



**Regd. Office :** 5<sup>th</sup> - 6<sup>th</sup> Floor, Udyog Bhawan, 18,  
Himalaya Marg, Sector-17 Chandigarh- 160017  
**Tel.** +91172-5256400- 401 **Fax:** +91172-2702423  
**E-mail:** [punjabinfotech@punjabinfotech.gov.in](mailto:punjabinfotech@punjabinfotech.gov.in)  
**website:** [www.punjabinfotech.gov.in](http://www.punjabinfotech.gov.in)  
**CIN:** U17219CH1976PLC003642



**PUNJAB INFORMATION AND  
COMMUNICATION TECHNOLOGY  
CORPORATION LTD.**  
(A State Government Undertaking)

**CONVERSION OF LEASE HOLD TO FREE HOLD**

Plot No. \_\_\_\_\_ Phase \_\_\_\_\_ Focal Point \_\_\_\_\_

Name of the applicant \_\_\_\_\_

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

Address: \_\_\_\_\_

Mobile No. \_\_\_\_\_

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

## **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.

1. Application Form for obtaining permission of conversion of lease hold allotment to free hold.
2. Self attested copy of latest NDC /Plot is fully paid including enhanced cost, if any and payment of upto date extension fee or submission of proof of production issued by GM(DIC) as applicable along with Indemnity bond as per prescribed format.
3. Conversion fee @ 5% of CRP + Service Tax @ 15% in case of industrial plots /sheds.
4. Self- Declaration 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 PICTCL 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.
5. Self declaration that no mis-utilisation of industrial plot/shed exists.

## APPLICATION FORM

To

The Managing Director,  
PICTCL 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))

## SELF DECLARATION

I \_\_\_\_\_ S/O Shri \_\_\_\_\_  
aged \_\_\_\_\_ Resident of \_\_\_\_\_ Prop./ Partner/ authorized 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 PICTCL.
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**

## INDEMNITY BOND

(On non-judicial stamp papers of Rs.50/- to be attested from NOTARY PUBLIC)

This indemnity bond is executed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_ Sh./Smt. \_\_\_\_\_  
S/o.D/o.W/o. \_\_\_\_\_ Sh. \_\_\_\_\_ Aged \_\_\_\_\_ resident of \_\_\_\_\_

Whereas the executants has submitted a copy of the PMT certificate No. \_\_\_\_\_ / letter No. \_\_\_\_\_ dated \_\_\_\_\_ issued by the GM,DIC, \_\_\_\_\_ showing the commencement of production on the Plot No. \_\_\_\_\_ in phase \_\_\_\_\_ measuring \_\_\_\_\_ Sq.Yd. Focal Point \_\_\_\_\_ allotted/ transferred in his/ her/ their favour by PICTCL vide letter No. \_\_\_\_\_ dated \_\_\_\_\_

And whereas the PICTCL, Chandigarh has asked the executant to furnish indemnity bond confirming the date of commencement of production shown in the PMT certificate submitted by him/ them.

Now this indemnity bond witness as under:-

1. That I/WE, am/are the allottee of Plot No. \_\_\_\_\_ Phase \_\_\_\_\_ Measuring \_\_\_\_\_ Sq.Yds. In the Industrial Focal Point \_\_\_\_\_ allotted to me by the Punjab Information and Communication Technology Corporation Ltd., Chandigarh vide allotment/transfer letter No. \_\_\_\_\_ Dated \_\_\_\_\_
  
2. That as per clause No. \_\_\_\_\_ of the terms & Conditions of allotment, I/ we \_\_\_\_\_ was/ were required to bring the unit under production on the allotted plot No. \_\_\_\_\_ Phase \_\_\_\_\_ Focal point \_\_\_\_\_ after raising construction with in a period of \_\_\_\_\_ years from the date of allotment and to submit the copy of PMT certificate duly issued and attested by General Manager, Distt. Industries Centre \_\_\_\_\_ as a proof of having brought the unit into production on the allotted plot failing which extension fee as per the terms of allotment/ decision taken by the Govt./PICTCL from time to time and BODs of the PICTCL is leviable.
  
3. That I/ we have brought the unit into production on \_\_\_\_\_ after raising construction of factory building on plot No. \_\_\_\_\_ IFP \_\_\_\_\_

4. That I/ we have been issued PMT certificate No.\_\_\_\_\_ dated\_\_\_\_ by the General Manager, Distt. Industries Centre\_\_\_\_\_ evidencing the date of commencement of production on the plot as\_\_\_\_\_.
5. That I have now submitted a photo copy of the above mentioned PMT certificate duly attested by GM,DIC,\_\_\_\_\_ in the office of PICTCL.
6. That in case it is found that the date of commencement of production mentioned in the PMT or any other particulars mentioned in the copy of the PMT are wrong/ false & PICTCL who is the absolute owner of the property in question would suffer any financial loss on account of false/ wrong PMT certificate, the executant, his/their property, legal heirs and persons shall be liable to make good the loss of any sort which may be sustained by the PICTCL at a later stage even after the transfer of plot in favour of any other person( s)/ party.
7. That the legal heirs./successors of the deponent shall also be liable to make good the financial loss, if any, suffered by the PICTCL due to submission of wrong & false documents depicting the date of commencement of production .

**EXECUTANT**

Witness:

1.\_\_\_\_\_

2.\_\_\_\_\_