



INDIAN RAILWAY WELFARE ORGANISATION

भारतीय रेल कल्याण संगठन

Railway Office Complex, Shivaji Bridge, New Delhi-110001

No. IRWO/

Dated:

Membership No.

Scheme Regn. No.

To,

Mr./Ms.

Co-owner's Name.....

Dear Sir/Madam,

Sub: Allotment letter for Group Housing Scheme at

1. A draw for allotment of specific unit was held on and you have been allotted a Type..... dwelling unit No..... in Group Housing Scheme at The cost of DU allotted to you is Rs..... This do not include Equalization charges (if any) which shall be payable extra. Service Tax is also payable extra.
2. You are now required to make the following payments: -

Sl. No.	Particulars	Payable (Rs.)	Amount Already Called (Rs.)	Balance (Rs.)	Service Tax Payable Thereon (Rs.)	Amount Payable (Rs.)
1.	Cost of DU					
2.	Maintenance Fund Charges					
3.	Additional Maintenance Charges					
4.	Depreciation Reserve Fund Charges					
5.	Parking Charges					
6.	Others					

3. Last date for making the payments is.....in case of delay, interest at the currently applicable rate will be levied till the payment is made.
4. The houses are expected to be ready for possession by.....Possession must be taken before.....in case 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 collection of possession letter please bring three passport size photos each of self & co-owner (if any), self-attested.
5. Maintenance period (contractor's liability) will expire on No complaint regarding any defect will be entertained thereafter.
6. You are also requested to furnish an undertaking as per Annexure C-2 on non-judicial stamp paper of Rs.100/- duly notarized (Format enclosed).
7. It may also be noted that original Handing Over/Taking Over certificate will be given to only those allottees who will provide a Certificate from Department/Banks/Financial Institutions that the entire loan along with interest has been repaid (In case Financial Assistance is availed for the DU in question). They will be given copy.
8. You will have to make arrangements for obtaining individual electric connection and meter from the local body at your own cost.
9. Challan as per Annexure B-4 (in 3 foils) is enclosed for your use.

Yours faithfully,

for Managing Director

Encl: as above

UNDERTAKING FROM ALLOTTEE
(On allotment of Specific Unit)

(To be executed on non-Judicial stamp paper of Rs.100/-duly notarized.)

1. Whereas, I..... wife/son/daughter of.....
Membership No.....resident of.....along with
Shri/Smt..... (co-allottee) as result of application
made to the Indian Railway Welfare Organisation (IRWO) have been allotted a
dwelling unit No.....in.....
2. AND WHEREAS, I/We have agreed for possession of the above dwelling unit,
for immediate occupation before completion of all the formalities and
without execution and registration of Conveyance Deed.
3. THEREFORE, I/We hereby undertake that in the event of the possession of
the dwelling unit being given to me/us. I/We shall,
 - a) Abide by all laws, bye-laws, rules and regulations of Development
Authority concerned, Central or State Government Authorities, the Civic
Bodies, the Organisation and the Allottees Association/Society framed by
them from time to time.
 - b) Abide by the terms and conditions applicable to IRWO in respect of the
allotment or use of the land by the concerned authorities to IRWO as if
they are directly applicable to me/us.
 - c) Not carry out any additions/alterations to the dwelling units without
specific approval of IRWO and the Association/Society.
 - d) Use the dwelling unit for the sole purpose of “dwelling” only. Any
commercial usage of the house including its use as a hostel, carrying out
tuition or coaching classes, chambers of doctor/lawyer/chartered
accountant etc. would be deemed to be a violation of terms and
conditions of allotment.
 - e) Not have exclusive right on common facilities like staircase, passages,
terrace, parks etc. and will not make any alteration thereto. I/We will
allow unhindered use of them to all residents and shall keep them in
good condition/hygiene.
 - f) Not encroach upon the common portion and services. All unauthorized
encroachments are liable to be removed by the Association/Society at
my/our cost in addition to legal action.
 - g) Not keep cows or buffalo within the colony and keep any pets like dogs,
cats etc. only with the permission of the Association/ Society.

- h) Not cause any damage to the structures, equipment, electrical installation etc. provided in common portion and if any such damages is detected the cost of its repair will be borne by me/us.
- i) All levies/taxes/ any other charges which any Government Departments or Authority may impose or any legal or arbitration awards that may be made now or in future, will be borne by me/us.
- j) Take cognizance of rights of other residents. It is my/our duty to keep my dwelling unit in good state of repair so as not to cause inconvenience or create unsafe or unhygienic conditions to others.
- k) To pay my/our share of land cost in case of revision by Land Development Authority and other dues which may be outstanding against me/us.
- l) Not deny entry to IRWO or Association/ Society officials to any part of the dwelling unit or the building in discharge of their official duties.
- m) In case of leakage from bathrooms and/or kitchen floors after the maintenance period, its repair shall be the responsibility of the owner of the flat from which the leakage is arising. In the event of any complaint, in this regard the Association may get the leakage repaired and the cost will be recovered from the resident of the flat from which the leakage is arising. However, in case the leakage is due to construction defect during contractor's maintenance period, the defect will be rectified by IRWO.
- n) Get the Conveyance Deed executed in my/our name at the earliest. I/We are aware that IRWO will not grant me/us any NOC for transfer to the dwelling unit without execution and registration of the conveyance deed.
- o) If, I/We fail to fulfill the undertaking given herein above, the allotment in my/our favour is liable to be cancelled.

Signed by me/us on.....day of..... Two thousand.....

Place

Signature of Allottee Signature of Co-allottee (if any)

Date

Registration No.

WITNESS

1. Signature

2. Signature

Name Address

Name Address

Annexure C-3

No. IRWO

Dated.....

POSSESSION LETTER

The General Manager/Project Manager,
(Project Name)
IRWO

Photo (Allottee)	Photo (Co- Allottee)
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Sub: Handing over of houses in Rail Vihar,

Shri/Smt/Ms who has been allotted
Type House no in Rail Vihar has made full
payment. All documents required from the allottee have also been received. The allottee
may please be handed over his/her dwelling unit.

2. The allottee has furnished Undertaking in the prescribed proforma.

3. Allottee is advised to take over possession latest by In case of delay in taking
over possession, administrative charges will accrue from as under:

Type	Within 3 months	After 3 months
II	Rs. 1000/- p.m.	Rs. 2000/- p.m.
III & IV	Rs. 2,000/- p.m.	Rs. 4000/- p.m.

Administrative charges will be calculated for full month period even for broken period.

Administrative charges, if any, have been realized by this office upto

Further charges, if any, after this date till the date of taking over possession should be
realized

as per the rates given above through Demand Draft/Banker's Cheque in favour of 'Indian
Railway Welfare Organization' payable at New Delhi.

4. It may be noted by the Allottee that the possession of the Dwelling Unit can be given
only to the Allottee or Co-Allottee/Co-Owner and not to his representative or holder of
General Power of Attorney.

5. Allottee has not obtained /obtained loan through IRWO from Handing
Over/Taking Over Certificate should be prepared in triplicate – 1st copy (original) will be
issued to the allottee concerned in case no loan is outstanding against him/her. 2nd copy
(duplicate) is required to be placed in the personal file of the allottee and the 3rd copy

(office copy) may be kept in the Project Office for their record. In case allottee has obtained loan through IRWO, both the copies (original as well as duplicate) shall be kept in the personal file of the allottee. The original copy will be given to the allottee only when the loan against him/her is cleared.

6. It may be ensured that the Handing Over / Taking Over Certificate is signed by the allottee before the dwelling unit is handed over.

7. Photographs of the Allottee and the Co-Allottee (where applicable) are affixed above for identification.

For IRWO

Copy forwarded to Shri/Smt/Ms