

The issuance of a certified copy of property documents will be processed upon submission of the following documents and applicable charges:

1. **Application Form:** A formal application requesting the certified copy.
2. **Affidavit:** A notarized affidavit declaring the loss of the document on ₹50 non-judicial stamp paper.
3. **Fee Payment:** A fee of ₹590 per document, inclusive of GST.
4. **Police Report:** A copy of the FIR or police report indicating the loss of the document.
5. **Aadhar Card Copy:** A self-attested copy of the allottee's Aadhar card.
6. **Authorization Letter:** If the allottee is unable to collect the document personally, an authority letter authorizing a representative to collect the document on their behalf, along with the representative's ID proof, is required.