

**GRANT OF CO-OWNER STATUS IN BLOOD RELATION**

**The following documents are required to be submitted to IRWO New Delhi Office for granting Co- ownership in blood relation.**

- 1) Application for issue of Co-ownership (to be submitted jointly by Owner, Co-Owner & Proposed Co-Owner) as per Annexure - D1.
- 2) Undertaking from Proposed Co-Owner on non-judicial paper of Rs. 100/- duly notarized as per Annexure - D2.
- 3) "No Dues Certificate" from the RWA (Residents Welfare Association) of society as per Annexure - D3.
- 4) Four Passport size-coloured photographs of Proposed Co-owner, duly self-attested in front.
- 5) Self-attested copies of Aadhaar Card and PAN Card of owner, Co-owner and Proposed Co-Owner.
- 6) Processing Fees of Rs. 5000/- + 18% GST for adding/deleting the Co-Owner status.

**Notes:**

- (i) Co-ownership is permitted at any stage before the Conveyance deed is signed & executed. At the stage of applying for the dwelling unit, name of Co-owner can be included in the Booking Application Form itself.
- (ii) After issue of Booking Letter undertaking from Co-Owner (Annexure - D2) would be required along with the joint application in Annexure-D1.
- (iii) Para 21.1 of IRWO General Rules is reproduced below for convenience of members / allottees:  
*"A Member may make any one of the blood relations as defined in these rules and their spouses as a co-owner of his dwelling unit. However, in case a member requires financial assistance for the DU from any of the blood relations, he may make additional co-owners. The members shall have to give documentary evidence of the individual being made co-owner as a blood relative to the satisfaction of the organization, as well as documentary evidence for obtaining financial assistance from him."*

## ANNEXURE - D1

### APPLICATION FOR ISSUE OF CO-OWNERSHIP IN BLOOD-RELATION

To  
The Managing Director,  
IRWO, New Delhi.

**Subject:** Application for issue of Co-ownership in blood relation in blood relation in Dwelling Unit No. \_\_\_\_\_ in Scheme No. \_\_\_\_\_, Project \_\_\_\_\_

I \_\_\_\_\_ am the original Allottee/Co-allottee of above-mentioned dwelling unit as per allotment /NOC Letter No. \_\_\_\_\_ dated \_\_\_\_\_

I/We \_\_\_\_\_ (Name of Principal/original Owner) along with Shri/Smt./Miss \_\_\_\_\_ (Name of existing co-owners) \* hereby apply to Indian Railway Welfare Organization (IRWO) for the approval of Shri/Smt./Miss \_\_\_\_\_ (Name of proposed co-owner) S/o / D/o Sh. \_\_\_\_\_ who is my \_\_\_\_\_ (Relationship with principal owner) as a co-owner of the above-mentioned unit.

AND, I \_\_\_\_\_ (Name of Proposed co-owner) S/o / D/o \_\_\_\_\_, if approved by IRWO, agree to be a co-owner of the above-mentioned dwelling unit.

**Note:** In case there is more than one existing co-owner, all of them have to be included in the application and the application has to be signed by all of them.

#### **Proposed Co-owner**

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Relationship with Owner \_\_\_\_\_  
Aadhaar No. \_\_\_\_\_

#### **Principal/Original Owner**

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Membership No. \_\_\_\_\_  
Aadhaar No. \_\_\_\_\_

#### **\*Existing Co-Owner(s) if any**

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Relationship with Owner \_\_\_\_\_  
Aadhaar No. \_\_\_\_\_

\* **Strike off if there is no existing Co-Owner**

**ANNEXURE - D2**

**UNDERTAKING (FROM THE PROPOSED CO-OWNER)**

(On Non-judicial Stamp Paper of Rs. 100/- duly notarized)

WHEREAS Mr./Ms \_\_\_\_\_ (Name of Principle/original owner),  
son/daughter/wife/husband \_\_\_\_\_ Resident of

\_\_\_\_\_ and Shri/Smt./Miss \_\_\_\_\_ (Name of existing co-owner)  
\* as a result of an application made to the Indian Railway Welfare Organisation (IRWO)  
have been allotted Type- \_\_\_\_\_, Flat No. \_\_\_\_\_, Block No. \_\_\_\_\_, Floor \_\_\_\_\_,  
located in \_\_\_\_\_ (Hereinafter called the flat/dwelling unit).

AND WHEREAS in terms of rules of allotment of IRWO, the original owner named above is  
entitled to add a co-owner.

AND WHEREAS the original owner named above has requested IRWO through joint  
application dated \_\_\_\_\_ to take the undersigned as Co-owner of the  
dwelling unit mentioned above.

Pending approval of the original owner's application, I, as required by the rules of IRWO,  
give the following undertaking in case the original owner's request is accepted by IRWO.

I will abide by all the General Rules of IRWO and Local Authority as amended from time to  
time.

If I fail to fulfill the undertaking given herein above, the addition of my name is liable to be  
cancelled.

Signed by me on \_\_\_\_\_ day of \_\_\_\_\_ Two thousand \_\_\_\_\_

**Proposed Co-Owner**

Signature \_\_\_\_\_

Name \_\_\_\_\_

**\* Strike off if there is no existing Co-Owner**

**ANNEXURE - D3**

**NO DUES CERTIFICATE**  
(On Letter's Head of RWA of Society)

To  
The Managing Director,  
Indian Railway Welfare Organisation (IRWO)  
Railway Office Complex,  
Shivaji Bridge (Behind Shankar Market)  
New Delhi - 110001

**Subject:** NDC (No Dues Certificate) in respect of Dwelling Unit No. \_\_\_\_\_  
in Project namely \_\_\_\_\_

**Reference:** NDC (No Dues Certificate) for Conveyance Deed / Transfer of DU.

Dwelling Unit No. \_\_\_\_\_, Type- \_\_\_\_\_, Block No. \_\_\_\_\_ was  
allotted/Transferred by IRWO in favor of Shri/Smt./Miss  
\_\_\_\_\_ in Project namely \_\_\_\_\_

Shri/Smt./Miss \_\_\_\_\_ has requested RWA to issue **NDC  
(No Dues Certificate)** in respect of aforesaid Dwelling Unit.

It is hereby certified that No Dues are outstanding against the aforesaid Dwelling  
Unit upto \_\_\_\_\_ as per the records available with the Society/RWA.

It is also certified that the allottee has not made any unauthorized addition/  
alteration in the Dwelling Unit without permission from the Competent Authority of the  
Concerned Local/State Government.

Your's Faithfully

(Signature of Authorized Signatory of RWA)

**RWA Seal**



**INDIAN RAILWAY WELFARE ORGANISATION**  
**भारतीय रेल कल्याण संगठन**

Railway Offices Complex, Behind Shankar Market, Shivaji Bridge, New Delhi - 110001  
 Website: [www.irwo.net](http://www.irwo.net), Email id: [support@irwo.net](mailto:support@irwo.net)

No. IRWO/

Date:

To  
 Sh./Smt. \_\_\_\_\_ (Allottee)

Co-owner: Sh./Smt. \_\_\_\_\_

Resident of \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Mobile No. \_\_\_\_\_

Type- \_\_\_\_\_

Membership No. \_\_\_\_\_

Scheme No. \_\_\_\_\_

**Subject:** Co-owner status to Sh./Smt. \_\_\_\_\_ (\_\_\_\_\_).

**Reference:** Your application dated: \_\_\_\_\_

Sir/Madam,

Approval has been accorded by the Competent Authority to grant Co-owner status to **Sh./ Smt.** \_\_\_\_\_ S/o Sh. \_\_\_\_\_ for the **Dwelling Unit No.** \_\_\_\_\_, **Block-**\_\_\_\_\_, **Type-**\_\_\_\_\_, Rail Vihar, \_\_\_\_\_, Phase-\_\_\_\_\_ Project subject to observance of local rules and bye-laws.

It is however clarified that, **Sh./ Smt.** \_\_\_\_\_ shall not be treated as a member of IRWO and shall not be eligible to be elected as a representative to the Project/ Member of the Governing Body. He will also not be eligible to hold any office of the society maintaining the colony.

Thanking You,

For Managing Director/ IRWO

**Copy to:** Site Incharge for information.

**APPLICATION FOR EXCLUSION OF NAME OF CO-OWNER**

Date: \_\_\_\_\_

To  
The Managing Director,  
Indian Railway Welfare Organisation (IRWO)  
Railway Office Complex, Behind Shankar Market,  
New Delhi - 110001

**Subject:** Application for deletion/Exclusion of the Name of Co-owner in Dwelling Unit No. \_\_\_\_\_, Type- \_\_\_\_\_, Project namely \_\_\_\_\_

Sir,

I Sh./ Smt. \_\_\_\_\_, Primary Membership No. \_\_\_\_\_  
am an allottee of Dwelling Unit No. \_\_\_\_\_ in project namely  
\_\_\_\_\_ as per Scheme Registration No. \_\_\_\_\_ and Sh./ Smt.  
\_\_\_\_\_ who is my \_\_\_\_\_ (Relationship with  
the Principle/ Original Owner) has been granted Co-owner status vide IRWO's Letter No.  
\_\_\_\_\_, dated: \_\_\_\_\_.

Now, we request that the name of Sh./ Smt. \_\_\_\_\_ be removed as Co-owner from the above-mentioned Dwelling Unit.

**CO-OWNER**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Relationship with Principle Owner \_\_\_\_\_  
Aadhaar No. \_\_\_\_\_

**PRINCIPLE/ ORIGINAL OWNER**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Primary Membership No. \_\_\_\_\_  
Aadhaar No. \_\_\_\_\_

**NOTE:** In case there is more than one existing Co-owner, all of them have to be included in application and the application has to be signed by all of them.

**\*Strike off if not applicable.**



INDIAN RAILWAY WELFARE ORGANISATION  
भारतीय रेल कल्याण संगठन

Railway Offices Complex, Behind Shankar Market, Shivaji Bridge, New Delhi - 110001  
Website: [www.irwo.net](http://www.irwo.net), Email id: [support@irwo.net](mailto:support@irwo.net)

No. IRWO/

Date:

To  
Sh./Smt. \_\_\_\_\_ (Allottee)

Co-owner: Sh./Smt. \_\_\_\_\_

Resident of \_\_\_\_\_

Email: \_\_\_\_\_

Mobile No. \_\_\_\_\_

**Subject:** Removal/ Deletion of Co-ownership status granted to Sh./Smt. \_\_\_\_\_ with respect to Dwelling Unit No. \_\_\_\_\_, Type- \_\_\_\_\_, Project namely \_\_\_\_\_.

**Reference:** Your application dated: \_\_\_\_\_

Sir/Madam,

As per IRWO New Delhi office Letter No. \_\_\_\_\_, dated: \_\_\_\_\_ Co-ownership status was granted to Sh./Smt. \_\_\_\_\_ for the Dwelling Unit No. \_\_\_\_\_, Block-\_\_\_\_\_, Type-\_\_\_\_\_, Rail Vihar, \_\_\_\_\_.

Now, Sh./Smt. \_\_\_\_\_ have requested for Removal/ Deletion of the name of Sh./Smt. \_\_\_\_\_ from the Co-ownership of the above mentioned Dwelling Unit.

As per the request made to us, we have removed the name of Sh./Smt. \_\_\_\_\_ as a Co-owner in our records. This is however, subject to local rules and Bye laws.

In IRWO records, now the above mentioned Dwelling Unit stands in the name of Sh./Smt. \_\_\_\_\_.

Thanking You,

For Managing Director/ IRWO

**Copy to:** Site Incharge for information.