

LOCAL GOVERNMENT

SIMPLIFIED PROFORMAS

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1. PASSPORT VERIFICATION

Application No.

Simplified Proforma: Service Registration for Passport Verification RTS Act.

Part-1

1.	Name of Service	Passport Verification
2.	Name of Department/Service Provider (Pre- filled into the system)	Home Department

Part-2

Personal Details

1.	Name of Applicant	
2.	Husband/Father's/Mother's Name	
3.	Date of Birth / Age	
4.	Permanent Address	
5.	Correspondence Address (Pin Code)	
6.	Correspondence Phone No.	
7.	Correspondence e-mail	
8.	Aadhaar Card No. (Required)	

Part-3

Information/documents required specific to the service Information

1.	Name of beneficiary, if not applicant. (Aadhaar No. of beneficiary attach copy)	
2.	Relationship with applicant	
3.	Police Station	
4.	Passport No.	
5.	Date of issue of Passport	
6.	Place of Issue of Passport	
7.	Purpose for the PCC	

Documents Required

Submitted Tick (v)/ YES

(POI)Proof of Identity/(POR)Proof of residence		
1.	A valid passport	
2.	Residential Proof (In addition to passport).	
3.	Letter/Instructions of the Embassy demanding the PCC	
4.	Passport size photograph	

(ACKNOWLEDGEMENT SLIP)

1.	Application Receipt No.		4.	Date by which Service to be provided	
2.	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	

2. PERMISSION TO SALE AFTER ISSUING CONVEYANCE DEED I.E., GRANT OF NOC

Application No.

Simplified Proforma for Services under RTS Act. (57)

Part -1

1	Name of Service	Issue of Conveyance Deed
2	Name of Department/ Service Provider (Pre-filled into the system)	

Part -2

1	Name of Applicant	
2	Husband's / Father's / Mother's Name	
3	Permanent Address	
4	Correspondence Address	
5	Correspondence Phone No.	
6	Correspondence e-mail	
5	Adhaar Card No. (Attach Copy)	

Part -3

Information / Documents required specific to the service Information

1	Name of beneficiary, if not applicant. (Adhaar card of beneficiary. Attach Copy)	
2	Relationship with applicant	
3	Date of Application	
4	Property Detail [please tick (✓)]	SCF/SCO/SSS/Booth/Ind. Site/House/Plot/Other
5	Plot No.	
6	Plot Size:	
7	Sector/Location	
8	City	

Documents Required

Submitted Tick (☑) / Yes

1	Photocopy of Allotment/Re-allotment letter.	
2	Photocopy of No Due Certificate or statement of deposits made by the allottee in the authorized Bank.	
3	Affidavit (in prescribed Proforma)	
4	Certified copy of GPA/ Sub GPA if Applicable	
5	Draft Conveyance Deed in Triplicate.	
6	Number Plan (Housing)	

I hereby declare that all the information given above is true to the best of my knowledge. If any information is found to be incorrect then I will be punishable as per the law.

Signature of Applicant

Acknowledgement Receipt

1.	Application Receipt No.		4.	Date by which Service to be provided	
2	Service asked for		5.	Fees/Facilitation Charges, if any	
3.	Date of Application		6.	Signature of authorised official	