

**PUNJAB RIGHT TO SERVICE ACT 2011**

HOME DEPARTMENT, PUNJAB

FORM FOR SEEKING SERVICE

RIGHT TO SERVICEService asked for TENANT / SERVANT VERIFICATION (Resident of Local Area)

1.	Date of Application												
2.	Name of the Applicant												
3.	Father's/Husband's Name												
4.	Address	H.No.				St. No.				Vill./Mohalla			
		Teh.						Police Station					
		Distt.						State					
4a.	Contact Details	Mobile						Email ID if any					
5	Tenant/Servant /Stranger Details Tick mark (✓) option	Religion					Caste/Sub Caste				Qualification		
		Height					Age & Sex				Identification Mark		
		Complexion	Fair	Dark	Wheatish				Marital Status	Married	Unmarried		
		Staying	Alone	With Family				Residing	Self	With Parents	With Relatives		
		ID Proof	Voter Card / Bank Passbook / Ration Card No.										
		Occupation						Description					
		Mobile No.						Vill. Contact No.					
		Residing in Punjab Since						Last Visit to Native Place	Month	Year			
6.	Native Address	H.No.				St. No.				Vill./Mohalla			
		Teh.						Police Station					
		Distt.						State					
7.	Name & Address of Landlord	Name								Alias			
		Father's/Husband's Name											
		H.No.				St. No.				Vill./Mohalla			
		Teh.						Police Station					
		Distt.						State					
8.	Documents to be attached	3 Recent Passport size photograh											
		Proof of Permanent address											
		Description of family i.e. Father, Mother, Spouse, Brother & Sister											
		Proof of identity & Residence proof of landlord											
9.	Signature of Applicant												

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	Tenant/ Servant verification (Resident of Local Area)			
6.	Documents attached	a.	3 Recent Passport size photograph		
		b.	Proof of Permanent Address		
		c.	Description of family i.e. Father, Mother, Spouse, Brother & Sister		
		d.	Proof of identity & Residence proof of landlord		
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.