

**DOCUMENTATION PROCEDURE FOR TRANSFER OF DWELLING UNIT (DU)  
THROUGH ARMY WELFARE HOUSING ORGANISATION (AWHO)**

1. AWHO has developed **120 Projects with 33,529 DUs and 559 Plots** which are under 82 RWAs. The dossiers of these DUs are being maintained and updated by AWHO. A large number of allottees/ owners of DUs approach AWHO for issue of **No Objection Certificate (NOC)** for transfer of their DUs in the following cases :-

- (a) Sale/ Purchase of DU.
- (b) Transfer on Succession.
- (c) Relinquishment of Share.
- (d) Share Transfer.
- (e) Gift Deed.

**Initial Documentation Procedure.**

2. Once **ink signed applications** alongwith **notarized copy of Conveyance/ Sale Deed/ Registry Papers** are received at this office, the same is processed through various Sections of AWHO to check the details of the seller/ transferor as enumerated below :-

- (a) Allotment letter and details of registration of DU in the name of original allottee/ present owner/ co-registrant.
- (b) Scrutinization of General/ Special Power of Attorney in favour of seller/ purchaser.
- (c) Any financial liabilities on part of seller/ transferor.
- (d) Verification of signature of original allottee/ share holders.
- (e) Any legal case restricting transfer of DU by the allottee/ owner being part of **Consumer Complaint** against AWHO.
- (f) Attempt to sell same DU number of times.

3. Once initial documents found in order, a **provisional sanction** is given to seller/ transferor under which formats of various **Affidavits, Undertakings, Indemnity Bond & Property Status** are forwarded to seller/ transferor for his submission. The Affidavits/ Indemnity Bond/ Undertakings/ Property Status are prepared on behalf of seller/ transferor for his ease based on inputs in the applications and notarized copy of **Conveyance Deed/ Sale Deed/ Registry papers of DU submitted.**

#### **Final Documentation Procedure.**

4. On receipt of final documents from both seller/ transferor and purchaser/ transferee of DU by AWHO, the same are scrutinized which includes :-

- (a) E-Stamp papers purchased in favour of executants/ deponents/applicants only.
- (b) Legal documents executed on Non Judicial Stamp Papers purchased in the State either where the DU is located or where the executants resides.
- (c) Documents notarized in the same State from where the E-Stamp papers have been purchased.
- (d) Affidavits and Property Status are prepared on Rs 10/- stamp papers and Indemnity Bond & Undertakings on Rs 100/- stamp papers duly affixing of Rs 5/- Notarial Stamp etc.
- (e) Notary has signed and stamped on each page of Affidavits/ Indemnity Bond/ Undertakings/ Property Status with registration No of Notary (public).
- (f) Photographs & signatures of purchaser on registration application form signed by Class I Gazette Officer/ Magistrate/ Notary.
- (g) PAN/ Aadhaar card attested by purchaser/ transferee with the registration application form.

(h) Transfer charge from **seller/ transferor for Rs 11,800/-** and **purchaser/ transferee for Rs 12,567/-** (Transfer charge of Rs 11,800 + Membership application price of Rs 177/- and its processing charge of Rs 590/-) through **DD/ RTGS/ NEFT/ IMPS in favour of 'AWHO Transfer Charge and Other'**. If fund transaction carried out through **RTGS/ NEFT/ IMPS. Screenshot of transaction details like UTR No, Txn ID & date and amount attached.**

(j) Loan clearance certificate from respective **bank authorities/ Army Group Insurance Fund/ AG's Branch, if any loan liabilities against DU.**

5. In addition, **No Dues Certificate in favour of seller/ transferor and Provisional Membership Certificate in respect of purchaser/ transferee** from their **respective Society/ RWA** is a **pre-requisite for issue of NOC from AWHO.**

6. **Time Taken For Document Processing.** As the documents needs to be scrutinized for legal and financial correctness, following time duration is required for processing :-

- |     |                             |   |  |
|-----|-----------------------------|---|--|
| (a) | <b>Provisional Sanction</b> | - | 15 working days after submission of initial documents.               |
| (b) | <b>Issue of final NOC</b>   | - | 5 working days after submission of 2 <sup>nd</sup> set of documents. |

7. **Escalation Matrix.** In case any deviation from the timeline stated in para 6 above, the transferor can raise the matter with **Dy MD (Adm), AWHO** at E-mail : **dymd@awhosena.org**, Civil Tele : **011-23010820**, Mil Tele : **32076**. Transferor is requested to intimate date of initial submission of documents to AWHO.

8. AWHO has overall responsibility **to ensure correct transfer of title of DU to avoid legal complication to the transferee in future.** To facilitate AWHO, allottees/ owner of DU are advised **to plan for at least one month time for the entire process to complete .**