

Rs.15/

Sr.No.



ਸੇਵਾ ਦਾ ਅਧਿਕਾਰ

## APPLICATION FOR ISSUANCE OF COMPLETION/OCCUPATION CERTIFICATE

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)



## PERMISSION TO OCCUPY PREMISES ISSUANCE OF OCCUPATION CERTIFICATE

### CHECK LIST

- (i) Notice of completion & permission to occupy in Form B, as prescribed under rule 10(1) of the building rules along with a declaration by the owner.
- (ii) Certificate of completion issued by an empanelled Architect, of the Authority. List of empanelled Architects is attached.
- (iii) Photograph of the completed Building, to be pasted on the blank pages and duly attested by the empanelled Architect.

**Time Limit:** 15 working days

### FOR OFFICE USE ONLY

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

Signature of Receipt Clerk

Signature of Superintendent/Incharge

Name \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



## Notice of Completion and Permission to Occupy Form B {(See Rule 10(1)}

To

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

Sir/ Madam,

I / We hereby give you notice that the building / a part of the building described below and sanctioned (Wide) your order No. \_\_\_\_\_ dated \_\_\_\_\_ has been completed on \_\_\_\_\_ in all respects according to the provisions of the Punjab Regional and Town Planning and Development Act, 1995 and the rules made there under. The construction has been made as per the sanctioned plans and the suggested modifications have been carried out.

2. Completion Certificate from an empanelled Architect / Engineer who supervised the construction of the building is submitted herewith.
3. Kindly permit me/ us to occupy the building as required under Rule 11 of the Punjab Urban Planning and Development Authority (Building) Rules, 1996.

### DESCRIPTION OF BUILDING

Type of Building Booth / SCO / SCF / Indl/site / Residential Plot / \_\_\_\_\_

Site No. \_\_\_\_\_ Urban Estate/Site \_\_\_\_\_

at \_\_\_\_\_

Signature of the Applicant



## Completion Certificate by an Empanelled Architect/ Engineer Form C {See Rule 10(1)}

I do hereby certify that the following work (insert full particulars of 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 and Development Act, 1995 (P.A. No. 11 of 1995) and the rules made there under as per sanctioned plans. The workmanship and the quality of material used in construction is as per building norms. That no provisions of the Punjab Regional and Town Planning and Development Act, 1995 (P.A. No. 11 of 1995) and the rules made thereunder and no requisition made, condition prescribed or order issued thereunder has been transgressed in the course of the work.

### PARTICULARS OF WORK

Type of Building: Booth / SSS/ SCO/ SCF/ Indl. Site Residential Plot / \_\_\_\_\_

Site No. \_\_\_\_\_ Urban Estate/Site \_\_\_\_\_,

at \_\_\_\_\_

Signature  
(Empanelled Architect/ Engineer)



## LIST OF EMPANELLED ARCHITECTS

Sr. No.	Name of Architect/ Firm	Address	Tel No./ Mobile No.	Fax No.	E-mail
1.	Raman Khosla	Booth No. 55, Ladowali Road, Jalandhar	98143-24905		
2.	Jatinder & Company	Opp. Punjab Kesri Ground, Jalandhar.	98143-45273		
3.	Agosh Mittal	111, B.S.F Colony, Nr. H.M.V. College, Jalandhar	98140-89421		
4.	Rajinder Associates	201, Sahota Complex, Garha Road, Jalandhar	98140-00762		
5.	Hemant Bhandari	415-A, Grand Mall, G.T. Road, Jalandhar	98152-22512		
6.	Rajeev Mahajan	R/o 180, Urban Estate PH-I, Jalandhar	0181-2481180 98143-70203		
7.	Makol and Associates	1-A, First Floor Red Cross Market, Kapurthala.	98152-30220		
8.	Lalit Kumar Verma	406, 3rd Floor, Presstige chambers, G.T. Road, Jalandhar	0181-2243696 98140-23925		
9.	Mandeep Kaur	R/o 53, P&R Complex, Civil Lines, Jalandhar	98142-78004		
10.	Kailash chander	Opp. ITI Collage, Near Caffe Coffee Day, Jail Road, Hoshiarpur	81461-36111		
11.	B.K Singhal, Singhal ARC.	R/o 4, Cool Road, Near Bombay Palace, Jalandhar	0181-245005 98153-29429		



12.	Rahul Ratra	H.No H.I.G. 227, Housing Board Colony PH-I, Jalandhar	9463612562		
13.	Archana Joshi Joshi Architects	Committee Bazaar, Hoshiarpur.	94175-02433		
14.	Gagandeep Singh Gagan Associates	293, CBI, Jalandhar	9876602949		
15.	Sanjay ARC	R/o 810, Urban Estate PH-II, Jalandhar	98140-91078		
16.	Inderdeep Singh	Booth No.: 59 & 60, Lodawali Road, Jalandhar	98151-21513		
17.	Thukar Uday veer	R/o 1067, Urban Estate PH-I, Jalandhar	94638-00008		
18.	Sumit Sharma	Booth No 4, Urban Estate, Kapurthala	98880-46066		
19.	Anil Tandon	146, Urban Estate, Phagwara	98140-72682		
20.	Jaswinderjit	418, Golden Avenue PH-II, Jalandhar	0181-2230734 98728-04896		
21.	Amrinder Gill Habitus Aach Delizn	214, Chotti Bardari Part-I, Jalandhar	98153-91214		
22.	Rahul Dev Sayal Sayal Architects	33/10 Civil Lines, Near Church, Hoshiarpur	98144-53660		
23.	An Tripta Budiraja	Master Tara Singh Nagar, Jalandhar	98769-19643		
24.	Vivek Sahgal C/o Ajaydeep	Opp. Snatan Dharam Sabha, Amritsar Road, Kapurthala	98556-28888		
25.	Anil Chadha Associ- ates	Sh. No. 6, Nr. Ajit Press, Hira Complex, Jalandhar	98723-98347		
26.	Aman Bhakoo Bhakoo & Associates	H No.-80 I/4, Housing Board Colony, GTB Nagar, Jalandhar	0181-2274592		

# PUNJAB empowers the citizen for delivery of public services



ਸੇਵਾ ਦਾ ਅਧਿਕਾਰ

**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**