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

1. For issuing NOC by AWHO for transfer (through Gift Deed), applications from both transferor and transferee duly signed addressed to MD AWHO are required (format att).

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

3. Once applications are received at this office, the same is processed and a provisional sanction is issued to transferor under which format of certain affidavits/ indemnity bonds are forwarded for submission by both transferor and transferee.

4. Transfer charges of Rs 11,800/- are 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 in respect of transferor and provisional membership certificate in respect of transferee from the society is essential 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 TRANSFER OF FLAT NO _____, THROUGH GIFT,_____ VIHAR, SECTOR _____,_____(STATION)

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

2. Now I want to transfer (through Gift deed) the aforesaid flat to my son/ daughter, Mr/ Mrs _____ residing at _____.

3. It is requested that a No Objection Certificate to this effect may 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.

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

Thanking you,

Yours faithfully,

Date (signature of transferor)

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 TRANSFER OF FLAT NO _____, THROUGH GIFT,_____ VIHAR, SECTOR _____,_____(STATION)

1. I, _____son/ daughter of Mr/ Mrs _____ residing at _____ would like to accept transfer of flat No _____, type_____ along with Car/ Scooter Garage, Servant Quarter at _____Vihar, Sector_____, _____(station) in my favour (through Gift) from my father/ mother, Mr/ Mrs_____

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

Thanking you,

Yours faithfully,

Date

(signature of transferee)