

The following services relating to PSIEC has been notified under the Punjab Right to Service Act, 2011.

Sr. No.	Deptt./ Organization	Name of the Service	Given time limit	Designated Officer	First Appellate Authority	Second Appellate Authority
168	Industries/ Punjab Small Industries & Export Corporation Limited	Sanction of Water Supply & Sewerage Connection	10 days	Executive Engineer	Sub Divisional Magistrate/ Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
169	Industries/ Punjab Small Industries & Export Corporation Limited	Mortgage 1 st Charge	15 days	Chief General Manager (Estate)	Sub Divisional Magistrate/ Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
170	Industries/ Punjab Small Industries & Export Corporation Limited	Registration of Lease/ Conveyance Deed	15 days	Estate Officer	Sub Divisional Magistrate/ Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
171	Industries/ Punjab Small Industries & Export Corporation Limited	Conversion from lease to free hold	30 days	Managing Director	Director Industries & Commerce	Principal Secretary Industries & Commerce
266	Industries & Commerce (PSIEC)	Extension in time period for possession	15 days	Chief General Manager (Estate)	Managing Director	Principal Secretary Industries & Commerce
267	Industries & Commerce (PSIEC)	Issuance of No Due Certificate	15 days	Estate Officer	Chief General Manager (Estate)	Managing Director, PSIEC.
268	Industries & Commerce (PSIEC)	Transfer of Industrial Plot through original allottee	30 days	Managing Director	Director Industries & Commerce	Principal Secretary Industries & Commerce
269	Industries & Commerce (PSIEC)	Transfer of Industrial Plot through GPA	30 days	Managing Director	Director Industries & Commerce	Principal Secretary Industries & Commerce
270	Industries & Commerce (PSIEC)	Transfer of plot within family/blood relation	30 days	Managing Director	Director Industries & Commerce	Principal Secretary Industries & Commerce
271	Industries & Commerce (PSIEC)	NOC/ Permission to sale of Industrial Plot	21 days	Managing Director	Director Industries & Commerce	Principal Secretary Industries & Commerce
272	Industries & Commerce (PSIEC)	Sanction of Building Plan	30 days	General Manager (Planning)	Managing Director	Principal Secretary Industries & Commerce
273	Industries & Commerce (PSIEC)	Issuance of duplicate title documents	15 days	Estate Officer	Chief General Manager (Estate)	Managing Director, PSIEC
241	Industries & Commerce (PSIEC)	Allotment of Plots	45 days from close of advertisement inviting application and another 15 days for issuance of allotment letter by Department of Industries & Commerce.			

LIST OF DESIGNATED OFFICERS/1st APPELLATE/2nd APPELLATE AUTHORITY

Sr. No.	Deptt./ Organization	Name of the Service	Name & Designation of Designated Officer, Address & Contact Number	First Appellate Authority	Second Appellate Authority
168	Industries/ Punjab Small Industries & Export Corporation Limited	Sanction of Water Supply & Sewerage Connection	Sh. S.L. Garg, Executive Engineer, PSIEC Limited, Chandigarh. 0172-2703501	Sub Divisional Magistrate/ Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
169	Industries/ Punjab Small Industries & Export Corporation Limited	Mortgage 1st Charge	Sh. S.P. Singh, Chief General Manager (Estate), PSIEC Limited, Chandigarh. 0172-2705849	Sub Divisional Magistrate/ Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
170	Industries/ Punjab Small Industries & Export Corporation Limited	Registration of Lease/ Conveyance Deed	Sh. Amarjit Singh, Estate Officer, PSIEC Limited, Chandigarh. -0172-2720696	Sub Divisional Magistrate/ Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
171	Industries/ Punjab Small Industries & Export Corporation Limited	Conversion from lease to free hold	Sh.Rajat Aggarwal, IAS, Managing Director, PSIEC Limited, Chandigarh. 0172-2704865, 2702656	Sh. D.P.S. Kharbanda IAS, Director Industries & Commerce, Punjab Udyog Bhawan, Sector-17A, Chd. 0172-02701214	Sh. R.K.Verma, IAS, Principal Secretary Industries & Commerce, Pb. Udyog Bhawan, Sector-17A, Chandigarh. 0172-2703814
266	Industries & Commerce (PSIEC)	Extension in time period for possession	Sh. S.P. Singh, Chief General Manager (Estate), PSIEC Limited, Chandigarh. 0172-2705849	Sh.Rajat Aggarwal, IAS, Managing Director, PSIEC Ltd, Chandigarh 0172-2704865, 2702656	Sh. R.K.Verma, IAS, Principal Secretary Industries & Commerce, Pb. Udyog Bhawan, Sector-17A, Chandigarh. 0172-2703814
267	Industries & Commerce (PSIEC)	Issuance of No Due Certificate	Sh. Amarjit Singh, Estate Officer, PSIEC Limited, Chandigarh. 0172-2720696	Sh. S.P. Singh, Chief General Manager (Estate), PSIEC Limited, Chandigarh 0172-2705849	Sh.Rajat Aggarwal, IAS, Managing Director, PSIEC Ltd, Chandigarh 0172-2704865, 2702656
268	Industries & Commerce (PSIEC)	Transfer of Industrial Plot through original allottee	Sh.Rajat Aggarwal, IAS, Managing Director, PSIEC Limited, Chandigarh. 0172-2704865, 2702656	Sh.D.P.S.Kharbanda, IAS, Commissioner -cum-Director-Industries & Commerce, Punjab Udyog Bhawan, Sector-17A, Chd. 0172-02701214	Sh. R.K.Verma, IAS, Principal Secretary Industries & Commerce, Pb. Udyog Bhawan, Sector-17A, Chandigarh. 0172-2703814
269	Industries & Commerce (PSIEC)	Transfer of Industrial Plot through GPA	Sh.Rajat Aggarwal, IAS, Managing Director, PSIEC Limited, Chandigarh. 0172-2704865, 2702656	Sh. D.P.S. Kharbanda, IAS, Commissioner-cum-Director Industries & Commerce, Punjab Udyog Bhawan, Sector-17A, Chd. 0172-02701214	Sh. R.K.Verma, IAS, Principal Secretary Industries & Commerce, Pb. Udyog Bhawan, Sector-17A, Chandigarh. 0172-2703814
270	Industries & Commerce (PSIEC)	Transfer of plot within family/blood relation	Sh.Rajat Aggarwal, IAS, Managing Director, PSIEC Limited, Chandigarh. 0172-2704865, 2702656	Sh. D.P.S. Kharbanda, IAS, Commissioner-cum-Director Industries & Commerce, Punjab Udyog Bhawan, Sector-17A, Chd. 0172-02701214	Sh. R.K.Verma, IAS, Principal Secretary Industries & Commerce, Pb. Udyog Bhawan, Sector-17A, Chandigarh. 0172-2703814
271	Industries & Commerce (PSIEC)	NOC/ Permission to sale of Industrial Plot	Sh.Rajat Aggarwal, IAS, Managing Director, PSIEC Limited, Chandigarh. 0172-2704865, 2702656	Sh. D.P.S. Kharbanda, IAS, Commissioner-cum-Director Industries & Commerce, Punjab Udyog Bhawan, Sector-17A, Chd. 0172-02701214	Sh. R.K.Verma, IAS, Principal Secretary Industries & Commerce, Pb. Udyog Bhawan, Sector-17A, Chandigarh. 0172-2703814
272	Industries & Commerce (PSIEC)	Sanction of Building Plan	Sh. J.S. Randhawa, General Manager (Planning), PSIEC Limited, Chandigarh. 0172-2700411, 2540212	Sh.Rajat Aggarwal, IAS, Managing Director, PSIEC Ltd, Chandigarh 0172-2704865, 2702656	Sh.R.K.Verma, IAS, Principal Secretary Industries & Commerce, Pb. Udyog Bhawan, Sector-17A, Chandigarh. 0172-2703814
273	Industries & Commerce (PSIEC)	Issuance of duplicate title documents	Sh. Amarjit Singh, Estate Officer, PSIEC Limited, Chandigarh. 0172-2720696	Sh. S.P. Singh, Chief General Manager (Estate), PSIEC Ltd., Chandigarh 0172-2705849	Sh.Rajat Aggarwal, IAS, Managing Director, PSIEC Ltd, Chandigarh 0172-2704865, 2702656
241	Industries & Commerce (PSIEC)	Allotment of Plots	Udyog Sahayak, 0172-2715270	Sh. D.P.S. Kharbanda, IAS, Commissioner-cum-Director Industries & Commerce, Punjab Udyog Bhawan, Sector-17A, Chd. 0172-02701214	Sh. R.K.Verma, IAS, Principal Secretary Industries & Commerce, Pb. Udyog Bhawan, Sector-17A, Chandigarh. 0172-2703814

**PUNJAB SMALL INDUSTRIES & EXPORT COPORATION LTD.
18, HIMALAYA MARG, UDYOG BHAWAN, SECTION 17-A CHANDIGARH**

SERVICE NO. 109

RIGHT TO SERVICE

Service asked for PERMISSION TO MORTGAGE 1st Charge for setting up /running unit on the allotted plot(stipulated time 15 working days).

1.	Date of Application			
2.	Name of the applicant			
3.	Father's/Husband's Name			
4.	Address			
		Phone/MobileNo.		
		E-mail ID, if any		Aadhar Card if any
5.	Plot No.	Phase	Focal Point	
6.	Documents to be attached (Service Specific Documents)	a. Application form b. Self attested copy of latest NDC/Proof of plot is fully paid c. Self attested copy of registered lease deed d. Request letter from bank in the prescribed format		
7.	Signature of applicant			

(For Office Use)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges, if any	
5.	Name of Designated Officer		6.	Designation	
7.	Location		8.	Signature of D.O./Receiving Officer	

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges, if any	
5.	Service asked or				
6.	Documents attached	a. Application form b. Self attested copy of latest NDC/Proof of plot is fully paid c. Self attested copy of registered lease deed d. Request letter from bank in the prescribed format			
7(a)	Name of Designated officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated officer	

It is your right to seek service within stipulated time limit

PERMISSION TO MORTGAGE(LEASE HOLD)

Check List for obtaining permission to mortgage as 1st Charge and sending of lease deed to financial institution/bank and Permission to mortgage is allowed to the allottee of Corporation for availing credit facilities from concerned financial institution/bank for setting up/running unit on the allotted plot only.

- i) Application Form for obtaining permission to mortgage and sending of lease deed to concerned financial institution/bank against 1st charge
- ii) Self attested copy of latest No due certificate/Plot is fully paid including enhanced land cost if any and payment of upto date extension fee and lease deed stand executed.
- iii) Request letter from concerned bank/financial institution addressed to PSIEC seeking permission to mortgage the plot as 1st Charge and sending of lease deed to their institution alongwith following undertaking:-
 - a. Lease deed under no circumstances would be handed over by bank / Financial Institution to the allottee.
 - b. Bank would directly return the lease deed to PSIEC on liquidation of credit facilities or at any time temporarily as & when demanded by PSIEC.

Time Limit 15 working days from the date of receipt of application

APPLICATION FORM OF ALLOTTEE
FOR OBTAINING PREMISSION TO MORTGAGE AS FIRST CHARGE

To

The Managing Director
PSIEC Ltd.
18, Himalya Marg
Udyog Bhawan
Sector 17-A
Chandigarh

Subject: Permission to Mortgage Industrial Plot/Shed No. _____,
Phase _____ Focal Point/Growth Centre _____.

Sir/Madam,

I/we are the owner(s) of the plot/shed as mentioned above and wish to seek permission to mortgage the same in favor of _____ (Name of Bank). All the requisites 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. The plot is fully paid up and nothing is outstanding against the above plot. 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/mortgagee 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.

It is requested that our original lease deed/supplementary lease deed may be sent to _____ (name of the bank with address) and necessary permission to mortgage of the aforesaid property may be given to me/us.

Date: _____

Signature _____

(Name & Address of Owner (s))

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

To

The Managing Director
PSIEC Ltd.
18, Himalya Marg
Udyog Bhawan
Sector 17-A
Chandigarh

Subject: Permission to Mortgage Industrial Plot/Shed No. _____,
Phase _____ Focal Point/Growth Centre _____.

Sh./Smt./M/s _____ R/o

_____ has applied for loan
against plot/shed No. _____ Phase _____, Focal
Point/Growth Centre _____ for availing credit facilities from
_____ (Name of Bank/Financer) . We have
agreed to sanction/release loan/credit facilities to the applicant for setting up/run
unit on the allotted plot only against 1st charge. You are requested to send the
original lease deed/supplementary lease deed to us and we hereby undertake as
under:

- a. Lease deed under no circumstances would be handed over by bank /
Financial Institution to the allottee.
- b. Bank would directly return lease deed to PSIEC on liquidation of credit
facilities or at any time temporarily as & when demanded by PSIEC.

(Authorized Signatory)

Name of the Bank/ Financial Institution

**PUNJAB SMALL INDUSTRIES & EXPORT CORPORATION LTD.
18, HIMALAYA MARG, UDYOG BHAWAN, SECTION 17-A CHANDIGARH**

Service asked for PERMISSION TO MORTGAGE 1st Charge in favour of 3rd party/entity (stipulated time 15 working days)

1.	Date of Application			
2.	Name of the applicant			
3.	Father's/Husband's Name			
4.	Address			
		Phone/MobileNo.		
		E-mail ID, if any		Aadhar Card if any
5.	Plot No.	Phase	Focal Point	
6.	Documents to be attached (Service Specific Documents)	a. Application form b. Self attested copy of latest NDC/Proof of plot is fully paid c. Self attested copy of registered lease deed d. Request letter from bank in the prescribed format e. Affidavit in prescribed format from the allottee		
7.	Signature of applicant			

(For Office Use)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges, if any	
5.	Name of Designated Officer		6.	Designation	
7.	Location		8.	Signature of D.O./Receiving Officer	

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges, if any	
5.	Service asked or				
6.	Documents attached	a. Application form b. Self attested copy of latest NDC/Proof of plot is fully paid c. Self attested copy of registered lease deed d. Request letter from bank in the prescribed format e. Affidavit in the prescribed format from the allottee			
7(a)	Name of Designated officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated officer	

It is your right to seek service within stipulated time limit

PERMISSION TO MORTGAGE(LEASE HOLD)

Check List for obtaining permission to mortgage as 1st Charge and sending of lease deed to financial institution/bank in favour of 3rd party /entity.

- i) Application Form for obtaining permission to mortgage and sending of lease deed to concerned financial institution/bank against 1st charge in favour of 3rd party/entity and an affidavit to pay any dues whatsoever becoming due in future on account of cost enhancement and other charges against the plot and the allottee has an interest in shape of being a proprietor/partner/shareholder of the 3rd party or 3rd party happens to be family member(s) of the allottee i.e spouse, children, parents, brothers and sisters..
- ii) Self attested copy of latest NDC /Plot is fully paid including enhanced land cost if any & Payment of upto date extension fee and lease deed stand executed.
- iii) Request letter from concerned bank/financial institution addressed to PSIEC seeking permission to mortgage as 1st Charge and sending of lease deed to their institution for availing credit facilities by _____.

The bank is required to give following undertaking:-

- a. Lease deed under no circumstances would be handed over by bank / Financial Institution to the allottee.
- b. Bank would directly return the lease deed to PSIEC on liquidation of credit facilities or at any time temporarily as & when demanded by PSIEC.

**APPLICATION FORM OF ALLOTTEE FOR OBTAINING PERMISSION TO
MORTGAGE AS FIRST CHARGE IN FAVOUR OF 3RD PARTY**

To

The Managing Director
PSIEC Ltd.
18, Himalya Marg
Udyog Bhawan
Sector 17-A
Chandigarh

Subject: Permission to Mortgage in favour of 3rd party of Industrial Plot/Shed
No. _____, Phase _____ Focal Point/Growth
Centre _____.

Sir/Madam,

I/we are the owner(s) of the plot/shed as mentioned above and wish to seek permission to mortgage the same in favor of _____ (Name of Bank). All the requisites documents are enclosed. It is further declared that I/we are legally empowered to mortgage the above said property. The plot is fully paid up and nothing is outstanding against the above plot. 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/mortgagee 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. It is certified that allottee has interest in the 3rd party i.e. M/s _____ being _____. A certificate to this effect is enclosed.

It is requested that our original lease deed/supplementary lease deed may be sent to _____ (name of the bank with address) and necessary permission to mortgage the aforesaid property in favour of M/s _____ as 3rd party /entity may be given.

Date: _____

Signature _____

(Name & Address of Owner (s))

Affidavit(From allottee) for obtaining 3rd party mortgage

(On Rs. 15/- Stamp Paper to be executed by allottee including all partners in case of Firm or authorised signatory Director in case of Company and attested by NOTRY PUBLIC).

I _____ S/o Sh _____ aged ____ Resident of _____, Prop/Partner of M/s _____ do hereby solemnly affirm and declare as under:-

1. That industrial plot No _____ Ph _____ Focal Point, _____ was allotted to M/s _____ vide allotment letter No ____ Dt _____ on the terms and conditions contained therein.

2. That the deponent is a sole prop of the above said firm

OR

That the deponent is a prop /**partner**/Share holder in the above said firm holding ____% share in the partnership/company

3. That the upto date full dues against the above said plot have since been paid to PSIEC.

4. That Sh _____ S/o Sh _____ (Prop/partner/shareholder) of M/s _____ is a family member (s) i.e. _____ (spouse/son/daughter/brother/sister) of the deponent who intends to raise credit facilities from _____

OR

That the deponents are prop/partner/shareholder of M/s _____ and intend to raise credit facilities from _____

5. That the deponent undertakes to pay all the dues what so ever that may become recoverable in future on account of cost enhancement or otherwise in respect of plot No _____ Ph- Focal Point, _____

6. That in case the deponent fails to clear the dues within the stipulated period, the permission for mortgage of the said plot granted in favor of M/s _____ shall be deemed to have been withdrawal/cancelled/terminated for all intents and purposes without any further notice whatsoever and the corporation shall be free to proceed further against the deponent in accordance with law

Deponent

Verification

Verified that the above contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein and no part of it is false

Deponents

(Consent to be given by the Bank/Financial Institution from which loan is being raised in case of 3rd party mortgage)

To

The Managing Director,
PSIEC Ltd.
18, Himalya Marg
Udyog Bhawan
Sector 17-A
Chandigarh

Subject: Permission to Mortgage Industrial Plot/Shed No. _____,
Phase _____ Focal Point/Growth Centre _____.

Sh./Smt./M/s _____ R/o _____
_____ has applied for loan
against plot/shed No. _____ Phase _____, Focal
Point/Growth Centre _____ for availing credit facilities from
_____ (Name of Bank/Financer) in favour of
M/s _____ being 3rd party . We have agreed to sanction/release loan/credit
facilities to the applicant against 1st charge of above property. You are requested
to send the original lease deed/supplementary lease deed to us and we hereby
undertake as under:

- a. Lease deed under no circumstances would be handed over by bank /
Financial Institution to the allottee.
- b. Bank would directly return lease deed to PSIEC on liquidation of credit
facilities or at any time temporarily as & when demanded by PSIEC.

(Authorized Signatory)
Name of the Bank/ Financial Institution

**PUNJAB SMALL INDUSTRIES & EXPORT COPORATION LTD.
18, HIMALAYA MARG, UDYOG BHAWAN, SECTION 17-A CHANDIGARH**

SERVICE NO. 109

RIGHT TO SERVICE

**Service asked for PERMISSION TO MORTGAGE 1st Charge free hold plot
(stipulated time 15 working days.**

1.	Date of Application			
2.	Name of the applicant			
3.	Father's/Husband's Name			
4.	Address			
		Phone/MobileNo.		
		E-mail ID, if any		Aadhar Card if any
5.	Plot No.	Phase	Focal Point	
6.	Documents to be attached (Service Specific Documents)	a. Application form b. Self attested copy of latest NDC/Proof of plot is fully paid c. Self attested copy of registered conveyance deed d. Request letter from bank		
7.	Signature of applicant			

(For Office Use)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges, if any	
5.	Name of Designated Officer		6.	Designation	
7.	Location		8.	Signature of D.O./Receiving Officer	

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges, if any	
5.	Service asked or				
6.	Documents attached	a. Application form b. Self attested copy of latest NDC/Proof of plot is fully paid c. Self attested copy of conveyance deed d. Request letter from bank			
7(a)	Name of Designated officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated officer	

It is your right to seek service within stipulated time limit

PERMISSION TO MORTGAGE(Free HOLD)

Check List for obtaining permission to mortgage of free hold industrial plots in favour of financial institution/bank

1. Application Form for obtaining permission to mortgage in favour of financial institution/bank against 1st charge
2. Self attested copy of latest NDC /Plot is fully paid including enhanced land cost if any & Payment of upto date extension fee.
3. Permission to mortgage is allowed in favour of financial institution /bank to the allottee of Corporation for availing credit facilities for setting up/running unit on the allotted plot only.
4. Request letter from concerned financial institution/bank addressed to PSIEC for obtaining permission to mortgage.
5. Conveyance deed stands executed and got registered.

Time Limit 15 working days from the date of receipt of application

APPLICATION FORM FOR
OBTAINING PERMISSION TO MORTGAGE OF FREEHOLD PLOT

To

The Managing Director
PSIEC Ltd.
18, Himalya Marg
Udyog Bhawan
Sector 17-A
Chandigarh

Subject: Permission for NOC to Mortgage Industrial/residential Plot/Shed
No. _____, Phase _____ Focal Point/Growth
Centre _____.

Sir/Madam,

I/we are the owner(s) of the plot/shed as mentioned above and wish to seek permission to mortgage the same in favor of _____ (Name of Bank). All the requisites 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. The plot is fully paid up and nothing is outstanding against the above plot. 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/mortgagee 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.

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

Date: _____

Signature _____

(Name & Address of Owner (s))

18, HIMALAYA MARG, UDYOG BHAWAN, SECTION 17-A CHANDIGARH

SERVICE NO. 110

RIGHT TO SERVICE

**Service asked for Permission for Registration of lease/conveyance deed
(stipulated time 15 days).**

1.	Date of Application			
2.	Name of the applicant			
3.	Father's/Husband's Name			
4.	Address			
		Phone/MobileNo.		
		E-mail ID, if any		
5.	Plot No.	Phase	Focal Point	
6.	Documents to be attached (Service Specific Documents)	a, application along with lease/conveyance deed duly typed on the prescribed format on non judicial stamp papers prescribed by the revenue authorities. b. Self attested copy of proof of deposit upto date payment in case of lease deed /fully paid in case of conveyance deed c. Self declaration that no mis-utilisation of plot exists		
7.	Signature of applicant			

(For Office Use)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges, if any	
5.	Name of Designated Officer		6.	Designation	
7.	Location		8.	Signature of D.O./Receiving Officer	

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges, if any	
5.	Service asked or				
6.	Documents attached	a, application along with lease/conveyance deed duly typed on the prescribed format on non judicial stamp papers prescribed by the revenue authorities. b. Self attested copy of proof of deposit upto date payment in case of lease deed /fully paid in case of conveyance deed c. Self declaration that no mis-utilisation of plot exists			
7(a)	Name of Designated officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated officer	

It is your right to seek service within stipulated time limit

PERMISSION FOR REGISTRATION OF LEASE DEED/CONVEYANCE DEED

Check List

- I. Application Form for registration of lease deed/conveyance deed.
- II. Proof of deposit of 30% down payment/upto date payment stand received in case of registration of lease deed and fully paid in case of conveyance deed.
- III. Allotment should be regular (not cancelled).
- IV. Non judicial stamp papers to be purchased of requisite amount as prescribed by the Revenue authorities in the name of PSIEC through allottee.
- V. Self declaration regarding no mis-utilisation of plot exists.

Time Limit 15 working days from the date of receipt of application

APPLICATION FORM

To

The Managing Director
PSIEC Ltd.
18, Himalya Marg
Udyog Bhawan
Sector 17-A
Chandigarh

Subject: Registration of lease deed/conveyance deed of Industrial/residential
Plot/Shed No. _____, Phase _____ Focal Point/Growth
Centre _____.

Sir/Madam,

I/we are the owner(s) of the plot/shed as mentioned above and wish to seek registration of lease deed/conveyance deed. All the requisites documents are enclosed. 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/mortgagee 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.

It is requested that lease deed/conveyance deed of above plot may be got executed and registered.

Date: _____

Signature _____

(Name & Address of Owner (s))

**PUNJAB SMALL INDUSTRIES & EXPORT CORPORATION LTD.
18, HIMALAYA MARG, UDYOG BHAWAN, SECTION 17-A CHANDIGARH**

SERVICE NO. 111

RIGHT TO SERVICE

Service asked for Permission to Conversion from lease to free hold (stipulated time 30 working days).

1.	Date of Application			
2.	Name of the applicant			
3.	Father's/Husband's Name			
4.	Address			
		Phone/MobileNo.		
		E-mail ID, if any		
5.	Plot No.	Phase	Focal Point	
6.	Documents to be attached (Service Specific Documents)	a. Application form alongwith required conversion charges bank draft No. _____ dt. _____ Amount Rs. _____ b. Self declaration that no-mis-utilisation exist on plot c. Affidavit on the prescribed format d. self attested copy of latest NDC /Proof of plot is fully paid		
7	Signature of applicant			

(For Office Use)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges, if any	
5.	Name of Designated Officer		6.	Designation	
7.	Location		8.	Signature of D.O./Receiving Officer	

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges, if any	
5.	Service asked or				
6.	Documents attached	a. Application form alongwith required conversion charges bank draft No. _____ dt. _____ Amount Rs. _____ b. Self declaration that no-mis-utilisation exist on plot c. Affidavit on the prescribed format d. self attested copy of latest NDC /Proof of plot is fully paid			
7(a)	Name of Designated officer		(b)	Designation	
(c)	Location		(d)	Signature of Designated officer	

It is your right to seek service within stipulated time limit

CONVERSION OF LEASE HOLD ALLOTMENT OF PLOT TO FREE HOLD

Check List for obtaining permission of conversion of lease hold allotment of plot to free hold.

- Application Form for obtaining permission of conversion of lease hold allotment to free hold.
- Self attested copy of latest NDC /Plot is fully paid including enhanced cost, if any.
- Conversion fee @ Rs. 20/- per sq. yards in case of industrial plots /sheds.
- An affidavit attested by notary public from allottee/authorized signatory in case of private/public limited company to the effect that no alteration/change have been effected in the constitution/ownership rights of the allottee from the date of allotment/last permission, if any, given by PSIEC and to the effect that plot is not mortgaged with any financial institution/bank and the same is free from all sorts of encumbrances etc.
- Self declaration that no mis-utilisation of industrial plot/shed exists.

Time Limit 30 working days from the date of receipt of application

APPLICATION FORM

To

The Managing Director,
PSIEC Ltd.
18, Himalya Marg
Udyog Bhawan
Sector 17-A
Chandigarh

Subject: Permission for conversion of lease hold allotment into free hold in respect of industrial / residential Plot / Shed No. _____, Phase _____, Focal Point/Growth Centre _____.

Sir/Madam,

I/we are the owner(s) of the plot/shed as mentioned above and wish to Convert the lease hold allotment into free hold. All the requisites documents are enclosed. Plot is free from any sort of encumbrance. 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.

It is requested that necessary permission for conversion of lease hold allotment to free hold the aforesaid property may be given to me/us.

Date: _____

Signature _____

(Name & Address of Owner (s))

AFFIDAVIT

(On Rs. 15/- Stamp Paper to be executed by allottee including all partners in case of Firm or authorised signatory Director in case of Company and attested by NOTRY PUBLIC).

I _____ S/O Shri
_____ aged _____ Resident of
_____ Prop./Partner/authorised signatory Director of M/S
_____ allottee of Plot/Shed No. _____
Phase _____ Focal Point _____ do hereby
solemnly affirm

1. That there is no change in name, style and constitution of the allottee of above plot/shed since original / last allotment / transfer / change communicated vide letter dated _____ by PSIEC.
2. That the above plot/Shed is not already mortgaged with any financial institution/bank and the same is free from all sorts of encumbrances etc.

DEPONENT

DATE :

PLACE :

VERIFICATION

Verified that the above contents are true and correct to the best of my knowledge and belief and nothing has been concealed therein from.

DEPONENT.

;/tk BzL109

gzikp bx{ T[d:'r ns/ fBo:ks fBrw fbwl,T[d:'r GtB
;?eNoF17FJ/, uzvhrVQ .

;/tkkK dk nfXekoh ekB{zB 2011 gzikp
;/tkkK b?D dk ckow gzikp bx{ T[d:'r ns/ fBo:ks

fBrw

w'Nr/i gfj bk ukoi ;/tkkK 15 ezv eki fdB

1	gqsh p/Bsh dh fwsh			
2.	p/Bsh eosk dk BK			
3.	fgsk \$gsh dk BK			
4.	gsk			
		fgzv		vkeykBk
		sfj;hb		fibQk
		Jh w/b nkJh vh i/eo j?		nkXko ekov Bzpo
5.	gbkN Bzpo	c/i	c'eb g[nkfJzN	
6H	;fjbZr i' d;skt/i (;/tk Bkb ;pzXs y/so)	T) noih ckow		
		n) ;t? x';Dk p/Fpk eh ;oNhfce/N dh ekgh\$;p{s gbkN dh g{oh ehws fdZsh j?		
		J) ;t? s;dhe ofi;Nov bhi vhw dh ekgh		
		;) fBoXkos gq'ckow/ w[skfpe p?Ae gZso		
7	p/Bsh eosk d/ j;skyo			

(dcsoh tos'A bJh)

1.	gqkgsh o;hd Bzpo	2.	fwsh
3.	fwsh id'A sZe ;/tk gqdkB eoBh j?	4.	ch; (i/eo j?)
5.	Bkwid nc;o d/ j;skyo	6.	nj[dk
7.	gZsk	8.	ckow gqkgs eoB tkb/ Bkwid nc;o\$gkgsh nc;o d/ j;skyo

(gqkgsh ;fbg)

1.	gqkgsh o;hd Bzpo	2.	fwsh
3.	fwsh id'A sZe ;/tk gqdkB eoBh j?	4.	ch; (i/eo j?)
5.	wzrh rJh ;/tk		
6.	;fjbZr d;skt/i	T) noih ckow n) ;t? x';Dk p/Fpk eh ;oNhfce/N dh ekgh\$;p{s gbkN dh g{oh ehws fdZsh j? J) ;t? s;dhe ofi;Nov bhi vhw dh ekgh ;) fBoXkos gq'ckow/ w[skfpe p?Ae gZso	
7(T)	Bkwid nc;o dk Bkw	(n)	nj[dk
			Bkwid nc;o d/ d;sys

fB;fus ;w/A ;hwk ftZu ;/tk gqkgs eoBk s[jkvk nfXeko j?

;/tk BzL109

gzikp bx{ T[d:'r ns/ fBo:ks fBrw fbwl,T[d:'r GtB
;?eNoF17FJ/, uzvhrVQ .

;/tkkK dk nfXekoh ekB{zB 2011 gzikp

;/tkkK b?D dk ckow gzikp bx{ T[d:'r ns/ fBo:ks

fBrw

w'Nr/i gfjbn ukoi ;/tkkK 15 ezv eki fdB (Eov gkoNh \$J?BNhNh

1	gqsh p/Bsh dh fwsh		
2.	p/Bsh eosk dk BK		
3.	fgsk \$gsh dk BK		
4.	gsk	fgzv	vkeykBk
		sfj;hb	fibQk
		Jh w/b nkJh vh i/eo j?	nkXko ekov Bzpo
5.	gbkN Bzpo	c/i	c'eb g[nkfJzN
6H	;fjbZr i' d;skt/i (;/tk Bkb ;pzXs y/so)	T) noih ckow	
		n) ;t? x';Dk p/Fpkeh ;oNhfce/N dh ekgh\$;p{s gbkN dh g{oh ehws fdZsh j?	
		J) ;t? s;dhe ofi;Nov bhi vhw dh ekgh	
		;) fBoXkos gq'ckow/ w[skfpe p?Ae gZso	
7	p/Bsh eosk d/ j;skyo		j) B"Noh s;dhe ehsk fBoXkos gq'ckow/ nB[;ko n?chv?ftN

(dcsoh tos'A bJh)

1.	gqkgsh o;hd Bzpo	2.	fwsh
3.	fwsh id'A sZe ;/tk gqdkB eoBh j?	4.	ch; (i/eo j?)
5.	Bkwid nc;o d/ j;skyo	6.	nj[dk
7.	gZsk	8.	ckow gqkgs eoB tkb/ Bkwid nc;o\$gkgsh nc;o d/ j;skyo

(gqkgsh ;fbg)

1.	gqkgsh o;hd Bzpo	2.	fwsh
3.	fwsh id'A sZe ;/tk gqdkB eoBh j?	4.	ch; (i/eo j?)
5.	wzrh rJh ;/tk		
6.	;fjbZr d;skt/i	T) noih ckow	
		n) ;t? x';Dk p/Fpkeh ;oNhfce/N dh ekgh\$;p{s gbkN dh g{oh ehws fdZsh j?	
		J) ;t? s;dhe ofi;Nov bhi vhw dh ekgh	
		;) fBoXkos gq'ckow/ w[skfpe p?Ae gZso	
7(T)	Bkwid nc;o dk Bkw	(n)	nj[dk
			Bkwid nc;o d/ d;sys

fB;fus ;w/A ;hwk ftZu ;/tk gqkgs eoBk s[jkvk nfXeko j?

;/tk BzL109

gzikp bx{ T[d:'r ns/ fBo:ks fBrw fbwl,T[d:'r GtB
;?eNoF17FJ/, uzvhrVQ .

;/tkkK dk nfXekoh ekB{zB 2011 gzikp
;/tkkK b?D dk ckow gzikp bx{ T[d:'r ns/ fBo:ks
fBrw

w'Nr/i gfjbn ukoi ;/tkkK 15 ezv eki fdB (coh j'bv gbkn)

1	gqsh p/Bsh dh fwsh		
2.	p/Bsh eosk dk BK		
3.	fgsk \$gsh dk BK		
4.	gsk	fgzv	vkeykBk
		sfj;hb	fibQk
		Jh w/b nkJh vh i/eo j?	nkXko ekov Bzpo
5.	gbkn Bzpo	c/i	c'eb g[nkfJzN
6H	;fjbZr i' d;skt/i (;/tk Bkb ;pzXs y/so)	T) noih ckow n) ;t? x';Dk p/Fpkeh ;oNhfce/N dh ekgh\$;p{s gbkn dh g{oh ehws fdZsh j? J) ;t? s;dhe ofi;Nov eBt/B; vhw dh ekgh ;) p?Ae dk p/Bsh gZso	
7	p/Bsh eosk d/ j;skyo		

(dcsoh tos'A bJh)

1.	gqkgsh o;hd Bzpo		2.	fwsh	
3.	fwsh id'A sZe ;/tk gqdkB eoBh j?		4.	ch; (i/eo j?)	
5.	Bkwid nc;o d/ j;skyo		6.	nj[dk	
7.	gZsk		8.	ckow gqkgs eoB tkb/ Bkwid nc;o\$gkgsh nc;o d/ j;skyo	

(gqkgsh ;fbg)

1.	gqkgsh o;hd Bzpo		2.	fwsh	
3.	fwsh id'A sZe ;/tk gqdkB eoBh j?		4.	ch; (i/eo j?)	
5.	wzrh rJh ;/tk				
6.	;fjbZr d;skt/i	T) noih ckow n) ;t? x';Dk p/Fpkeh ;oNhfce/N dh ekgh\$;p{s gbkn dh g{oh ehws fdZsh j? J) ;t? s;dhe ofi;Nov eBt/B; vhw dh ekgh ;) p?Ae dk p/Bsh gZso			
7(T)	Bkwid nc;o dk Bkw	(n)	nj[dk		
			Bkwid nc;o d/ d;sys		

fB;fus ;w/A ;hwk ftZu ;/tk gqkgs eoBk s[jkvk nfXeko j?

;/tk BzL110

gzikp bx{ T[d:'r ns/ fBo:ks fBrw fbwl,T[d:'r GtB
;?eNoF17FJ/, uzvhrVQ .

;/tktK dk nfXekoh ekB{zB 2011 gzikp
;/tktK b?D dk ckow gzikp bx{ T[d:'r ns/ fBo:ks

fBrw

ezBto;B bhi s'A coh j'bv ;/tktK 30 ezw eki fdB

1	gqsh p/Bsh dh fwsh			
2.	p/Bsh eosk dk BK			
3.	fgsk \$gsh dk BK			
4.	gsk	fgzv		vkeykBk
		sfj;hb		fibQk
		Jh w/b nkJh vh i/eo j?		nkXko ekov Bzpo
5.	gbkN Bzpo	c/i	c'eb g[nkfJzN	
6H	;fjbZr i' d;skt/i (;/tk Bkb ;pzXs y/so)	T) noih ckow ns/ p?Ae vokcN BzpoFFFFFFFFfwshFFFFFFF n) ;t? x';Dk p/Fpkch ;oNhfce/N dh ekgh\$;p{s gbkN dh g{oh ehws fdZsh j? J) ;t? s;dhe fe gbkN dh d[ots'A BjhA j' ojh ;) fBoXkos gq'ckow/ w[skfpe B"Noh nN?;fNv jbchnk fpnkB		
7	p/Bsh eosk d/ j;skyo			

(dcsoh tos'A bJh)

1.	gqkgsh o;hd Bzpo		2.	fwsh	
3.	fwsh id'A sZe ;/tk gqdkB eoBh j?		4.	ch; (i/eo j?)	
5.	Bkwid nc;o d/ j;skyo		6.	nj[dk	
7.	gZsk		8.	ckow gqkgs eoB tkb/ Bkwid nc;o\$gkgsh nc;o d/ j;skyo	

(gqkgsh ;fbg)

1.	gqkgsh o;hd Bzpo		2.	fwsh	
3.	fwsh id'A sZe ;/tk gqdkB eoBh j?		4.	ch; (i/eo j?)	
5.	wzrh rJh ;/tk				
6.	;fjbZr d;skt/i	T) noih ckow ns/ p?Ae vokcN BzpoFFFFFFFFfwshFFFFFFF n) ;t? x';Dk p/Fpkch ;oNhfce/N dh ekgh\$;p{s gbkN dh g{oh ehws fdZsh j? J) ;t? s;dhe fe gbkN dh d[ots'A BjhA j' ojh ;) fBoXkos gq'ckow/ w[skfpe B"Noh nN?;fNv jbchnk fpnkB			
7(T)	Bkwid nc;o dk Bkw		(n)	nj[dk	
				Bkwid nc;o d/ d;sys	

fB;fus ;w/A ;hwk ftZu ;/tk gqkgs eoBk s[jkvk nfXeko j?

;/tk BzL111

gzikp bx{ T[d:'r ns/ fBo:ks fBrw fbwl,T[d:'r GtB
;?eNoF17FJ/, uzvhrVQ .

;/tkk dk nfXekoh ekB{zB 2011 gzikp
;/tkk b?D dk ckow gzikp bx{ T[d:'r ns/ fBo:ks
fBrw

Bhi vhv\$ezBt/B; vhv ofi;Nov ;/tkk 15 **ezw eki fdB**

1	gqsh p/Bsh dh fwsh			
2.	p/Bsh eosk dk BK			
3.	fgsk \$gsh dk BK			
4.	gsk	fgzv		vkeykBk
		sfj;hb		fibQk
		Jh w/b nkJh vh i/eo j?		nkXko ekov Bzpo
5.	gbkN Bzpo	c/i	c'eb g[nkfJzN	
6H	;fjbZr i' d;skt/i (;/tk Bkb ;pzXs y/so)	T) noih ckow ns/ wkb ftGkr d[nkok sfj ehs/ ;N?Ag g/go nB[;ko bhi vhv\$ ezBt/B; vhv fBoXkos gq'ckow/ nB[;ko n) ;t? x';Dk fe nZg v/N g/w?AN iwQK eotkJh j?\$g{oh ehws ndk ehsh cko ezBt/B; vhv J) ;t? s;dhe fe gbkN dh d[ots'A BjhA j' ojh		
7	p/Bsh eosk d/ j;skyo			

(dcsoh tos'A bJh)

1.	gqkgsh o;hd Bzpo	2.	fwsh
3.	fwsh id'A sZe ;/tk gqdkB eoBh j?	4.	ch; (i/eo j?)
5.	Bkwid nc;o d/ j;skyo	6.	nj[dk
7.	gZsk	8.	ckow gqkgs eoB tkb/ Bkwid nc;o\$gkgsh nc;o d/ j;skyo

(gqkgsh ;fbg)

1.	gqkgsh o;hd Bzpo	2.	fwsh
3.	fwsh id'A sZe ;/tk gqdkB eoBh j?	4.	ch; (i/eo j?)
5.	wzrh rJh ;/tk		
6.	;fjbZr d;skt/i	T) noih ckow ns/ wkb ftGkr d[nkok sfj ehs/ ;N?Ag g/go nB[;ko bhi vhv\$ ezBt/B; vhv fBoXkos gq'ckow/ nB[;ko n) ;t? x';Dk fe nZg v/N g/w?AN iwQK eotkJh j?\$g{oh ehws ndk ehsh cko ezBt/B; vhv J) ;t? s;dhe fe gbkN dh d[ots'A BjhA j' ojh	
7(T)	Bkwid nc;o dk Bkw	(n)	nj[dk Bkwid nc;o d/ d;sys

fB;fus ;w/A ;hwk ftZu ;/tk gqkgs eoBk s[jkvk nfXeko j?