

Sr.No.



ਸੇਵਾ ਦਾ ਅਧਿਕਾਰ

## APPLICATION FOR EXECUTION OF CONVEYANCE DEED/ ISSUANCE OF NO DUE CERTIFICATE/ ISSUANCE OF DUPLICATE DOCUMENTS

Property No. & Type \_\_\_\_\_

Urban Estate/Site \_\_\_\_\_ at \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Father's Husband's Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail \_\_\_\_\_



### Jalandhar Development Authority

SCO 41, Opp. DAC Complex, Ladowali Road, Jalandhar

Telephone No.0181-2233341, Fax No.0181-2244233

Website: [www.jda.org.in](http://www.jda.org.in)



## Execution of Conveyance Deed / Issuance of No Due Certificate / Issuance of Duplicate Documents

### CHECK LIST

**A. For Execution of Conveyance Deed (Time limit: 15 working days)**

- i) Application Form
- ii) Self attested copy of allotment / re- allotment letter.
- iii) Self attested copy of No Due Certificate.
- iv) Certified copy of GPA / Sub Attorney (if applicable).
- v) Three copies of the Conveyance Deed including one on Stamp Paper.  
The amount of the Stamp Duty would be as applicable on the date of execution of the conveyance deed. Please check with the office of Sub Registrar, Concerned.
- vi) Affidavit on Stamp Paper of Rs 25 /- from the allottee

**B. For No Due Certificate (Time Limit: 07 working days)**

- i) Application Form
- ii) Applicants are requested to visit our website [www.jda.org.in](http://www.jda.org.in) to see the account statement of the property and deposit the due amount. In case, there is any discrepancy in the account, please attach relevant documents as a proof. This will help us to process the request quickly.

**C. For issuance of any Duplicate Document (Time limit: 07 working days)**

- i) Application Form
- ii) Copy of FIR / Report in Daily Diary Register.  
All the above documents should be submitted duly self attested by the applicant and pasted on the blank pages.

### FOR OFFICE USE ONLY

Certified that I have checked and found all the documents in order

Signature of Receipt Clerk

Signature of Superintendent

Name \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



## APPLICATION FORM

To

The Estate Officer  
PUDA Complex  
SCO No. 40-41  
Ladowali Road,  
Jalandhar

**Subject:** Execution of Conveyance Deed/ Issuance of No Due Certificate / Issuance of Duplicate Documents in respect of Property No. \_\_\_\_\_  
Urban Estate/ Site \_\_\_\_\_ at \_\_\_\_\_

Sir/Madam

I / We are the owner of SCF / SCO / Booth / Indl. site / House / Plot No. \_\_\_\_\_ Urban Estate/site \_\_\_\_\_ at \_\_\_\_\_, and the amount due to JDA/PUDA against this property has been paid in full (Proof enclosed). I / We wish to seek Execution of Conveyance Deed / No Due Certificate / Duplicate Documents of the above mentioned property, for which all the requisite documents, as per check list, are enclosed herewith.

It is requested that the needful may be done.

Date: \_\_\_\_\_

Signature \_\_\_\_\_  
(Name & Address of Owner / (s) with Contact No.)



Photograph

**AFFIDAVIT**  
(for Execution of Conveyance Deed only)

Affix Non-Judicial Stamp worth Rs.25/-

I/WE

(i) \_\_\_\_\_ son / daughter / wife of Sh. \_\_\_\_\_

aged \_\_\_\_\_ yrs resident of \_\_\_\_\_

(ii) \_\_\_\_\_ son / daughter / wife of Sh. \_\_\_\_\_

aged \_\_\_\_\_ yrs resident of \_\_\_\_\_

(iii) \_\_\_\_\_ son / daughter / wife of Sh. \_\_\_\_\_

aged \_\_\_\_\_ yrs resident of \_\_\_\_\_

(iv) \_\_\_\_\_ son / daughter / wife of Sh. \_\_\_\_\_

aged \_\_\_\_\_ yrs resident of \_\_\_\_\_

do here by solemnly affirm and declare as under:-

- That Plot/ SCF/ SCO/ SSS/ Booth/ Incl. site/ House No. \_\_\_\_\_ U/E/Site \_\_\_\_\_  
\_\_\_\_\_ at \_\_\_\_\_, measuring \_\_\_\_\_ sq.yds was allotted / transferred to  
Sh. \_\_\_\_\_ son/ daughter/ wife of  
Sh. \_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_ at a tentative price of  
Rs. \_\_\_\_\_, and all dues have been paid to the Authority.
- That I / We alongwith the allottee/ owner undertake to pay final / additional price in respect of the abovesaid property, as may be determined and demanded by the Estate Officer from time to time, even after the execution and registration of Conveyance Deed.
- That in case of failure on my / our part to pay final / additional price / extension fee, the Estate Officer may resume the said property together with the structure thereon , if any under the provision of Punjab Regional and Town Planning and Development Act 1995 and the rules & regulations made thereunder and as amended from time to time.
- That after the conveyance deed of the said property is executed/ registered, we (deponent and the allottee) or our legal heirs & successors shall continue to abide by the provisions of the Act, Rules, Building Bye-laws, as well as the conditions of allotment as laid out in the letter of allotment.

**Deponents(s)**

**VERIFICATION:**

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

**Deponent(s)**



# PUNJAB empowers the citizen for delivery of public services



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**As per the provisions of Punjab Right to Service Act 2011, the Designated Officers are mandated to provide following services within the given time limits, or else are liable for penalty**

Types of Service	Designated Officer	Given Time Limit
Sanction of Building Plans/ Revised Building Plans(for residential plots)	SDO Building, JDA	30 working days
Sanction of Building Plans/ Revised Building Plans(for commercial plots)	SDO Building, JDA	60 working days
Issue of Completion/ Occupation Certificate	SDO Building, JDA	15 working days
Issue of No Objection Certificate/ Duplicate Letter of Allotment/ Reallotment	Estate Officer, JDA	21 working days
Issue of Conveyance Deed	Estate Officer, JDA	15 working days
Issue of No Due Certificate	Estate Officer, JDA	7 working days
Re-transfer of property in case of sale	Estate Officer, JDA	15 working days
Re-transfer of property in case of death (uncontested)	Estate Officer, JDA	45 working days
Issue of permission to mortgage	Estate Officer, JDA	7 working days

In case, any citizen does not obtain any of the above services within the given time limit, he may file an appeal in the office of the Additional Chief Administrator, JDA, Jalandhar.



**JDA is committed to serve the Citizens**