

Rs. 15/-



Sr. No.

RIGHT TO SERVICE

***APPLICATION FOR ISSUANCE OF
PLINTH LEVEL/DPC CERTIFICATE***

Property No. _____ Sector _____

Name of Applicant _____

Father's/Husband's Name _____

Address _____

Mobile _____

E-mail _____



GREATER MOHALI AREA DEVELOPMENT AUTHORITY

PUDA BHAWAN

Sector - 62, S.A.S. Nagar

www.gmada.gov.in



PROCEDURE FOR ISSUANCE OF PLINTH LEVEL/DPC CERTIFICATE

There are two options for issuance of Plinth level / DPC Certificate:-

CHECK LIST

A) By GMADA

- i) Application form as per **Annexure-I**.
- ii) Photo copy of Demarcation Certificate (in case of allotment by GMADA)
- iii) Certificate of DPC **Annexure-II**.

B) Through Architects empanelled with GMADA.

- i) Application form as per **Annexure-I**.
- ii) Certificate of DPC **Annexure-III**.

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 _____



(Annexure-I)

To

1. Sub-Divisional Engineer (Building),
GMADA, SAS Nagar.
2. Empanelled Architect
Name:
Address :

Sub:- To issue Plinth Level / DPC Certificate of Plot No. _____,
Sector _____, Location _____, Size _____.

After demarcation of my Plot No. _____, Sector _____,
Location _____ the construction has been completed upto plinth level as
per approved building plans. Kindly check the site and issue me the plinth level /DPC
certificate.

Date:

Applicant/Alottee/Owner



(Annexure-II)

To

(Alottee)

Name:

Address :

No.:

Date:

Sub:- To issue Plinth Level / DPC Certificate of Plot No. _____,
Sector _____, Category _____, Location _____.

After demarcation of my Plot No. _____, Sector _____,
Category _____, Location _____, the construction has
been completed upto plinth level as per approved/sanctioned building plans.

**Assistant Engineer/Junior Engineer,
Building Branch, O/o Estate Office,
GMADA, SAS Nagar.**



(Annexure-III)

To

(Alottee)

Name:

Address :

No.:

Date:

Sub:- To issue Plinth Level / DPC Certificate of Plot No. _____,
Sector _____, Location _____, Size _____.

After demarcation of Plot No. _____, Sector _____,

Location _____ the construction has been completed upto plinth level as per approved building plans. I do hereby certify that the building work has been supervised by me and has been completed to my satisfaction in accordance with the provisions of the Punjab Regional and Town Planning & Development Act, 1995 and the Rules made there under and sanctioned plans and the area of plot is not more than 1000 Sq. Yrds. DPC certificate is issued to the allottee Vide order No.GMADA-C.R.2013/289, dated: 05-09-2013.

Empanelled Architect

Name :

Address :

Ph.:

End. No.

Dated

Copy forwarded to the Sub Divisional Engineer (Building), GMADA, S.A.S. Nagar for information & necessary action.

Empanelled Architect



Greater Mohali Area Development Authority

www.gmada.gov.in



RIGHT TO SERVICE



Empowering the Citizens of PUNJAB through PUNJAB TRANSPARENCY & ACCOUNTABILITY IN DELIVERY OF PUBLIC SERVICES ACT, 2018

RIGHT TO SERVICE



**The Designated Officers are mandated to provide following services
within the given time limits or else are liable for penalty**

Type of Service	Given Time Limit	Designated Officer
Sanction of Building Plans/ Authority, Revised Building Plans (for residential plots)	30 days	SDO (Building), GMADA
Sanction of Building Plans/ Authority, Revised Building Plans (for commercial plots)	30 days	SDO (Building), GMADA
Issue of Completion/ Occupation Certificate of Building	8 (7+1) days	SDO (Building), GMADA
Issue of No Objection Certificate/ Duplicate Allotment/ Re-allotment Letter	10 days/ 3 days/ 10 days	Superintendent, GMADA
Issue of Conveyance Deed	15 days	Estate Officer, GMADA
Issue of No Due Certificate	5 days	Account Officer, GMADA
Transfer of Property in Case of Sale (NOC)	10 days	Superintendent, GMADA
Transfer of Property in Case of Death (Uncontested)		
(a) All Legal Heirs	(a) 30 days	Estate Officer, GMADA
(b) Registered Will	(b) 30 days	
(c) Un-registered Will	(c) 45 days	
Issue of Permission for Mortgage	7 days	Superintendent, GMADA
Attested Copy of any Document	3 days	Superintendent, GMADA
Change of Ownership	5 days	Estate Officer, GMADA
Demarcation of Plot	5 days	SDO (Building), GMADA
Issue of Plinth/Roof Level Certificate	7 days	SDO (Building), GMADA
Water Supply and Sewerage Connection	7 days	SDO (P.H.), GMADA



*Appeal can be filed with the appellate authority
if the service is not provided within the stipulated time.*

GMADA is committed to serve the Citizens