



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

**RIGHT TO SERVICE**

Service Asked For **Sanction of building plan/revised building plan (other than residential) (Stipulated Time – 60 days)**

1	Date of Application			
2	Name of the Applicant			
3	Father's/Husband's Name			
4	Address	City / Village		Locality/ H.No.
		Teh.		Distt.
		Phone/Mobile No.		
		e-mail id, if any		
5	ULBs requirement	a.	Plot/ Property No	
6	ULBs requirement	a.	Ownership proof	Sale Deed, mutation, jamabandi
7	ULBs requirement	a.	B.A. Fees	

8. Document to be attached

Sr. No	(service specific documents)	Checklist	Checklist (For office Use only)
(i)	Form A	Yes	Yes
(ii)	Detail of specification of the work to be executed in form 'B' appended to these byelaws	Yes	Yes
(iii)	A location plan and a site plan of the land on which it is intended to erect or re-erect the building (Two copies on tracing film/cloth & four sets of Ferro Prints)	Yes	Yes
(iv)	Plan of all the floors including Service Plans, elevations and typical cross-section of the building that he intends to erect or re-erect (Two copies on tracing film/ cloth & Four sets of Ferro Prints)	Yes	Yes
(v)	Copy of ownership Proof (Sale Deed, mutation, jamabandi) – as per 6(a) above	Yes	Yes
(vi)	Estimate of Construction from the approved Architect.	Yes	Yes
(vii)	Structure Safety Certificate and Design & Drawings From Structural Engineer as per byelaws and Govt. Instruction issued from time to time, wherever applicable.	Yes/Na	Yes/Na
(viii)	Fire Safety Certificate from the Fire Deptt. wherever applicable.	Yes/Na	Yes/Na
(ix)	Indemnity Bond of the owner for construction of Basement wherever applicable.	Yes/Na	Yes/Na
(x)	NOC from the neighbor for construction of Basement wherever applicable.	Yes/Na	Yes/Na

9. Signature of Applicant: \_\_\_\_\_

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**For Office use**

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

**It is your right to seek service within stipulated time limit**

### Acknowledgement Slip

1	Acknowledgement Receipt No.		2	Date	
3	Date by Which Service to be Provided		4	a. Departmental fees - B.A. fees	
				b. Facilitation charges, if any	
5	Service asked for	<b>Sanction of building plan/ revised building plan (Other than residential)</b>			
6	Documents attached	(i)	Form A	Yes	Yes
		(ii)	Detail of specification of the work to be executed in form 'B' appended to these byelaws	Yes	Yes
		(iii)	A location plan and a site plan of the land on which it is intended to erect or re-erect the building (Two copies on tracing film/cloth & four sets of Ferro Prints)	Yes	Yes
		(iv)	Plan of all the floors including Service Plans, elevations and typical cross-section of the building that he intends to erect or re-erect (Two copies on tracing film/ cloth & Four sets of Ferro Prints)	Yes	Yes
		(v)	Copy of ownership Proof (Sale Deed, mutation, jamabandi) – as per 6(a) above	Yes	Yes
		(vi)	Estimate of Construction from the approved Architect.	Yes	Yes
		(vii)	Structure Safety Certificate and Design & Drawings From Structural Engineer as per byelaws and Govt. Instruction issued from time to time, wherever applicable.	Yes/Na	Yes/Na
		(viii)	Fire Safety Certificate from the Fire Deptt. wherever applicable.	Yes/Na	Yes/Na
		(ix)	Indemnity Bond of the owner for construction of Basement wherever applicable.	Yes/Na	Yes/Na
		(x)	NOC from the neighbor for construction of Basement wherever applicable.	Yes/Na	Yes/Na
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location : (i) Office (ii) Suvidha Center		(d)	Signature of Designated officer	