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

1. For issuing NOC by AWHO for transfer through succession application from CLAIMENT duly signed addressed to MD AWHO is required (format att).

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 and photocopy of death certificate of original allottee.

3. Once application is 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. On successful submission of these documents final NOC will be issued.

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

FORMAT OF APPLICATION FOR TRANSFER OF FLAT THROUGH SUCCESSION

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 TRANSFER OF FLAT NO

_____ VIHAR, SECTOR (STATION)

Sir,

1. I regret to inform you that my husband/wife/son.....expired on.....He/ she was holding .....% of share in the DU. Now I want to claim his/ her balance share of .....% in the DU.(My total share will be _____%)

2. Photocopy of death certificate to this effect issued by the hospital/ Municipality is enclosed herewith for necessary action.

3. It is requested that a No Objection Certificate to transfer the DU in my name please be issued to me.

4. My registration/ membership No is _____.

5. I am enclosing a copy of Sale/ Conveyance Deed duly notarized by public notary.

Thanking you,

Yours faithfully,

Signature