

# Municipal Corporation Bathinda

## Information Regarding completion

Every person erecting or re-erecting a building shall on its completion give notice of such completion to the local authority in Form (F). The Corporation will issue the Completion Certificate within 15 days after it receives the Completion notice.

## Flow Chart Regarding Completion

<b>Ser. No.</b>	<b>Concerned employee</b>	<b>Time</b>
<b>1</b>	<b>General branch</b>	<b>01 day</b>
<b>2</b>	<b>Building clerk</b>	<b>01 day</b>
<b>3</b>	<b>Junior engineer</b>	<b>06 days</b>
<b>4</b>	<b>Asst. corporation engineer</b>	<b>03 days</b>
<b>5</b>	<b>Corporation engineer</b>	<b>02 days</b>
<b>6</b>	<b>Asst. commissioner</b>	<b>02 days</b>

**Total 15 working days**

# Form (F)

## Form of Notice of completion under Bye-Laws No. 3.13

To

Assit. Commissioner,

Municipal Corporation Bathinda.

Sir,

I\We hereby give notice as required under Sub- section (1) of Section 272 of the Punjab Municipal Corporation Act, 1976, that I/We have completed the erection of the building/execution of the work in plot No .....House No ..... Block No ..... Street/ Road ..... in pursuance of sanction granted by the Commissioner/Assist. Commissioner, vide his order No .....dated .....

Permission to occupy /use the building as required under Section 272 of the Punjab Municipal Corporation Act, 1976, may be granted.

Your faithfully,

Date:

Signature of owner,

Name & Address of owner,

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