



**RIGHT TO SERVICE**

**APPLICATION FOR TRANSFER ON  
THE BASIS OF INTE-STATE DEATH  
(NATURAL SUCCESSION)**

Property No. \_\_\_\_\_ Phase \_\_\_\_\_ City \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Father's/Husband's Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail \_\_\_\_\_



**BATHINDA DEVELOPMENT AUTHORITY**

**BDA Complex, Bhagu Road, BATHINDA.**

**Ph.: 0164-2212618, 2212532**

**website : [www.bdabathinda.gov.in](http://www.bdabathinda.gov.in)**



# Bathinda Development Authority

www.bdabathinda.gov.in



RIGHT TO SERVICE

## TRANSFER ON THE BASIS OF INTE-STATE DEATH

### CHECK LIST

- (i) Application Form
- (ii) Death Certificate, in original
- (iii) Liability Affidavit from all the Legal Heirs (in case of more than four legal heirs, use an additional affidavit)
- (iv) Photo Identity proofs of all the Legal Heirs
- (v) Clearance of previous mortgage / Loan / Redemption Deed.
- (vi) Legal Heir Certificate (in original) issued by the Sub Divisional Magistrate / Tehsildar of the concerned Tehsil of which the deceased was a resident, OR an affidavit from the Area Councilor (in case of urban areas)/ Sarpanch of the concerned village (in case of rural areas) or an affidavit from the Group A officers of State/Central Government and its Autonomous bodies specifying the name and relationship of the legal heirs left by the deceased - allottee.

### Additional Documents required for transfer on the basis of Succession Certificate issued by a Court

- (vii) Attach a certified copy of the decree of the Court.

**All the above documents should be submitted duly self attested by the applicant.**

**Time Limit : 45 days**

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### FOR OFFICE USE ONLY

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

Signature of Receipt Clerk

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature of Superintendent

Name \_\_\_\_\_

Date \_\_\_\_\_



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## APPLICATION FORM

To

The Estate Officer  
BDA Complex  
Bhagu Road  
Bathinda

**Subject :** Transfer of Property No. \_\_\_\_\_, Phase \_\_\_\_\_, (Type- SCO/Booth SCF/SSS/Indl. site/House/ Plot No. \_\_\_\_\_ City \_\_\_\_\_), on the basis of Natural Succession / Succession certificate.

Sir/Madam,

This is to inform you that the owner of \_\_\_\_\_% share in the above mentioned property

Sh./Smt \_\_\_\_\_ S/o / W/o / D/o \_\_\_\_\_

died on \_\_\_\_\_ (certificate attached), leaving behind the following legal heirs:

Sr. No.	Name	Relationship
1)		

All the requisite documents, as per checklist, are enclosed.

You are, therefore, requested to transfer the above said property on the basis of Natural Succession/ Succession certificate in favour of all the above heirs.

Thanking You,

Date:

Yours faithfully

(Names & Signatures of all the legal heirs)



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## LIABILITY AFFIDAVIT(S) OF ALL BENEFICIARIES

I/We

(1) \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_

resident of \_\_\_\_\_

(2) \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_

resident of \_\_\_\_\_

(3) \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_

resident of \_\_\_\_\_

(4) \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_

resident of \_\_\_\_\_

do here solemnly affirm and declare as under :-

a) That Sh./Smt \_\_\_\_\_ S/o / W/o / D/o \_\_\_\_\_

was the owner with \_\_\_\_\_ % share in Property No. \_\_\_\_\_, Phase \_\_\_\_\_,

City \_\_\_\_\_ (Type: SCO/ SCF/SSS/ Booth /Indl. site/House/ Plot No. \_\_\_\_\_),

who expired on \_\_\_\_\_ leaving behind the following legal heirs:

S.No.	Name	Relationship with deceased	Age	Address

(b) That the deceased owner had not executed any will in respect of the above said property.

(c) That I / We undertake to pay all dues in connection with the above said property as well as abide by the provisions of the Punjab Regional and Town Planning and Development Act, 1995 and rules, framed there-under, and the terms and conditions mentioned in the Allotment Letter.

(d) That there is no litigation pending in any court of law regarding this property

(e) That all the legal heirs of the deceased have been mentioned above and no legal heir/heirs have been left out. It is further indemnified that in case any legal heirs or other persons shall make any claim regarding the above said property, such litigation shall be



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defended by me / us and any loss suffered by BDA/PUDA or any of its employees will be made good.

(f) That my / our photograph(s) and specimen signature(s) are as under :

(i)	Name			affix latest pp size photograph
	Specimen Signatures			
(ii)	Name			affix latest pp size photograph
	Specimen Signatures			
(iii)	Name			affix latest pp size photograph
	Specimen Signatures			
(iv)	Name			affix latest pp size photograph
	Specimen Signatures			

Deponent (s)

## Verifications

I / We, the deponent (s) do hereby verify that the contents of above affidavit are true and correct to the best of my / our knowledge and nothing has been concealed therein. In case any concealment or misrepresentation is found at any stage, I / We shall be liable for legal action under the law.

Place :

Date :

Deponent (s)



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## DETAILS OF LEGAL HEIRS OF PURCHASER(S) WITH THEIR PHOTOGRAPHS

Sr. No.	Name	Relationship	Affix latest pp size photograph
1)			Affix latest pp size photograph
2)			Affix latest pp size photograph
3)			Affix latest pp size photograph
4)			Affix latest pp size photograph
5)			Affix latest pp size photograph



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**RIGHT TO SERVICE**

**PLEASE PASTE DEATH CERTIFICATE**



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**RIGHT TO SERVICE**

**PLEASE PASTE LEGAL HEIRS CERTIFICATE**



# PUNJAB empowers the citizen for delivery of public services



**RIGHT TO SERVICE**

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

TYPE OF SERVICE	DESIGNATED OFFICER	GIVEN TIME LIMIT
Sanction of Building Plans/Revised Building Plans (for residential plots)	SDO Building BDA	30 working days
Sanction of Building Plans/Revised Building Plans (for commercial plots)	SDO Building BDA	60 working days
Issue of Completion / Occupation Certificate	SDO Building BDA	15 working days
Issue of NOC / Duplicate Letter of Allotment / Re-allotment	Estate Officer BDA	21 working days
Issue of Conveyance Deed	Estate Officer, BDA	15 working days
Issue of No Due Certificate	Estate Officer, BDA	7 working days
Re-transfer of property in case of sale	Estate Officer BDA	15 working days
Re-transfer of property in case of death (uncontested)	Estate Officer BDA	45 working days
Issue of permission to mortgage	Estate Officer, BDA	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, BDA, Bathinda.

**BDA is committed to serve the Citizens**