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

1. For issuing NOC by AWHO for transfer of DU, applications from CLAIMENT (format att) duly signed addressed to MD AWHO is required.

2. CLAIMANT is required to enclose a copy of conveyance deed (duly notarized by Public Notary) of DU proposed to claim along with his application.

3. Once application are received at this office the same is processed through various sections (checking bona fide of claimant, allotment letter no and dt, details of registration, membership no, any financial liabilities, any legal case, eligibility of claimant etc) and once found in order a provisional sanction is issued to claimant under which format of various affidavits are forwarded for submission by claimant.

4. Transfer charges of Rs 11,800/= charged from both transferor and transferee .In addition Rs 177/- as application fee and Rs 590/-as processing fee for membership charged from transferee. On successful submission of these documents final NOC will be issued.

5. No Dues Certificate against the DU from the society is prerequisite for issue of NOC.

FORMAT OF WILLINGNESS APPLICATION OF TRANSFEROR

From

_____
s/o, w/o_____
r/o _____
_____

Tele/ Mob No_____

To,
The Managing Director
Army Welfare Housing Organisation
South Hutment, Kashmir House
Rajaji Marg, New Delhi-110011

Subject : ISSUE OF NO OBJECTION CERTIFICATE FOR SHARE RANSFER OF FLAT NO , VIHAR, SECTOR (STATION)

1. I, _____s/o, w/o _____
r/o _____
was allotted flat No_____, type_____ along with Car Garage/ Scooter Garage, Servant Quarter at _____Vihar, Sector_____, _____(station).

2. Now I want to transfer my share (_____%) of aforesaid flat to Mr/ Mrs _____ s/o, w/o _____ r/o_____ _____.

2. It is requested that a No Objection Certificate to this effect may please be issued to me.

3. A willingness application from the intending transferee is also enclosed herewith in original.

(signature of transferor)

Date

FORMAT OF WILLINGNESS APPLICATION OF TRANSFEREE

From

_____
s/o, w/o_____
r/o _____
_____

Tele/ Mob No_____

To,
The Managing Director
Army Welfare Housing Organisation
South Hutment, Kashmir House
Rajaji Marg, New Delhi-110011

Subject : ISSUE OF NO OBJECTION CERTIFICATE FOR SHARE TRANSFER OF FLAT NO, _____, SECTOR _____ (STATION)

1. I, _____s/o, w/o _____
r/o _____
would like to accept transfer of share (_____%) of flat No _____, type_____ along with Car Garage/ Scooter Garage, Servant Quarter at_____Vihar, Sector _____(station) in my favour from Mr/ Mrs_____ s/o, w/o _____ r/o_____.

2. It is requested that a No Objection Certificate to this effect may please be issued to me.

Date (signature of transferee)