

## **Procedure for execution of Conveyance Deed/Issuance of No due certificate / Duplicate Document**

### **A. For execution of Conveyance Deed**

- Application Form
- Self attested copy of allotment / re-allotment letter.
- Self attested copy of No Due Certificate.
- Certified copy of GPA / Sub Attorney (if applicable).
- Three copies of the Conveyance Deed including one on Stamp Paper. The amount of the Stamp Duty would be as applicable on the date of execution of the conveyance deed. Please check with the office of Sub Registrar, of concern District.
- Affidavit on Stamp Paper of Rs 25/- from the allot-tee.

**Time limit: 15 working days**

### **B. For No Due Certificate**

- Application Form

**Time-limit: 07 working days**

### **C. For issuance of any Duplicate Document**

- Application Form
- Copy of FIR / Report in Daily Diary Register.

**Time limit: 07 working days**