



INDIAN RAILWAY WELFARE ORGANISATION

भारतीय रेल कल्याण संगठन

ALLOTMENT LETTER

No.

Date:

**To,
Shri/Smt**

**Type-
Membership No.
Scheme No.**

Subject: Allotment of Dwelling Unit in IRWO's Rail Vihar

Indian Railway Welfare Organisation (IRWO) was registered under the Societies Registration Act XXI of 1860 with the object of promoting social welfare schemes such as providing accommodation to Railway personnel, serving and retired, spouse of deceased Railway personnel, personnel of public undertakings under Ministry of Railway and personnel of IRWO, for residence. The prime activity of IRWO is procurement of land throughout the country and execution of housing projects to cater to the housing needs of its members. IRWO works on "no profit no loss" basis. IRWO is governed by the Governing Body with Member (Staff) Railway Board as its ex-officio Chairman. IRWO's executive office is headed by the Managing Director. Members of the Governing Body consists of officers from Railway Board and Members of the Union as ex-officio members. Allotment of Dwelling Unit is made as per provisions made in IRWO General Rules and Project Brochure. The cost indicated in the allotment letter is tentative and final cost is arrived at when the project is completed and accounts are finalized. If final cost is more than the cost indicated in the allotment letter, the additional amount is payable by the allottees proportionately and in case the final cost of the project arrived at is less than the amount received from the allottees, the excess amount is refunded to the allottees proportionately. All the receipts & payments are accounted for in the same account.

The tentative cost of the Dwelling Unit is Rs..... in addition to it, the allottees are required to pay for parking also.

Present payment plan in your case is as under

Sr. No.	Installment No.	Instalment Amount (Rs)	GTS @ (Rs)	Total Amount payable (Rs)	Due Date
1	Ist Instalment				
2	2 nd				
3	Instalment 3 rd				
	Instalment				
	TOTAL =				

Above payments can be paid within the grace period of 7 days. In case of delay in payment, delay charges @ 9.5% will also be payable beyond the due date. For the calculation of delay charge's part month of delay will be taken as full month delay.

Payment of Subsequent installments would be required to be made depending upon the progress of work, for which an advance notice would be given information will also be available on IRWO's web site. Therefore, non-receipt of notice for payment of installment will not be a ground for seeking waiver of delayed payment charges. Please visit IRWO's website regularly where the necessary information would be posted from time to time. You can see your payment status on IRWO website also.

The project is registered under RERA Act. As per RERA Rules, IRWO and allottee are to enter into a written agreement for sale in the prescribed format and to register the same under the law. Enclosed herewith is a draft agreement for sale (with amendments) in the format. You are requested to get the format typed on the stamp paper of appropriate value and to register the same with the appropriate authority of the State.....or his representative will sign the agreement for sale of IRWO's behalf. In the meantime, you are requested to return one copy of draft agreement for sale to this office under your signature as a token that all the terms and conditions mentioned in the draft agreement are acceptable to you.

For allotment of specific dwelling unit, a computerized draw will be held at the time when the project will be in final stage. For which a notice will be placed on the website as well as intimation will be given to you well in advance. After the allotment (through Computerized Draw). Additional charges based on actual cost of construction maintenance fund, DRF. Additional Maintenance Charge, Charges for specific feature shall also be payable which shall be intimated in the letter confirming allotment of specific Dwelling Unit No.

This allotment is subject to provisions contained in IRWO's General rules and the project Brochure. The following documents are required to be submitted by you to this office.

1. Local bank Cheque or bank Draft with Challans duly filled in before the due date of payment of instalment & GST
2. Acceptance and undertaking as per Annexure B5 of IRWO General Rules before due date of first instalment.
3. Aadhar No., PAN and two passport size photographs may be sent to..... for attaching with agreement for sale.

In case of any query, you may contact..... or IRWO corporate office.

Please acknowledge receipt of this letter

Your faithfully

For Managing Director

Enclosures:

- a) Format of Undertaking (Annexure-C-2)
- b) Format of Acceptance & Undertaking (Annexure-B-5)
- c) Copy of Challan Form. (Annexure-B-6)
- d) Copy of Format for Agreement for Sale