

Rs. 15/-



RIGHT TO SERVICE

APPLICATION FOR SANCTION OF BUILDING PLANS

Property No. _____ Phase _____ City _____

Name of Applicant _____

Father's/Husband's Name _____

Address _____

Mobile _____

E-mail _____



BATHINDA DEVELOPMENT AUTHORITY

BDA Complex, Bhaghu Road, BATHINDA.

Ph. 0164 - 5050154, 2212618

website : www.bdabathinda.in



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RIGHT TO SERVICE

SANCTION OF BUILDING PLANS

There are two options for sanction of Building Plans of residential plots upto 500 sq. yards:

CHECK LIST

- (a) Self-certification by Architects empanelled by BDA/PUDA
- (b) Sanction by BDA/PUDA

SELF CERTIFICATION

- (i) Application Form
- (ii) Submission of building plans (In duplicate for plots upto 300 sq yards and in triplicate for plots more than 300 sq yards and upto 500 sq yards) one week prior to start of construction. These building plans should be cloth-mounted and must confirm to the zoning plan approved by BDA and PUDA Building Rules 1996, as amended from time to time. These plans should be stamped "Sanctioned" and signed by an Architect empanelled by BDA along with the following Certificate on such building plan.

'Certified that the above building plan is as per the zoning plan drawing No. _____ dated _____ issued by BDA and as per the PUDA Building Rules 1996 (as amended till date).'

A list containing name and address of such Architects is attached.

- (iii) Security & Scrutiny fee in the form of a Demand Draft favouring 'Estate Officer, Bathinda Development Authority/Punjab Urban Planning & Dev. Authority in case of OUVGL property' payable at Bathinda, as per following details:-
Security Fee (Refundable after completion)
 - (a) Plots upto 250 sq yards - Rs 2500/-
 - (b) Plots more than 250 sq yards and upto 500 sq yards - Rs 5000/-Scrutiny Fee would be leviable @ Rs. 2.50 per sq feet of total covered area in case of fresh plan. In case of revised / super-seded plans, the scrutiny fee would be leviable @ Rs. 1.25 per sq. feet of the covered area.
In case of any additional covered area, which is resultant of any increase in the FAR subsequently to the allotment of plot, an additional fee @ Rs 36 per sq feet shall be levied.
- (iv) In case the cost of construction of the proposed building is more than Rs 10,00,000/-, the owner is liable to pay Labour Cess levied under the Building & Other Construction Workers Welfare Cess Act, 1996 to the 'Punjab Building and other construction workers welfare board' SCO 47-48, Sector 17-E, Chandigarh. The Labour Cess levied is 1% of the total cost of construction over and above the amount of Rs 10, 00,000/-. A receipt confirming the deposit of the said Labour Cess must be attached with the application.
- (v) Declaration
- (vi) Structural Stability Certificate
- (vii) Specification form II
- (viii) Undertaking from Architect



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RIGHT TO SERVICE

SANCTION BY BDA/PUDA (Optional for residential plots upto 500 sq yards & compulsory for all other categories)

In case the citizen does not want to exercise the option of self certification or in case the sanction of building plan is sought for any building other than a residential plot upto 500 sq. yards, the following would be the procedure:

- (i) Application Form
- (ii) Complete set of drawings duly cloth mounted with signatures of any Architect registered with Council of Architecture and the owner(s).
- (iii) Security & Scrutiny fee in the form of a Demand Draft favouring 'Estate Officer, Bathinda Development Authority/PUDA' payable at Bathinda, as follows:-

Security Fee (Refundable after completion)

- (a) Residential Plots upto 250 sq yards - Rs 2500/-
- (b) Residential Plots more than 250 sq yards and upto 500 sq yards - Rs 5000/-
- (c) Residential Plots above 500 sq yds - Rs 10000/-
- (d) Residential - Group Housing - Rs 2000/- per Dwelling Unit
- (e) Commercial - Booth / SSS - Rs 5000/- ; SCO/SCF - Rs 40,000/-
- (f) Individual / Multiplex / Institutional Site - Rs 50,000/- per acre or part thereof
- (g) Industrial Plot - Rs 10,000/- per kanal or part thereof
- (h) In case of Boundary Wall for all sites - Rs 2000/- per acre or part thereof. Scrutiny Fee would be leviable @ Rs. 2.50 per sq feet of total covered area for residential and Rs 5 per sq feet of total covered area for commercial / institutional / individual / industrial sites. In case of revised / superceded plans, the scrutiny fee would be leviable @ Rs. 1.25 per sq. feet of the covered area.

In case of any additional covered area, which is resultant of any increase in the FAR subsequently to the allotment of plot, an additional fee @ Rs 36 per sq feet shall be levied.

In case of any Institutional site, owned by the Central or State Government and their PSU's and other autonomous bodies, fully owned by the Central / State Government, all the above charges shall be levied @ 50% of the chargeable rates.

- (iv) In case application is being made by a person other than the owner, a self certified copy of the General Power of Attorney should be attached.

Time Limit:

For Residential Plots	-	30 working days
For Commercial Plots	-	60 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

Name _____

Name _____

Date _____

Date _____



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RIGHT TO SERVICE

LIST OF EMPANELLED ARCHITECTS

Sr. No.	Name	Address	Mobile No.
1	Lakhwinder	Concept Architect, 100feet Road, Near Ghora Chowk, Bathinda.	94170-50042
2	Munish Bansal	Eden Architects, Bibi Wala Road, Opp. D.A.V. College, Bathinda.	98882-78983
3	Taranjit Singh	Empire Square, 2nd Floor, Above Hong Kong Roll, 100 feet Road, Ghore Wala Chowk, Bathinda.	98777-77721
4	Ishvar Garg	First Floor, Opp. Annapurna Mandir, Amrik Singh Road, Bathinda.	98140-75969
5	Yogita Gupta	#93, Tagor Nagar, Bathinda.	93565-96000
6	Sabina Garg	Habitat Architects, Sco-5, First Floor, Shakti Complex, The Mall, Bathinda.	
7	Harvinder Garg	Habitat Design Studio, #872, Phase-3, Bathinda.	98155-66100
8	Ajit Wadhwa	Near Ghore Wala Chowk, Bathinda.	93577-28036
9	Anmol Ratan Pupneja	#445, Phase-2, Model Town, Bathinda.	98154-81651
10	Manisha Singh	St. No. 09, Opp. D.A.V. College, Bathinda.	98149-44445
11	Vikas Kumar Bansal	#177, Ward No. 12, Dod Mohalla, Jaitu, Faridkot, Punjab, 151202.	98888-32781
12	The Firm, M/s. Architect Pvt.Ltd.	At 100 feet Road, New Shakti Nagar, Near Baba Suraj Giri Mandir, Bathinda.	99886-67454



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RIGHT TO SERVICE

APPLICATION FORM

To

The Estate Officer
BDA Complex
Bhagu Road
Bathinda.

Subject: Sanction of Building Plans for Site No. _____, Phase _____, City _____

Sir / Madam

I/We are the owner(s) of SCF/SCO/Booth/Indl. site /House No. _____

Phase _____, City _____ I/We wish to seek sanction of Building Plan
of the above mentioned property under the following option (Tick any one)

- (a) Self Certification by empanelled Architects
- (b) Sanction by BDA/PUDA

The requisite documents are attached. You are requested to process the application accordingly.

Date: _____

Signature _____

(Name & Address of Owner(s))

PUNJAB empowers the citizen for delivery of public services

As per the provisions of Punjab Right to Service Act 2011, the Designated Officers are mandated to provide following service within the given time limits, or else are liable for penalty



RIGHT TO SERVICE

Sr. No.	TYPE OF SERVICE	DESIGNATED OFFICER	GIVEN TIME LIMIT
1	Sanction of Building Plans/Revised Building Plans (for residential plots)	SDO Building, BDA	30 working days
2	Sanction of Building Plans/Revised Building Plans (for commercial plots)	SDO Building, BDA	30 working days
3	Issue of Completion / Occupation Certificate	SDO Building, BDA	15 working days
4	Issue of NOC / Re-allotment	Supdt. of concerned office, BDA	10 working days
5	Issue of Conveyance Deed	Estate Officer, BDA	15 working days
6	Issue of No Due Certificate	Account Officer, BDA	5 working days
7	Transfer of property in case of sale	Estate Officer, BDA	10 working days
8	Transfer of property in case of death (uncontested)	Estate Officer, BDA	
a)	All Legal Heirs		30 working days
b)	Register Will		30 working days
c)	Un-Register Will		45 working days
9	Issue of permission to mortgage	Supdt. of concerned office, BDA	7 working days
10	Attested copy of any document/Duplicate Allotment Letter	Supdt. of concerned office, BDA	3 working days
11	Change of ownership (Other than Death Case)	Estate Officer, BDA	5 working days
12	Demarcation of Plot	SDO Building, BDA	5 working days
13	Issue of Plinth/Roof Level Certificate	SDO Building, BDA	7 working days
14	Water Supply and Sewerage connection	SDO Public Health, BDA	7 working days
15	Duplicate Letter of Allotment	Estate Officer, BDA	3 working days



In case, any citizen does not obtain any of the above service within the given time limit, he may file an appeal in the office of the Additional Chief Administrator, BDA, Bathinda.

BDA is committed to service the Citizens