

APPLICATION FOR ISSUANCE OF DUPLICATE DOCUMENTS

- 1. Procedure-**
- 1. Allottee to submit his/her documents to the concerned society/District Manager & thereafter documents complete in all respects will be submitted to the office of Housefed Punjab, Chandigarh for the purpose in case of property where possession already taken by the Allottee.**
 - 2. Where the possession of the property has not been taken by the Allottee, he/she will submit their application directly to the Housefed, Punjab, Chandigarh.**

2. Fee- Rs.1000/-

3.Mode of Payment-

Payments through Demand draft drawn on any scheduled bank in favour of “HOUSEFED PUNJAB, CHANDIGARH “payable at Chandigarh or through RTGS as per detail given below:-

| | |
|---------------------|---|
| Bank Name | The Punjab State Cooperative Bank Ltd. |
| Account Name | Housefed Punjab |
| Account No. | 000334002000013 |
| IFSC Code | TPSC0000003 |
| Branch Name | Sector- 34/A, Chandigarh. |

After making payment through RTGS . Information in this regard indicating Complete detail of the property may be sent to Housefed Punjab , SCO- 150-152, Sector-34A, Chandigarh or through E-mail – sehousefed123@gmail.com

4. Documentation- The following documents are required for above said purpose

- i) Application by allottee**
- ii) Demand Draft/RTGS**
- iii) Copy of DDR**
- iv) Affidavit by Allottee**

4. Forms

APPLICATION FOR ISSUANCE OF DUPLICATE DOCUMENTS

To

The Superintending Engineer,
Housefed, Punjab,
Chandigarh.

Sub:- Application for the issuance of duplicate _____ letter against **flat/plot/booth/shops** no. _____ Category- _____ application form No./file no. _____ at Cooperative Housing Complex, _____.

Sir,

It is submitted that I am the allottee of **flat/plot/booth/shops** No. _____ form no./file no. _____ at Cooperative Housing Complex _____ allotted to me by the Housefed vide letter No. _____ dated _____. I have lost original _____ letter No. _____ dated _____ for which a DDR has been lodged in Police Station vide DDR No. _____ dated _____ at _____. The copy of the same is enclosed herewith and it is requested that duplicate _____ letter may kindly be issued to me.

The DD No. _____ Dated _____ for Rs. _____ as fee is also enclosed.

Thanking you

Encl:-

- i) Demand Draft/RTGS
- ii) Copy of DDR
- iii) Affidavit

Yours Sincerely

**AFFIDAVIT TO BE ATTESTED BY FIRST CLASS MAGISTRATE FOR ISSUANCE OF
DUPLICATE DOCUMENT**

I _____ S/O, D/O, W/O Sh. _____ Age ____
R/O _____ do hereby solemnly affirm and declare as
under:

1. That I am the allottee of **flat/plot/booth/shops** No. _____ at
Cooperative Housing Complex _____ allotted to me by the
Housefed vide letter No. _____ dated _____.
2. That I have lost original _____ letter No. _____ dated _____ for
which a DDR has been lodged in Police Station vide DDR
No. _____ dated _____ at _____.
3. That Neither I have pledged/mortgaged this letter with any financial
institution or bank nor shall misuse the same, if found at any time shall
be deposit the same with the Housefed, Punjab, Chandigarh.
4. That I will be the responsible for any loss to Housefed Punjab.
5. That I have not sold this property to anyone else as on date. If the lost
letter found at any later stage I will not use this letter for the sale of
property.
6. That the duplicate document mentioned above may kindly issued to
me.

DEPONENT

VERIFICATION

Verified that the above affidavit of mine is true and correct to the best of
my knowledge and belief. Nothing has been concealed therein.

Place:

Dated:

DEPONENT