

Rs. 15/-

Sr. No.



RIGHT TO SERVICE

APPLICATION FOR PERMISSION TO MORTGAGE

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



PERMISSION TO MORTGAGE

CHECKLIST

- i) Application Form
- ii) Consent of bank from which loan is being raised in the prescribed format (enclosed).
- iii) Attach self attested copy of allotment / re-allotment / change of ownership.

Time Limit: 07 working days from the date of receipt of application.

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 Bhawan
Sector-62
S.A.S. Nagar

Subject: Permission to Mortgage SCF / SCO / SSS / Booth / Indl. Site / House No.
_____, Sector _____, S.A.S. Nagar.

Sir/Madam,

I/We are the owner(s) of the property as mentioned above said and wish to seek permission to mortgage the same in favour of _____
(Name of Bank). All the requisite 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. In case any dues remain unpaid to the Authority, the same shall be paid within 30 days of the permission to mortgage. 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 / 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. I/We understand that in case of any wrong information given, I/We would be liable for criminal prosecution.

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

Dated _____

Signature _____
(Name & Address of Owner(s))



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

TO WHOM IT MAY CONCERN

Sh/Smt. _____ S/o D/o W/o Sh. _____
resident of _____ has applied for loan
amounting to Rs. _____ (Rupees _____)
against SCF/ SCO / SSS / Booth / Indl. Site / Plot / House No. _____ Sector _____
Name of the town / city _____ for _____
(purpose) from _____ (name of the bank / Financer). We have
agreed to release loan amounting to Rs. _____ (Rupees
_____)
to the applicant. It is further clarified that we are giving loan to the applicant on our own and we
will not make any claim from Greater Mohali Area Development Authority if the applicant fails
to repay the EMI / Loan to us. However, the first charge of the property shall remain with
Greater Mohali Area Development Authority.

(Authorised Signatory)

Name of the Bank / Financial Institution



Greater Mohali Area Development Authority

www.gmada.gov.in



RIGHT TO SERVICE



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



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
Transfer of Letter of Intent / Allocation	21 days	Estate Officer, 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

