

**PUNJAB RIGHT TO SERVICE ACT 2011**

HOME DEPARTMENT, PUNJAB

FORM FOR SEEKING SERVICE

RIGHT TO SERVICEService asked for **EXTENSION OF RESIDENTIAL PERMIT OF FOREIGNERS**

1.	Date of Application					
2.	Name of the Applicant					
3.	Father's/Husband's Name					
4.	Address in India (Permanent)	H.No.		St. No.		Vill./Mohalla
		Teh.			Police Station	
		Distt.			State	
5.	Address in India at Present	H.No.		St. No.		Vill./Mohalla
		Teh.			Police Station	
		Distt.			State	
6.	Address in Country of Domicile					
7.	Contact Details in India	Mobile			Email ID if any	
8.	Nationality					
9.	Date of Birth				Place	
10.	Passport No.				Date of Issue	
11.	Place of Issue				Valid Upto	
12.	Visa for India No.				Place & Date of Issue	
13.	Type of Visa & Duration				Valid Upto	
14.	Date & Place of Arrival in India					
15.	Purpose of Visiting India					
16.	Whether Resident of India previously if So, What period					
17.	Date of Expiry of Authorised Period					
18.	Period for which extension is required					
19.	Reason for extension of stay. The reason should be stated duly in detail failure to do so may result in delay of refusal of request					
20.	Name and address of person in India who will furnish guarantee for maintenance and repatriation on behalf of applicant when he/she enters India.	Name				
		S/o,D/o				
		H.No.		St. No.		Vill./Mohalla
		Teh.			Police Station	
		Distt.			State	

21. (a) I WILL SUBMIT IN WRITING IN CASE OF ANY CHANGE IN MY RESIDENTIAL ADDRESS
 (b) I WILL INFORM IN WRITING WHEN EVER I WILL GO BACK FROM

22. I FURTHER SUBMIT THAT I WAS NOT KNOWING REGARDING NEED, TO REGISTER WITH YOUR OFFICE.
 I HAVE PAID THE PENALTY/VISA FEE OF RS./DOLLAR (CROSS IF NOT APPLICABLE)

..BY DEPOSITING THE SAME IN STATE BANK OF INDIA.

Note : No fee is to be paid in case application is within the prescribed time.

23.	Documents to be attached	Application particular form (Visa extension application)
		Surety Bond
		Residence Proof of surety (Ration Card/Voter Card or any other residence proof)
		Photo copy of passport
		Photo copy of visa showing date of arrival
		Four passport size photograph
		Receipt of State Bank of India (in case of late registration/visa extension only)

**I REQUEST THAT MY NAME MAY KINDLY BE REGISTERED/NECESSARY EXTENSION
 OF MY VISA MAY KINDLY BE EXTENDED FOR... MONTHS AND I MAY
 KINDLY BE ISSUED RESIDENTIAL PERMIT.**

24.	Signature of Applicant	
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For Official Use only

1.	Acknowledgment Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Name of Designated Officer	
5.	Designation		6.	Location	
7.	Sign. of D.O./Receiving Officer		8.	Fees / Facilitation Charges	

(ACKNOWLEDGEMENT SLIP)

1.	Acknowledgement Receipt No.		2.	Date	
3.	Date by which service to be provided		4.	Fees/Facilitation Charges, if any	
5.	Service asked for	Extension of Residential Permit of Foreigners			
6.	Documents attached	a.	Application particular form(Visa extension application)		
		b.	Surety Bond		
		c.	Residence Proof of Surety (Ration Card/Voter Card or any other residence proof)		
		d.	Photo copy of passport		
		e.	Photo copy of visa showing date of arrival		
		f.	Four Passport size photograph		
		g.	Receipt of State Bank of India (in case of late registration/visa Extension only)		
7 (a)	<i>Name of Designated officer</i>		(b)	<i>Designation</i>	
(c)	<i>Location</i>		(d)	<i>Signature of Designated officer</i>	

It is your right to seek service within stipulated time limit.