



SPEED POST
INDIAN RAILWAY WELFARE ORGANISATION
भारतीय रेल कल्याण संगठन

Railway Offices Complex
Shivaji Bridge (Minto Bridge)
New Delhi-110001

No. IRWO/DF/ZKP/Phase-II

Dated: 12-11-2015

Shri/Smt«Name»
Co-owner:«co_owner»
«Add1»,«Add2»
«Add3»,«add4»

Type: Z-IV
Scheme Registration No«Sch_no»
Membership No«Pr_no»

Sub:- Allotment Letter for Zirakpur near Chandigarh Group Housing Scheme, Phase-II.

Dear Sir/Madam,

Draw for allotment of specific Dwelling Unit for Zirakpur near Chandigarh Group Housing Scheme, Phase-II was conducted in IRWO's Corporate Office on 17-10-2015 and you have been allotted a Type Z-IV DU No «DU_no» in this scheme. You are also provided with open car parking slot with the same number as that of DU. The cost of DU is Rs «a» which is as per Annexure A of this office letter dated 7-8-2015.

2. You are now required to make the following payments:-

Sr No.	Particulars	Amount (Rs)	Amount called upto 9 th instalment (Rs)	Balance amount (10 th instalment) (Rs)	Service Tax @ 3.50% payable thereon (Rs)	Amount payable (Rs)
1	Cost of DU	«a»	44,00,000	«c»	«d»	«e»
2	Maintenance Fund Charges	1,67,877	-	1,67,877	-	1,67,877
3	Depreciation Reserve Fund Charges	46,560	-	46,560	-	46,560
4	Additional Maintenance Charges.	8,672	-	8,672	-	8,672
5	Total	«t1»	«t2»	«t3»	«t4»	«t5»

3. If you have not paid any amount (upto 9th instalment) same may be paid immediately along with Service Tax, Car Parking Charges (Open), EC (if applicable), Delay Charges (if any) etc.

4. Last date for making payment of the above amount is 15-01-2016. In case of delay, Delay Charges will also be payable till the payment is made.
5. Houses are expected to be ready for possession by 31-1-2016. Handing over of possession will start from 1-2-2016. Possession must be taken by 30-4-2016. If you do not take possession by the above mentioned date, you will be liable to pay Administrative Charges as per para 17(d) of IRWO General Rules. For collecting Possession Letter please bring 3 passport size photos of self and co-owner (if any) self-attested.
6. Maintenance period (contractor's liability) will expire on 31-12-2016. No complaint regarding any defect will be entertained thereafter.
7. You are required to submit an Undertaking as per Annexure C-2 on non-judicial stamp paper of Rs.100/- duly notarized.
8. It may be noted that the members who have availed financial assistance from the Department/Banks/Financial Institutions etc. original Handing Over/Taking Over Certificate will be given only to those who provide Certificate from their Department/Banks/Financial Institutions that the entire loan has been repaid before original Handing Over/Taking Over Certificate is given to them. In case of outstanding loan a photo copy will be given to the allottee.
9. You have to make your own arrangement for obtaining electric connection for the dwelling unit.
10. Challan as per Annexure B-4 in 3 folios is enclosed for your use.

Yours faithfully,

For Managing Director

- Encls: 1) Format of Annexure C-2.
2) Challan Form in Annexure B-4 in 3 folios.

Copy to:

- 1) GM (IRWO), Zirakpur / Chandigarh
- 2) GM (D), IRWO New Delhi
- 3) AGM/F, IRWO New Delhi
- 4) Sr. Programmer (Computer Cell), IRWO New Delhi. He is requested to upload the above in IRWO's Website.