

Name: Shri/Smt/Ms.

Address for Correspondence:

Dwelling Unit No:

Type:

Name of Housing Scheme:

Email Address:

Primary Regn No:

Scheme Regn No:

To

**Managing Director,  
Indian Railway Welfare Organization,  
Railway Complex, Shivaji Bridge, Behind Shankar Market,  
New Delhi – 110001.**

**Sub: Issue of Conveyance Deed**

Please arrange to issue draft conveyance deed/sub-lease deed\* for the above dwelling unit allotted by IRWO to me.

#2A. My spouse Smt./Shri \_\_\_\_\_ is already a co-owner of the above dwelling unit. #2B. My spouse Shri/Smt. \_\_\_\_\_ has expired. Death Certificate is enclosed.

#2C. I want to make my spouse Smt./Shri \_\_\_\_\_ a co-owner of the above dwelling unit. The application for co-ownership is enclosed, in the prescribed Annexures D.

3. I had taken House Building Advance from Railways and/or loan from \_\_\_\_\_ Bank for the above dwelling unit, which is still outstanding / has been fully repaid (Copy of certificate from the concerned authority duly attested by Gazetted Officer/Notary Public showing clearance of the liability is enclosed).\*

4. My contact numbers are as follows:

Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

I may be informed when the draft conveyance deed is ready so that I can collect the same.

5. Money Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs 1180/- (Including G.S.T 18%) is enclosed.

*\*Strike out whatever is not applicable.*

*#Strike out whatever is not applicable out of 2A, 2B & 2C.*

*2A, 2B & 2C are applicable where deed is sought by the original allottee.*

( \_\_\_\_\_ )

**Allottee**

Encl: As above

*Note: i) Conveyance Deed for freehold property and Sub-lease Deed for leasehold property.*

*ii) In case HBA/loan is outstanding, conveyance/sub-lease deed would be retained by IRWO after registration and would be handed over to the allottee only after the receipt of clearance certificate from loan sanctioning authority.*