permission for Mortgage
2	Name of Department/ Service Provider (Pre-filled into the system)	Housing and Urban development

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary, if not applicant. (Adhaar card of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Property Detail [please Tick (√)]	SCF/SCO/SSS/Booth/Ind. Site/House/Plot/Other
5	Plot No.	
6	Plot Size:	
7	Sector/Location	
8	City	

Documents Required**Submitted Tick (√) /****Yes**

1	Attested Copy of Allotment/ Re-allotment change of ownership letter, etc.	
2	Consent of bank from which loan is being raised in the prescribed format.	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC



Greater Mohali Area Development Authority

www.gmada.gov.in

PUDA Bhawan, Sector-62, S.A.S Nagar

To

Jagjit Singh
S/o Dayal Singh
R/o H.No. 618, Phase 3A, SAS Nagar

Memo No.GMADA-EO/2015/

Dated : **26-Aug-2015**

Subject :- Permission To Mortgage Plot No. **618**, Sector **53** SAS Nagar.

This is in reference of your application no. **8070** date **26-Aug-2015**.

You are permitted to mortgage the above said property to **Kotak Mahindra Bank Ltd, Sco 831, F.F, NAC, Manimajra, Chandigarh** subject to the following terms and conditions:-

- 1) That the first and primary charge in respect of the installments and interest recoverable by GMADA from you will continue to vest with GMADA
- 2) That there is no default in the installments/interest and there is no violation of terms and conditions of allotment letter and GMADA will be liberty to initiate resumption proceeding and resume the plot/property in case of any violation in the terms and conditions of the allotments.
- 3) The allottee will bound to make the payment of additional price in respect of the plot/site and may be determined and demanded by Estate Officer, GMADA as per the terms and conditions of allotment letter.
- 4) The allottee shall strictly abide by the terms and conditions of allotment letter and any violation at any stage shall lead to cancellation of allotments and resumption of plot/Building.
- 5) The allottee shall not be allowed at any stage to mis-use on land and purpose for which the land is allotted.
- 6) No transfer of land through GPA or otherwise shall be allowed.
- 7) This permission to mortgage will be valid for six months from the date to issue.
- 8) This permission to mortgage will be governed by the provisions of the Punjab Regional Planning & Development Regulation Act. 1995 and Rules & Regulation made their under.

Superintendent

Application No

Simplified Performa for Services under Punjab RTS Act (62)

Part -1

1	Name of Service	Attested Copy of Any Document
2	Name of Department/ Service Provider (Pre-filled into the system)	Housing and Urban development

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of beneficiary, if not applicant. (Adhaar card of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Property Detail [please Tick (✓)]	SCF/SCO/SSS/Booth/Ind. Site/House/Plot/Other
5	Plot No.	
6	Plot Size:	
7	Sector/Location	
8	City	

Documents Required

Submitted Tick (✓) /

Yes

1	Copy of FIR/Report in Daily Dairy Register	
2	Give detail or Purpose for use	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

Simplified Performa for Services under Punjab RTS Act (63)**Part -1**

1	Name of Service	Change of Ownership (Other than Death Cases)
2	Name of Department/ Service Provider (Pre-filled into the system)	Housing and Urban development

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary, if not applicant. (Adhaar card of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Property Detail please Tick (✓)	SCF/SCO/SSS/Booth/Ind. Site/House No.
5	Plot No.	
6	Plot Size:	
7	Sector/Location	
8	City	
9	Sanction Order No.	
10	Owner's Name.	
11	Father's/Husband's name	
12	Sale/Gift/Transfer Deed Sr. No.	
13	Book No.	
14	Volume No.	
15	Page No	
16	Dated:	

Documents Required**Submitted Tick (✓) /****Yes**

1	Certified Copy of Sale Deed/Transfer Deed/Gift Deed issued by the Sub-registrar or Permission to transfer letter issued by GMADA	
---	--	--

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

GREATER MOHALI AREA DEVELOPMENT AUTHORITY
PUDA BHAWAN, SECTOR 62, SAS NAGAR
www.gmada.gov.in

To,

.....
.....
.....

Memo No: GMADA/E.O/2015/

Dated:

Sub:- Transfer of Ownership of H. No..... , Sector.....
S.A.S Nagar

Ref: Your letter No. dated

In reference to the application submitted and after considering the documents, the ownership of above said House is transferred into your name. You will be bound to follow the rules & regulations of the Punjab Regional and Town Planning and Development Act-1995 and conditions of allotment letter. This transfer will be as per Registration and Stamp Act.

Superintendent (H)

Simplified Performa for Services under Punjab RTS Act (64)**Part -1**

1	Name of Service	Demarcation of Plot
2	Name of Department/ Service Provider (Pre-filled into the system)	Housing and Urban Development

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary, if not applicant. (Adhaar card of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Property Detail [please Tick (√)]	SCF/SCO/SSS/Booth/Ind. Site/House/Plot/Other
5	Plot No.	
6	Plot Size:	
7	Sector/Location	
8	City	

Documents Required**Submitted Tick (√) /****Yes**

1	Copy of proof of Ownership	
2	Copy of forwarding letter regarding sanction of building plan by empanelled architect vide its Order No _____ Dated _____	

OR

3	Copy of forwarding letter regarding sanction of building plan issued by	
---	---	--

	Estate Officer Vide order No. _____	
	Dated _____	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	



Simplified Performa for Services under Punjab RTS Act (65)**Part -1**

1	Name of Service	Issue of Plinth / Roof level Certificate
2	Name of Department/ Service Provider (Pre-filled into the system)	Housing and Urban Development

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary, if not applicant. (Adhaar card of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Property Detail [please Tick (√)]	SCF/SCO/SSS/Booth/Ind. Site/House/Plot/Other
5	Plot No.	
6	Plot Size:	
7	Sector/Location	
8	City	

Documents Required**Submitted Tick (√) /****Yes**

1	Photocopy of Demarcation Certificate (in case of allotment by GMADA)	
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I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

Simplified Performa for Services under Punjab RTS Act (66)**Part -1**

1	Name of Service	Water Supply and Sewerage Connection
2	Name of Department/ Service Provider (Pre-filled into the system)	Housing and Urban Development

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary, if not applicant. (Adhaar card of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Property Detail [please Tick (√)]	SCF/SCO/SSS/Booth/Ind. Site/House/Plot/Other
5	Plot No.	
6	Plot Size:	
7	Sector/Location	
8	City	

Documents Required**Submitted Tick (√) /****Yes**

1	Occupation Certificate	
2	Road Cut Receipt	
3	Plumber's Certificate	
4	Attested copy of GPA, if Application	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

SIMPLIFICATIONS OF PROFORMA: DEPARTMENT OF POWER

11. DEPARTMENT OF POWER

Application No

Simplified Proforma for Services under Punjab RTS Act (172 to 178)

Part-1

1	Name of Service	Failure of supply due to normal fuse off call/complaint & any other reasons as per listed Standards of Performance Services and Street Light failures.
2	Name of Department/Service Provider (Pre-filled into the system)	Power

Part-2

1	Name of Applicant	
2	Husband/ Father's/ Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part-3

Information/ Documents required specific to the service Information

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Consumer Account No. allotted by PSPCL	

Documents Required **Submitted Tick** (v) / Yes

1	Nil	
---	-----	--

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Application No

Simplified Proforma for Services under Punjab RTS Act [179 (a)& (b)]

Part-1

1	Name of Service	Period of Scheduled Outage/Restoration of Supply.
2	Name of Department/Service Provider (Pre-filled into the system)	Power

Part-2

1	Name of Applicant	
2	Husband/ Father's/ Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part-3**Information/ Documents required specific to the service
Information**

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Consumer Account No. allotted by PSPCL	

Documents Required**Submitted Tick****(√) / Yes**

1	Nil	
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I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Simplified Proforma for Services under Punjab RTS Act (180)**Part-1**

1	Name of Service	Voltage Fluctuations: No expansion/ enhancement of network involved.
2	Name of Department/Service Provider (Pre-filled into the system)	Power

Part-2

1	Name of Applicant	
2	Husband/ Father's/ Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part-3**Information/ Documents required specific to the service****Information**

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Consumer Account No. allotted by PSPCL	

Documents Required**Submitted Tick****(v) / Yes**

1	Nil	
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I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Simplified Proforma for Services under Punjab RTS Act [181(a) & (b)]

Part-1

1	Name of Service	Meter Complaints: (a) Inspection and replacement of slow, fast/creeping, stuck up meters & (b) replacement of burnt meters
2	Name of Department/Service Provider (Pre-filled into the system)	Power

Part-2

1	Name of Applicant	
2	Husband/ Father's/ Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part-3

Information/ Documents required specific to the service
Information

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Consumer Account No. allotted by PSPCL	

Documents Required Submitted Tick (v) / Yes

1	Request of consumer for Meter Inspection, Testing or Replacement (in case of burnt meter) as the case may be.	
---	---	--

Fee/Charges Payable

1	Meter Inspection & Testing Charges (if applicable).	
2	Meter Cost in case of Burnt Meter (if applicable).	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Simplified Proforma for Services under Punjab RTS Act [182 (a) & (b), 183 (b)]

Part-1

1	Name of Service	Release of New Connection/ Additional Load (Domestic Supply up to 100 kW), Conversion from LT Single Phase to LT Three Phase or vice-versa.
2	Name of Department/Service Provider (Pre-filled into the system)	Power

Part-2

1	Name of Applicant	
2	Husband/ Father's/ Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Aadhaar Card No. (Attach Copy)	

Part-3

Information/ Documents required specific to the service

Information

1	Name of beneficiary, if not applicant. (Aadhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Consumer Account No. allotted by PSPCL(if applying for Additional load).	
4	Caste	
5	BPL No.	

Documents Required

Submitted Tick (v) / Yes

1	A&A Form along with Photograph	
2	Identity proof (if Aadhaar Card not available): Voter Card, Passport	
3	Proof of ownership/occupancy of premises in case of lease or rented accommodation or indemnity bond in prescribed format in favour of PSPCL, if applicant is unable to produce the consent of the owner/landlord for obtaining a connection.	
4	NOC from PUDA/Local Urban Development Authority, if connection falls in their planning schemes or within the controlled area of any scheduled road or in Chandigarh periphery areas.	
5	Caste Certificate (if applicable).	
6.	BPL card No.	

7	Test report of the installation duly signed by the Licensed Electrical Contractor. ?	
---	--	--

Fee/Charges Payable

1	Processing fee	
2	Security (consumption)	
3	Security Meter & Meter Cup Board	
4	Service Connection Charges	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Simplified Proforma for Services under Punjab RTS Act [182 (a) & (b), 183 (b)]

Part-1

1	Name of Service	Release of New /Extension of load for Agriculture Supply Connection/AP High Technology/High Density Farming Supply.
2	Name of Department/Service Provider (Pre-filled into the system)	Power

Part-2

1	Name of Applicant	
2	Husband/ Father's/ Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Aadhaar Card No. (Attach Copy)	

Part-3

Information/ Documents required specific to the service

Information

1	Name of beneficiary, if not applicant. (Aadhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Consumer Account No. Allotted by PSPCL (if applying for Additional load)	

Documents Required

Submitted Tick

(√) / Yes

1	A&A Form along with Photograph	
2	Identity proof (if Aadhaar Card not available)	
3	Proof of ownership of landas prescribed for different categories.	
4	Test report of the installation duly signed by the Licensed Electrical Contractor (to be submitted after issue of Demand Notice).	

Fee/Charges Payable

1	Processing fee	
2	Security (consumption)	
3	Service Connection/ variable Charges payable as intimated in the demand notice.	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Simplified Proforma for Services under Punjab RTS Act [182 (a)&(b),183 (b)]

Part-1

1	Name of Service	Release of New Connection/ Additional Load (Non-Residential Supply up to 100 kW), Conversion from LT Single Phase to LT Three Phase or vice-versa.
2	Name of Department/Service Provider (Pre-filled into the system)	Power

Part-2

1	Name of Applicant	
2	Husband/ Father's/ Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part-3

Information/ Documents required specific to the service
Information

1	Name of beneficiary, if not applicant. (Aadhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Consumer Account No. allotted by PSPCL(if applying for Additional load).	

Documents Required

Submitted Tick

(v) / Yes

1	A&A Form along with Photograph	
2	Identity proof (if Aadhaar Card not available)	
3	Proof of ownership/occupancy of premises in case of lease or rented accommodation or indemnity bond in prescribed format in favour of PSPCL, if applicant is unable to produce the consent of the owner/landlord for obtaining a connection.	
4	NOC from PUDA/Local Urban Development Authority, if connection falls in their planning schemes or within the controlled area of any scheduled road or in Chandigarh periphery area or certified copy of CLU (Change of Land Use) from competent authority.	
5	In case of application by a Company, certified copies of the following documents by CA of the Company.	
	a) Memorandum of Association/Articles of Association.	
	b) Incorporation Certificate of the Company	
	c) Resolution of the Board of Directors in favour of the person authorised to sign the A&A form and other documents. The signatures of the authorized signatory shall also bear the common seal of the company.	

	d) Names of members of Board of Directors and their residential addresses shall also be furnished. Any change in members of Board of Directors shall be intimated to PSPCL within one month.	
6	In case of partnership firm partnership deed signed by all the partners or by a partner authorised to sign by other partners through a Special Power of Attorney duly notarized.	
7	Application by a Trust or a Society shall be accompanied by a certified copy of its constitution, its bye laws along with resolution in favour of the authorized signatory for signing A&A form and other documents. The names of managing body of the Trust/Society and their residential addresses shall also be furnished. Any change in managing body of the Trust or Society shall be intimated to PSPCL within one month.	
8	Test report of the installation duly signed by the Licensed Electrical Contractor.	

Fee/Charges Payable

1	Processing fee	
2	Security (consumption)	
3	Security Meter & Meter Cup Board	
4	Service Connection Charges	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Simplified Proforma for Services under Punjab RTS Act [182 (a) &(b), 183 (b)]

Part-1

1	Name of Service	Release of New Connection/ Additional Load (Street Lighting Supply), Conversion from LT Single Phase to LT Three Phase or vice-versa.
2	Name of Department/Service Provider (Pre-filled into the system)	Power

Part-2

1	Name of Applicant	
2	Husband/ Father's/ Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part-3

Information/ Documents required specific to the service

Information

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Consumer Account No. by PSPCL, if applying for Additional load/conversion from LT Single Phase to LT Three Phase or vice-versa.	

Documents Required

Submitted Tick

(√) / Yes

1	Application by the Executive Officer/Estate Officer of a Local Body, Improvement Trust or Urban Development Authority or any person authorized by any such authority on the prescribed A&A form.	
2	Execution of agreement for Street Lighting as per prescribed format.	
3	Test report of the installation duly signed by the Licensed Electrical Contractor.	

Fee/Charges Payable

1	Processing fee	
2	Security (consumption)	
3	Security Meter & Meter Cup Board	
4	Service Connection Charges	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Simplified Proforma for Services under Punjab RTS Act [182 (a) & (b)]**Part-1**

1	Name of Service	Release of Temporary Supply Connection.
2	Name of Department/Service Provider (Pre-filled into the system)	Power

Part-2

1	Name of Applicant	
2	Husband/ Father's/ Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part-3**Information/ Documents required specific to the service
Information**

1	Name of beneficiary, if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Consumer Account No. by PSPCL, if applying for Additional load/conversion from LT Single Phase to LT Three Phase or vice-versa.	

Documents Required **Submitted Tick** (v) / **Yes**

1	Application by the consumer on the prescribed A&A form.	
---	--	--

Fee/Charges Payable

1	Processing fee	
2	Security (consumption)	
3	Security Meter & Meter Cup Board	
4	Security works.	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Application No
Simplified Proforma for Services under Punjab RTS Act [182 (a)& 183 (b)]

Part-1

1	Name of Service	Release of New/additional load for Industrial Supply (upto 100 kW/100kVA) other than DS/NRS category& conversion from LT Single Phase to LT Three Phase or vice-versa.
2	Name of Department/Service Provider (Pre-filled into the system)	Power

Part-2

1	Name of Applicant	
2	Husband/ Father's/ Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Aadhaar Card No. (Attach Copy)	

Part-3

Information/ Documents required specific to the service
Information

1	Name of beneficiary, if not applicant. (Aadhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Consumer Account No. allotted by PSPCL (if applying for Additional load).	

Documents Required

Submitted Tick

(√) / Yes

1	A&A Form along with Photograph	
2	Identity proof (if Aadhaar Card not available)	
3	Proof of ownership/occupancy of premises in case of lease or rented accommodation or indemnity bond in prescribed format in favour of PSPCL, if applicant is unable to produce the consent of the owner/landlord for obtaining a connection.	
4	NOC from PUDA/Local Urban Development Authority, if connection falls in their planning schemes or within the controlled area of any scheduled road or in Chandigarh periphery areas or certified copy of CLU (Change of Land Use) from competent authority.	
5	In case of application by a Company, certified copies of the following documents by CA of the Company. a) Memorandum of Association/Articles of Association.	
	b) Incorporation Certificate of the Company	
	c) Resolution of the Board of Directors in favour of the person authorised to sign the A&A form and other documents. The signatures of the authorized signatory shall also bear the common seal of the company.	

	d) Names of members of Board of Directors and their residential addresses shall also be furnished. Any change in members of Board of Directors shall be intimated to PSPCL within one month.	
6	In case of partnership firm partnership deed signed by all the partners or by a partner authorised to sign by other partners through a Special Power of Attorney duly notarized.	
7	Application by a Trust or a Society shall be accompanied by a certified copy of its constitution, its bye laws along with resolution in favour of the authorized signatory for signing A&A form and other documents. The names of managing body of the Trust/Society and their residential addresses shall also be furnished. Any change in managing body of the Trust or Society shall be intimated to PSPCL within one month.	
8	Test report of the installation duly signed by the Licensed Electrical Contractor (along with Demand Notice charges).	

Fee/Charges Payable

1	Processing fee	
2	Security (consumption)	
3	Security Meter & Meter Cup Board	

**Note :Service Connection Charges and other variable charges as applicable shall be intimated to the consumer in the Demand Notice to be issued within 7 working days of receipt of application.*

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Application No
Simplified Proforma for Services under Punjab RTS Act [183 (a)]

Part-1

1	Name of Service	Transfer of Title
2	Name of Department/Service Provider (Pre-filled into the system)	Power

Part-2

1	Name of Applicant	
2	Husband/ Father's/ Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Aadhaar Card No. (Attach Copy)	

Part-3

Information/ Documents required specific to the service Information

1	Name of beneficiary, if not applicant. (Aadhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Consumer Account No. by PSPCL for which change of title is required.	

Documents Required

Submitted Tick (v) / Yes

1	New A&A Form along with Photograph	
2	Identity proof (if Aadhaar Card not available)	
3	Proof of ownership/occupancy of premises in case of lease or rented accommodation.	
4	NOC from PUDA/Local Urban Development Authority, if connection falls in their planning schemes or within the controlled area of any scheduled road or in Chandigarh periphery areas.	
5	In case of change in name of a Company, a) Certified copy of new Memorandum of Association/Articles of Association.	
	b) Certified copy of new incorporation certificate of the Company.	
	c) Resolution of the Board of Directors in favour of the person authorised to sign the A&A form.	
6	In case of change of name due to change in partnership, a certified copy of new partnership deed signed by all the partners or by a partner authorised to sign by other partners through a Special Power of Attorney duly notarized.	
7	In the event of death of a consumer, a) the Death Certificate, b) Succession Certificate or	

	<p>for Tubewell Consumers SajjraNasad certified by the Revenue Officers in place of Succession Certificate or certification on plain paper regarding death of consumer from his/her legal heirs claimants duly authorized by Gram Panchayat/ Nambardar.</p> <p>c) No Objection from other heirs to the connection being transferred in the name of one of the heirs.</p> <p>d) In the absence of documents (a) & (b) above, all the heirs may submit an affidavit duly attested by a Magistrate confirming the death of the consumer, identification of the legal heir and their consent to the connection being transferred in the name of a particular heir.</p>	
8	An undertaking to pay/bear the current and past outstanding liabilities of the old consumer or those detected in the future.	

Fee/Charges Payable

1	Fee for change of title or transfer of agreement.	
2	Security (consumption) and Security (Meter) at the prevalent rates after accounting for the security (consumption) & Security (Meter) already deposited by the previous consumer with his consent.	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Simplified Proforma for Services under Punjab RTS Act [184 (a) to (e)]**Part-1**

1	Name of Service	Shifting of Meter/Service Connection & Other Services.
2	Name of Department/Service Provider (Pre-filled into the system)	Power

Part-2

1	Name of Applicant	
2	Husband/ Father's/ Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Aadhaar Card No. (Attach Copy)	

Part-3**Information/ Documents required specific to the service****Information**

1	Name of beneficiary, if not applicant. (Aadhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Consumer Account No. by PSPCL.	

Documents Required

Submitted Tick

(√) / Yes

1	Application for shifting of meter/ service connection/transformer/HT or LT Lines.	
2	Proof of ownership/occupancy of premises in case of lease or rented accommodation where line/ transformer is to be shifted if applicant is unable to produce the consent of the owner/landlord for obtaining a connection.	
3	Test report of the installation duly signed by the Licensed Electrical Contractor (if required) to be intimated through the notice.	

Fee/Charges Payable

1	Fee for service required.	
---	---------------------------	--

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of 197authorized official	

Application No**Simplified Proforma for Services under Punjab RTS Act [185 (a) & (b)]****Part-1**

1	Name of Service	Complaints about consumer's bill and restoration of supply.
2	Name of Department/Service Provider (Pre-filled into the system)	Power

Part-2

1	Name of Applicant	
2	Husband/ Father's/ Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Aadhaar Card No. (Attach Copy)	

Part-3

Information/ Documents required specific to the service

Information

1	Name of beneficiary, if not applicant. (Aadhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Consumer Account No. by PSPCL.	

Documents Required

Submitted Tick

(v) / Yes

1	Application for complaint about bill or restoration of supply	
2	Copy of the bill for which complaint is being made.	
3	In case of restoration of supply, receipts of the outstanding dues cleared.	
4	Copy of receipt of payment of Monthly Minimum Charges for the period of disconnection, if disconnection is formore than six months.	

Fee/Charges Payable

1	Fee for service required.	
2	In case of re-connection, if the period of disconnection is more than six months, Security (consumption) & re-connection fee as applicable.	

I, hereby declare that all the information given above is true to best of my knowledge. If any information found wrong then I will be punishable as per law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

**SIMPLIFICATIONS OF PROFORMA: DEPARTMENT OF
TRANSPORT**

12. DEPARTMENT OF TRANSPORT

Application No

Simplified Proforma for Services under Punjab RTS Act (43.a)

Part -1

1	Name of Service	Issuance of Registration Certificate of Motor Vehicles (Non Transport)
2	Name of Department/ Service Provider (Pre-filled into the system)	Registering Authority (each District Transport Officer in each district)

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	

Documents Required

Submitted Tick (v) / Yes

1	Sale certificate in Form No 21	
2	Valid Insurance Certificate	
3	Original Sale certificate from the concerned authorities in Form No. 21 in case of ex-army vehicles	
4	Proof of address- by way of any one of the Documents i.e. Voter List, Life Insurance Policy,Passport, Adhaar Card, Salary Slip issue by Central Govt, State Govt or Local Body, any other document prescribed by state Govt or any affidavit attested by Executive Magistrate 1st Class or Notary Public	
5	Temprioray Registartion , If any	
6	Raad worthyness certificate in Form No. 22 from the manufacturer – Form 22-A from the body builders	
7	Custom's clearance certificate in the case of imported vehicles along with the license and bond , if any.	

8	Appropriate fee as specified in Rule 81	
9	Proof of citizenship	
10	Proof of legal presence in India in addition to proof of residence in case of foreigners	

Signature of Applicant

(ACKNOWLEDGEMENT SLIP)

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

**CERTIFICATE OF REGISTRATION
PUNJAB STATE**

NON-TRANSPORT

PB65S 7437

E. NO. DZZRCG48718
CH. NO. MD2A18AZ1CRG49090
REGD. DATE 15-11-2012

Name: **AMARJIT SINGH**

S/DW of: **PAL SINGH**

Address: **H.NO-4466 WARD NO-13 KHARAR
DISTT-MOHALI**

MOHALI
160055

NO. OF CYL. 1
UNLADEN WT. 113
SEATING CAP. 2
STANDING CAP.
FUEL USED PETROL
CC. 100
BODY TYPE SOLO
WHEEL BASE
TAX [OTT] 14-11-2027

COLOUR :BLACKROMA
PURPOSE:
TRFR. DATE:
OWNER SRL.1
VALID UPTO:14-11-2027

REF. MFG BAJAJ
MFG. DATE 10/2012
MAKE PLATINA WITH ALLOY WHEELS
CLASS MCYCLE

Form 23A

CURR ISSU AUTH
MOHALI

Simplified Proforma for Services under Punjab RTS Act (43.b)

Part -1

1	Name of Service	Issuance of Registration Certificate of Motor Vehicles (Transport)
2	Name of Department/ Service Provider (Pre-filled into the system)	Registering Authority (each District Transport Officer in each district)

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	

Documents Required

Submitted Tick (√) /

Yes

1	Sale certificate in form No 21	
2	Valid Insurance Certificate	
3	Original Sale certificate from the concerned authorities in Form 21 in case of ex-army vehicles	
4	Proof of address by way of any one of the Documents i.e. Voter List, Life Insurance Policy, Passport, Adhaar Card, Salary Slip issue by Central Govt, State Govt or Local Body, any other document prescribed by state Govt or any affidavit attested by Executive Magistrate 1st Class or Notary Public	
5	Temporary Registration , If any	
6	Road worthiness certificate in Form No. 22 from the manufacturer – Form 22-A from the body builders	
7	Custom's clearance certificate in the case of imported vehicles along with the license and bond , if any.	
8	Appropriate fee as specified in Rule 81	
9	Proof of citizenship	
10	Proof of legal presence in India in addition to proof of residence in case of foreigners	

(ACKNOWLEDGEMENT SLIP)

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

Simplified Proforma for Services under Punjab RTS Act (44)

Part -1

1	Name of Service	Fitness Certificate for Commercial Vehicle
2	Name of Department/ Service Provider (Pre-filled into the system)	Motor Vehicle Inspector in each District

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	

Documents Required

Submitted Tick (√) /

Yes

1	Form No 20 alongwith prescribed fee under Rules.	
2	The vehicle should be made present in good running condition before the concerned Motor Vehicle Inspector at the Passing Station	

Signature of Applicant

(ACKNOWLEDGEMENT SLIP)

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

FORM 38

{See rule 62(1)}

CERTIFICATE OF FITNESS (APPLICABLE IN THE CASE OF TRANSPORT VEHICLES ONLY)

Vehicle No. is certified as complying with the provisions of the Motor Vehicles Act, 1988, and the rules made thereunder. The certificate will expire on

Date

Signature and designation of Inspecting Authority or holder of the letter of authority of the authorised testing station.

The certificate of fitness is hereby renewed :

From to 20...

From to 20...

From to 20...

Signature of Inspecting Authority or the holder of the letter of authority of the authorised testing station.

Simplified Proforma for Services under Punjab RTS Act (45)

Part -1

1	Name of Service	Issue of Driving License - Motor Car / Motor Cycle
2	Name of Department/ Service Provider (Pre-filled into the system)	Licensing Authority (Each District Transport Officer in each District Quarter and SDM in Sub Division Level)

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	

Documents Required

Submitted Tick (√) /

Yes

1	Application in Form No. 2	
2	Medical certificate in form No 1 & 1-A	
3	3 photographs in Passport size	
4	Fee as prescribed in Rule 32	
5	One year old driving license of light motor Vehicle in case of Transport Vehicle License	
6	Proof of address- by way of any one of the Documents i.e. Voter List, Life Insurance Policy, Passport, Adhaar Card, Salary Slip issue by Central Govt, State Govt or Local Body, any other document prescribed by state Govt or any affidavit attested by Executive Magistrate 1st Class or Notary Public	
7	Proof of Age- by way of any one of the Documents i.e. Voter List , Life Insurance Policy, Passport, Adhaar Card, Salary Slip issue by Central Govt, State Govt or Local Body, any other document prescribed by state Govt or any affidavit attested by Executive Magistrate 1st Class or Notary Public, School Certificate, Birth Certificate	
8	For Regular Driving License : Original Valid learners License along with Form No 4, Prescribed fees, 4	

	Paaport Size Photographes.	
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Signature of Applicant

(ACKNOWLEDGEMENT SLIP)

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC



सत्यमेव जयते

INDIAN UNION DRIVING LICENCE

PUNJAB STATE

Form 7

Number : PB-1320120030272

Name : AMIT SINGH

S/D/W of : SUBHASH CHAND

Address : VILL. ANDANA TEH. MOONAK
DISTT. SANGRUR 148033



Issued on : 20-07-2012

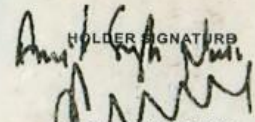
DoB : 25-12-1992 3G : U

is licenced to drive the following vehicle class throughout India:

Vehicle Class	LMV	MCWG		
Date of Issue	20-07-2012	20-07-2012		

Valid till (Transport)

Valid till (Non-Transport) 19-07-2032 Badge No:

HOLDER SIGNATURE

 ISSUING AUTHORITY

SANGRUR

PS

Simplified Proforma for Services under Punjab RTS Act (46)**Part -1**

1	Name of Service	Issue of Tax Clearance Certificate (for period upto 2 years from date of application)
2	Name of Department/ Service Provider (Pre-filled into the system)	Each District Transport Officer in each Distric Quarter

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	

Documents Required

Submitted Tick (√) /

Yes

No documents required as this certificate is being issued by concerned Distrcit Transport Officer on the verificateion of office record

Signature of Applicant

(ACKNOWLEDGEMENT SLIP)

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Simplified Proforma for Services under Punjab RTS Act (47)

Part -1

1	Name of Service	Issue of Tax Clearance Certificate (for period beyond 2 years)
2	Name of Department/ Service Provider (Pre-filled into the system)	Each District Transport Officer in each District Quarter

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	

Documents Required

Submitted Tick (√) /

Yes

No documents required as this certificate is being issued by concerned District Transport Officer on the verification of office record

Signature of Applicant

(ACKNOWLEDGEMENT SLIP)

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

Application No

Simplified Proforma for Services under Punjab RTS Act (48)

Part -1

1	Name of Service	Issue of Route Permit or National Permit
2	Name of Department/ Service Provider (Pre-filled into the system)	Secretary, regional Transport Authority in each Region of Punjab State

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3**Information / Documents required specific to the service****Information**

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	

Documents Required
Yes**Submitted Tick (√) /**

1	Application In From No. 48	
2	Photocopy of valid Registraion Certificate	
3	Valid Insurance Certificate	
4	Application fee Rs 200/- , Punjab State fee Rs. 1000/- and National Permit fee of Rs. 16,500/-	
5	Valid goods carriage permit for the operational area of Punjab State	

Signature of Applicant

(ACKNOWLEDGEMENT SLIP)

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

FORM 47

[See rules 83(2) and 87(2)]

AUTHORISATION FOR TOURIST PERMIT OR NATIONAL PERMIT

No.

Office of the Secretary, Regional/State Transport Authority

Authorisation No. Dated

This authorisation is valid throughout the territory of India/in the State(s) of:-

- | | |
|---------|----------|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |
| 9. | 10. |

(Here write the names of the States applicable)

1. Name in full and complete address of holder of the permit
2. Registration mark of the motor vehicle and make
3. Year of manufacture
4. ¹Engine number or motor number in the case of Battery Operated Vehicles
5. Chassis number of the motor vehicle
6. Permit number of the motor vehicle
7. Name of the permit issuing authority
8. Date of expiry of the permit
9. Gross weight of the motor vehicle
10. Unladen weight of the motor vehicle
11. Seating capacity in the case of tourist vehicle
12. Period of validity of the authorisation From.....To.....

13. The authorisation for the following State(s) is subject to payment of taxes by the permit holder to the respective State(s)

1.
2.
3.
4.

Signature and designation with seal of the Transport Authority

1. Subs. by G.S.R. 589(E), dated 16th September, 2005, for "Engine number" (w.e.f. 16-3-2006).
2. Ins. by G.S.R. 76(E), dated 21st January, 2000 (w.e.f. 31-1-2000). Earlier item 13 was added by G.S.R. 684(E), dated 26th March, 1993 (w.e.f. 26-3-1993) and omitted by G.S.R. 664(E), dated 5th October, 1999 (w.e.f. 22-10-1999).

[Certificate of payment of composite fee/taxes (for tourist permit)]

Sl. No.	Name of the States for which payment made	Amount paid Rs.	No. and date of bank draft and name of bank.	Date of receipt of bank draft	Payable to	Period for which paid	Registration mark of the vehicle	Signature and seal of the authority
1	2	3	4	5	6	7	8	9

Certified that the National Permit holder has paid the consolidated fee (Rs. 16,500) vide receipt number.....dated.....]

Signature and seal of the Transport Authority

[Note.—This Form shall be security printed water-mark paper and shall carry such hologram emblem, as may be specified by the State Government.]

Simplified Proforma for Services under Punjab RTS Act (49)

Part -1

1	Name of Service	Addition / Deletion of Hire Purchase Entry
2	Name of Department/ Service Provider (Pre-filled into the system)	Each District Transport Officer in each District Quarter

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	

Documents Required

Submitted Tick (√) /

Yes

1	Application In Form No. 34 countersigned by Financier for HPA enter	
2	Application in Form No 35 countersigned by Financier for HPA cancell	
3	Original certificate of Registration	
4	Prescribed fee of Rs 100/-	

Signature of Applicant

(ACKNOWLEDGEMENT SLIP)

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

FORM 23
(See rule 48)
CERTIFICATE OF REGISTRATION
Registration Number.....

Brief description of vehicle..... (e.g. Fiat/
Ambassador/Maruti car, Tata, Ashok Leyland goods vehicle, trailer, motor cycle
with/without gear, motor cycle with side car, etc.)
Purchased from the Dealer Name & Address :.....
Name of Registered Owner.....
Son/wife/daughter of.....
Full address (Permanent).....
Full address (Temporary).....
[PAN Number (optional).....]

Signature of Registering Authority.....
Date.....

Specimen Signature of the Registered
Owner to be affixed and attested by
Registering Authority with his seal

	DETAILED DESCRIPTION
1. Class of vehicle The motor vehicle is (a) a new vehicle (b) ex-army vehicle (c) imported vehicle (d) Migration from other States
2. Maker's name Dealer's name and address
3. Type of body
4. Month and year of manufacture
5. Number of cylinders
6. Chassis Number
7. [Engine number or motor number in the case of Battery Operated Vehicles]
8. Fuel used in the engine
9. Horse Power (B.H.P.)
10. Cubic Capacity
11. Maker's Classification
12. Wheel base
13. Seating capacity (including driver)
14. Unladen weight
15. Colour or colours of body, wings and front end
<i>Additional particulars in the case of all transport vehicles other than motor cabs.</i>	
16. Gross vehicle weight (a) as certified by the manufacturer (b) as registered kgms.
17. [Number, description, size and ply rating of tyres, as declared by the manufacturer] (a) Front axle (b) Rear axle (c) Any other axle (d) Tandem axle kgms.
18. Registered axle weight (a) Front axle (b) Rear axle (c) Any other axle (d) Tandem axle kgms. kgms. kgms. kgms.
<i>Additional particulars of alternative or additional Semi-Trailer Registered with an Articulated vehicle</i>	
19. Type of body
20. Unladen weight
21. Number, description and size of tyres on (each) axle
22. Registered axle weight (in respect of each axle)
This certificate is valid from..... to.....	
Date.....	

Signature of the Registering Authority

Application No

Simplified Proforma for Services under Punjab RTS Act (50)

Part -1

1	Name of Service	Transfer of Vehicle (if the place of registration is the same place)
2	Name of Department/ Service Provider (Pre-filled into the system)	Each District Transport Officer in each District Quarter

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	

Documents Required

Submitted Tick (√) /

Yes

1	Application In Form No 29 & 30	
2	Self Declaration Letter in the shape of affidavit from the purchaser and seller.	
3	NOC or No Due Certificate from the financier in case Hire Purchase Agreement.	
4	Prescribed Fee	
5	Original certificate of registration	
6	Valid insurance Certificate	
7	NOC from the concerned authority in the case of reassignment of vehicle of other states registration mark and verification from the concerned authority in the case of Punjab State registration mark. Death certificate in case of death of the owner and legal heirs certificate issued by the competent authority.	
8	Certified copy of order passed by the competent authority of state Govt. / Central Govt. in case the vehicle is purchased in the auction	

Signature of Applicant

(ACKNOWLEDGEMENT SLIP)

1.	Application Receipt No.		4.	Date by which	
----	-------------------------	--	----	---------------	--

				Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

PGRC

CERTIFICATE OF REGISTRATION PUNJAB STATE

NON-TRANSPORT



सत्यमेव जयते

Form 23A



PB65S 7437

E. NO. DZZRCG48718
CH. NO. MD2A18AZ1CRG49090
REGD. DATE 15-11-2012

Name:
AMARJIT SINGH

S/DW of:
PAL SINGH

Address:
**H.NO-4466 WARD NO-13 KHARAR
DISTT-MOHALI**

**MOHALI
160055**

REF. MFG
MFG. DATE
MAKE
CLASS

**BAJAJ
10/2012
PLATINA WITH ALLOY WHEELS
MCYCLE**

NO. OF CYL. 1
UNLADEN WT. 113
SEATING CAP. 2
STANDING CAP.
FUEL USED PETROL
CC. 100
BODY TYPE SOLO
WHEEL BASE
TAX [OTT] 14-11-2027

COLOUR :BLACKCROMA
PURPOSE:
TRFR. DATE:
OWNER SRL.1
VALID UPTO:14-11-2027

CURR ISSU AUTH
MOHALI

Simplified Proforma for Services under Punjab RTS Act (51)

Part -1

1	Name of Service	Renewal of Driving License
2	Name of Department/ Service Provider (Pre-filled into the system)	Licensing Authority (Each District Transport Officer in each District Quarter and SDM in Sub Division Level)

Part -2

1	Name of Applicant	
2	Husband / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
7	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service

Information

1	Name of beneficiary , if not applicant. (Adhaar No. of beneficiary. Attach Copy)	
2	Relationship with applicant	

Documents Required

Submitted Tick (√) /

Yes

1	Application in Form No. 9	
2	Prescribed Fee	
3	3 photographs in passport size	
4	Original Driving License	
5	Medical certificate in Form No. 1-A	

Signature of Applicant

(ACKNOWLEDGEMENT SLIP)

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	



सत्यमेव जयते

INDIAN UNION DRIVING LICENCE

PUNJAB STATE

Form 7

Number : PB-1320120030272

Name : AMIT SINGH

S/D/W of : SUBHASH CHAND

Address : VILL. ANDANA TEH. MOONAK
DISTT. SANGRUR 148033



Issued on : 20-07-2012

DoB : 25-12-1992 3G : U

is licenced to drive the following vehicle class throughout India:

Vehicle Class	LMV	MCWG		
Date of Issue	20-07-2012	20-07-2012		

Valid till (Transport)

Valid till (Non-Transport) 19-07-2032 Badge No:

HOLDER SIGNATURE
Amit Singh

ISSUING AUTHORITY
[Signature]

SANGRUR

13. DEPARTMENT OF POLICE



PROTECTION PARTNERSHIP PEACE

"SAANJH"

COMPLAINT FORM
ਸ਼ਿਕਾਇਤ / ਫਰਿਆਦ ਫਾਰਮ

CPRC/CPSC/PSOC

(Pl. Fill Name of Distt./Sub Division/Police Station above)
(ਕਿਰਪਾ ਕਰਕੇ ਜਿਲ੍ਹਾ/ਸਬ ਡਵੀਜ਼ਨ/ਥਾਣੇ ਦਾ ਨਾਮ ਉੱਪਰ ਭਰੋ)

UNIQUE TOKEN NO. _____

DATED

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

COMPLAINANT NAME _____ SEX : M/F _____

ਬੇਨਤੀ ਕਰਤਾ

S/O, D/O, W/O _____

ਪਿਤਾ/ਪਤੀ ਦਾ ਨਾਮ

ADDRESS STATE _____ DISTT. _____ P.S. _____

ਪਤਾ ਰਾਜ

ਜਿਲ੍ਹਾ

ਥਾਣਾ

MOHALLA/VILL. _____ ST. NO. _____ H.NO. _____

ਮੁਹੱਲਾ/ਪਿੰਡ

ਗਲੀ ਨੰ

ਮਕਾਨ ਨੰ

PH. NO. _____ MOBILE NO. _____

ਫੋਨ

ਮੋਬਾਇਲ ਨੰ.

EMAIL _____

ਈਮੇਲ

SUBJECT _____

ਵਿਸ਼ਾ

POLICE STATION _____

ਥਾਣਾ

AGAINST NAME1) _____ 2) _____ 3) _____

ਬਰਖਿਲਾਫ

S/O, D/O, W/O _____

ਪਿਤਾ/ਪਤੀ ਦਾ ਨਾਮ

ADDRESS _____

ਪਤਾ

ANY OTHER DETAIL

ਕੋਈ ਹੋਰ ਵੇਰਵਾ

ਨੋਟ : ਸ਼ਿਕਾਇਤ ਕਰਤਾ ਵੱਲੋਂ ਦਿੱਤੀ ਗਈ ਸ਼ਿਕਾਇਤ ਦੇ ਨਾਲ ਇਹ ਫਾਰਮ ਭਰਵਾ ਕੇ ਨੱਥੀ ਕੀਤਾ ਜਾਵੇ। For Office use only

Name :	Diary No.
Designation :	Date
Belt No. :	Mark to :

.....
Signature of Applicant



PROTECTION PARTNERSHIP PEACE

SAANJH



Punjab Police

COMPLAINT RECEIPT

C626-PSOC City Budhlada Mansa

UNIQUE ID	811369
------------------	--------

DATE	01-Sep-2015 09:59:46
-------------	----------------------

Receiving complaint from

Sukhvinder Singh S/O Mall Singh

resident of

Ward No. 1 Budhlada Psoc City Budhlada Mansa Punjab India

under unique token no. 811369

regarding

DISPUTE OF MONEY

occurred on

31/08/2015

The Complaint is registered at office

PSOC City Budhlada Mansa

on

31/08/2015.

DCR No.

432/PSSK/CITY BLD

Note:- Please Check & verify the information while receiving this receipt, get it corrected in case of any discrepancy.

