



INDIAN RAILWAY WELFARE ORGANISATION
भारतीय रेल कल्याण संगठन

Railway Offices Complex, Shivaji Bridge (Minto Bridge), Behind Shankar Market,
New Delhi-110001

To, No. IRWO/Kota/Possession/ /

Date:-

POSSESSION LETTER

**General Manager,
Kota Group Housing Scheme
IRWO, KOTA**

PHOTOS

Allottee	Co-Owner
----------	----------

Sub:-Handing over of houses in Rail Vihar Group Housing Scheme, **Kota**

1 . -----

-----, who has been allotted Type K- Block ,in Rail Vihar Group Housing Scheme, Kota, has made payments as per demand . All documents required from the allottee have also been received. Dwelling unit allotted may be handed over to allottee

(2) Allottee has furnished the Undertaking in Annexure C-2.

(3) Allottee is/are advised to take over possession latest by -----, **after making full payment.** In case of delay in taking over the possession, Administrative Charges may be levied as under

Type	Within 3 months	After 3 months
K-I & K-II	Rs.1000/-per month	Rs.2000/-per month
K-III,K-IV & K-IV A	Rs. 2000/-per month	Rs.4000/-per month

Administrative charges will be calculated for full month period even for broken period. If the allottee takes over the possession after the stipulated period as above, Possession may be handed over after realizing the Administrative charges as above through Demand Draft/ Bankers cheque in favour of Indian Railway Welfare Organization, payable at any New Delhi.

Contd.....2

It may be noted by the allottee that the possession of the DU can be given only to the allottee/co-allottee /co-owner and not to his representative or holder of General Power of Attorney.

3. Allottee has / has not obtained loan through IRWO-----

4. Handing over/Taking Over Certificate may be prepared in triplicate .^{1st} copy (original) may be issued to the allottee concerned, in case no loan is outstanding against him/ her, ^{2nd} copy (duplicate) is required to be placed in personal file of the allottee being maintained at IRWO Corporate and ^{3rd} copy (Office copy) may be kept in the Project Office for their record. In case allottee has obtained loan (through IRWO), and the loan is outstanding on the date, both the copies (original as well as duplicate) shall be sent to IRWO Corporate Office for placing the same in the personal file of the allottee, .The original copy shall be given to the allottee when the allottee provides a “no objection” certificate from his Department /Bank/Financial Institution that the entire loan has been paid. In case of outstanding loan,, a photo copy of the Handing over/ Taking Over certificate may be given to the allottee.

5 It may be ensured that the Handing Over/Taking Over Certificate is signed by the allottee/co-allottee before Dwelling Unit is handed over.

6 Photographs of the Allottee/co-Allottee (where applicable) are affixed above for identification.

For Managing Director/ IRWO

Copy forwarded to:-Sh.

For taking over the physical possession, please contact Shri Ravindra Sali, Dy.Project Manager, IRWO, Kota. His contact No. is **07989125718**