



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

RIGHT TO SERVICE

Service Asked For **Issue of completion / occupation certificate for building (all categories) (Stipulated Time – 30 days)**

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

7. Document to be attached

Sr. No.	(Service specific documents)	Checklist	Checklist (For office Use only)
i.	Form-D	Yes	Yes
ii.	Form E	Yes	Yes
iii.	Copy of the sanctioned building plans.	Yes	Yes
iv.	Completion Plans	Yes	Yes
v.	NOC regarding Fire Safety from the Fire Deptt., wherever applicable as per byelaws.	Yes / Na	Yes / Na
vi.	NOC from the NHAJ wherever applicable.	Yes / Na	Yes / Na
vii.	Environmental Clearance from PPCB wherever applicable.	Yes / Na	Yes / Na
viii.	NOC from Forest Deptt. wherever applicable	Yes / Na	Yes / Na
ix.	NOC from AirPort /Defence Authority wherever applicable	Yes / Na	Yes / Na
x.	Structure safety certificate	Yes	Yes

8. Signature of Applicant: _____

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For Office use

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

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. Facilitation charges, if any	
5	Service asked for	Issue of completion / occupation certificate for building (all categories)			
6	Documents attached	i.	Form-D	Yes	Yes
		ii.	Form E	Yes	Yes
		iii.	Copy of the sanctioned building plans.	Yes	Yes
		iv.	Completion Plans	Yes	Yes
		v.	NOC regarding Fire Safety from the Fire Deptt., wherever applicable as per byelaws.	Yes / Na	Yes / Na
		vi.	NOC from the NHA/ wherever applicable.	Yes / Na	Yes / Na
		vii.	Environmental Clearance from PPCB wherever applicable.	Yes / Na	Yes / Na
		viii.	NOC from Forest Deptt. wherever applicable	Yes / Na	Yes / Na
		ix.	NOC from AirPort /Defence Authority wherever applicable	Yes / Na	Yes / Na
		x.	Structure safety certificate	Yes	Yes
7(a)	Name of Designated Officer		(b)	Designation	
(c)	Location : (i) Office (ii) Suvidha Center		(d)	Signature of Designated officer	

It is your right to seek service within stipulated time limit