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## 1. INTRODUCTION/BACKGROUND :

- i) Central Government Employees Welfare Housing Organisation (CGEWO), an autonomous body of the Ministry of Housing & Urban Poverty Alleviation, Govt. of India and Society registered under the Societies Registration Act 1860, specifically created for execution of housing projects for Central Government employees, on **No profit No loss, self financing basis** through out Country. It has at present, to its credit, on-going housing schemes at Chennai (Phase-II) (572), Hyderabad (Phase-III) (380), Bhubaneswar (Phase-I) (256), Mohali (Phase-I) (603), Meerut (Phase-I) (90), Jaipur (Phase-II) (572) and Vishakhapatnam (Phase-I) (190) with 2663 dwelling units under various stages of construction and planning. Twenty three of the CGEWHO's projects at Chennai (Phase-I) (524), Nerul, Navi Mumbai (384), Sector 14, Panchkula (Phase-I & II) (338), Kolkata (Phase-I) (576), Sector-51, NOIDA (Phase-I & II) (1200), Kharghar, Navi Mumbai (1230), Sector-56, Gurgaon (Phase-I & II) (1940), Chandigarh (305), Bangalore (Phase-I)(603), Hyderabad (Phase-I&II) (522), Kochi (43), Pune (Phase I&II) (307), Sector-82, NOIDA (Phase-III, IV & V) (2276), Ahmedabad(310), Jaipur (Phase-I) (184), and Lucknow (Phase-I) (130) have been completed and handed over to the beneficiaries.
- ii) After successful completion of housing schemes as mentioned above, CGEWHO is now launching its next scheme at Bhubaneswar as **Bhubaneswar Phase-II Scheme**.
- iii) Besides the present scheme at Bhubaneswar (Phase-II), our forth-coming schemes may include Mohali (Phase-II), and Chennai (Phase-III) .
- iv) This brochure, outlines details and 'Rules and Regulations' governing the Bhubaneswar (Phase-II) Housing Scheme.

## 2. LOCATION :

**Begunia barai, Distt. Khurda**, adjacent to C V Raman College, (Bhubaneswar- Chennai NH5), **Bhubaneswar, Odisa (Orissa)**. Please refer to the Location Plan at the back cover page of this brochure.

**Note: Phase-I of the project, at the same location, is in progress.**

## 3. SALIENT FEATURES :

- Timely completion of the project.
- All DUs are provided with balcony (ies).
- Located non-polluted atmosphere.
- Fully developed project with bituminous roads, paved walk

ways, electrification, water supply, sewage disposal system, area drainage system, community facilities (Common for Phase-I and Phase-II Projects), horticulture/ plantations, parks, boundary wall, security gates & posts etc.

- All the flats are provided with lift facility
- Planning by professional firm of Architects.
- Township planned with large open spaces with Ground Coverage around 30%.
- Efficient plans. Area calculated as per actuals.
- Construction as per approved plans of Bhubaneswar Development Authority (BDA).

## 4. ELIGIBILITY:

### ELIGIBLE CATEGORIES

#### PRIORITY I

- i) **Central Government Employees:** Serving or retired Central Govt employees, who are covered by the definition as given at *Para 2(vii) of Part B of this Brochure*, will be eligible.
- ii) **Spouses of the deceased employees:** Spouses of the deceased Central Government employees or deceased retired employees would be eligible, if the deceased employee would have qualified by *criteria (i)* above.
- iii) Employees of the CGEWHO, with a minimum of one year of service, will be eligible.

#### PRIORITY II

- i) Employees in service of Central PSUs, State Govts., Union Territory Administration, Autonomous Bodies, Corporations, Nationalised Banks etc.
- ii) Serving uniformed employees of the Ministry of Defence and serving employees of Ministry of Railways.

#### Notes:

- i) Allotments shall be made in the order of priority, depending upon the number of applications received, as mentioned above. However, in case the number of applications received from Priority I applicants outnumber the number of dwelling units proposed to be built, a **Computerised Draw** will be held at CGWHO's Head Office, New Delhi.
- ii) An eligible Central Government employee can make only one application for one DU/Flat only. Where both husband and wife are eligible, only one can apply.
- iii) Before submission of application, applicants must ensure their eligibility regarding their Central Govt. employment and other conditions given under para 4 of Part `B` of these Rules. In case, an allotment is still made in contravention of the CGEWHO Rules due to any oversight, it will be the responsibility of the applicant to inform this Organisation

**SCHEME CLOSSES ON 26.02.2010 (FRIDAY)**



## 5. TENTATIVE DETAILS OF DWELLING UNITS/FLATS:

Application(s) her invited from eligible categories under **priority-I and priority -II** for approx. 172 Dwelling Units/Flats with connected central amenities. The basic tentative details of the Dwelling Units/Flats (subject to change without any notice), are as under :-

Type	Accommodation	Configuration	Approx Area (Sq. ft.)	Application Fee (*) (Rs.)	Earnest Money Deposit (EMD) in Rs.	Tentative cost of DU/Flats (Rs. in lacs)
B	Two Bedrooms, Drawing/ Dining, Kitchen, Two Toilet(s), Balcony/(ies)	Stilt+4 Floors with Lift	1081	500	50,000	18.50
C	Three Bedrooms, Drawing/ Dining, Kitchen, Three Toilet(s), Balcony/(ies)	Stilt+4 Floors with Lift	1377	1000	1,00,000	23.60
D	Three Bedrooms, Drawing/ Dining, Kitchen, Three Toilet(s), Balcony/(ies) and one servant room with WC.	Stilt+4 Floors with Lift	1677	1000	1,00,000	28.70

### Notes :

- i) Types, areas and costs, as indicated above, are tentative and subject to revision. However, further details will be communicated through a 'Technical Brochure'.
- ii) The costs indicated are including escalation payable till **July 2012**, on the basis of rise in price indices and has been tentatively taken @ 3% per year. The same shall be accounted for in the last instalments on actual basis.
- iii) \* Application Fee is non-refundable. A combined Bank Draft for Earnest Money Deposit (EMD) and Application Fee may be sent.
- iv) \*\*Earnest Money Deposit (EMD) is automatically considered as part payment of the instalment(s), on allotment.
- v) Few car/ scooter parkings under stilts will be provided. Options for the same will be called towards end of the project and allotments will be made through a **Computerised Draw** (in case of higher demand), at extra cost to be intimated at that time. Cost of parking space (s), if allotted, would be called and become payable at the time of final instalment.

**SCHEME CLOSING ON 26.02.2010 (FRIDAY)**



## 6. BASIC SPECIFICATIONS :

	Particulars	Type B	Type C	Type D
a)	Internal Wall/Ceiling	Oil Bound Distemper	Same as for Type B	Same as for Type B
b)	External Wall	Cement paint	Same as for Type B	Same as for Type B
c)	i. General floor ii. Kitchen	Vitrified tiles Ceramic tiles	Same as for Type B Same as for Type B	Same as for Type B Same as for Type B
d)	Baths	Ceramic Tile flooring Glazed tiled dado upto 1.8m.	Same as for Type B	Same as for Type B
e)	Kitchen	Polished Granite Platform 600 mm high Glazed tile dado	Same as for Type B	Same as for Type B
f)	Window Shutters	Alluminium & side hung	Same as for Type B	Same as for Type B
g)	Door Frame	Wooden	Same as for Type B	Same as for Type B
h)	Electrical Wiring	Copper Wiring in Concealed PVC conduits	Same as for Type B	Same as for Type B
i)	Telephone	Two points	Three points	Three points
j)	Cable TV Points	Two points	Three points	Three points

## 7. PAYMENT SCHEDULE :

INSTALMENT	PARTICULARS	STAGE
On Applying	Earnest Money Deposit	With Application by 26.02.2010
1ST	30% of cost of DU/Flat less EMD	On issue of letter of allotment *
2ND	15% of cost of DU/Flat	After 4 to 6 months of previous instalment
3RD	20% of cost of DU/Flat	After 4 to 6 months of previous instalment
4TH	15% of cost of DU/Flat	After 4 to 6 months of previous instalment
5TH	20% of cost of DU/Flat	After 4 to 6 months of previous instalment
6TH & FINAL	<b>ACTUAL COST</b> towards, escalations, interest towards equalisation charges, Apartment Owners' Association Charges, Reserve Fund and other statutory levies/ charges, if any with cost of parking(s), if allotted.	ON OFFER OF POSSESSION

\* Allotments shall be made within 3 months from the formal closure of the scheme, including extensions(if any), whichever is later.

**SCHEME CLOSURES ON 26.02.2010 (FRIDAY)**

**NOTES:**

- i. Separate call-up or Demand notice for each instalment shall be sent giving 30 days, for effecting the payment.
- ii. All payments are to be made by Bank Drafts only drawn in favour of "**CGEWHO A/C NO 0267101018816, CANARA BANK, NEW DELHI**"
- iii. As mentioned in the payment schedule above, escalation component, (if any), Apartment Owners' Association charges @ 1.5% of the final cost of the dwelling unit, reserve fund @ 1.5% of the final cost of the dwelling unit, stamp duties and other levies, interest towards equalisation charges and statutory payments, if any, shall be computed and charged alongwith the final instalment, at the time of offering physical possession of the dwelling unit. **However, the organisation reserve its rights to call any amount towards escalation even during the tenancy of the project.**
- iv) Beneficiaries are advised to remain in contact with CGEWHO and keep visiting our website [www.cgewho.nic.in](http://www.cgewho.nic.in) regarding issue of call-up notice(s) etc.

**8. CONSTRUCTION SCHEDULE :**

Construction shall commence tentatively in **Oct`2010** and completed within 30 months thereafter.

**9. LOAN ARRANGEMENTS :**

House Building Advance is admissible to Central Government employees for acquiring houses from the CGEWHO, as per OM NO.I/17015/1/91-H.III dated 4.9.91, issued by the then Ministry of Urban Development against mortgage of the property, in favour of the President of India. Additional funds, if required, can be borrowed from other Financial Institutions like HDFC, GIC, LIC, Housing subsidiaries of the Nationalised Banks etc. on the basis of second mortgage of property allotted.

**Explanations :** a) Applicants are to apply for loan directly to their respective Departments/Financial Institutions. All possible assistance will, however, be provided by the CGEWHO, including the documents, as required by the concerned Institution(s).

**10. SALE OF APPLICATIONS :**

Intending applicants may obtain the 'CGEWHO Rules' brochure at a cost of Rs. 100/- in cash or through Bank Draft in favour of "**CGEWHO A/C NO 0267101018816, CANARA BANK, NEW DELHI**" payable at **New Delhi**.

CGEWHO`s Head Office at 6th Floor, 'A' Wing, JANPATH BHAWAN, Janpath, New Delhi-110001	Hard copy 'CGEWHO Rules Brochure' <b>Available from 29.12.2009</b>
CGEWHO Project office at Begunia Barai, Bhubaneswar	Hard copy 'CGEWHO Rules Brochure' <b>Available From 30.12.2009</b> Contact Person Mr. V.K. Birah: Ph.09238422154
Downloading from CGEWHO`s website: <a href="http://www.cgewho.nic.in">www.cgewho.nic.in</a>	(Rs 100/- towards the cost of brochure to be added along with EMD & Application Fees while applying in case of downloaded form)

**11. RECEIPT OF APPLICATIONS:**

Duly completed applications will be received only at the Head Office at New Delhi, either by post or by hand. Applications by hand can be deposited in the office on all the working days between **0930 Hours to 1300 Hours**.

**SCHEME OPEN FROM 20.12.2009 (SUNDAY)**

**SCHEME CLOSSES ON 26.02.2010 (FRIDAY)**

**12. ALLOTMENT :**

After the receipt of application forms, complete in all respects, from all the eligible applicants, a '**computerised draw**' of lot will be conducted at the Head Office in case of over subscription, within three months of the formal closure of the scheme. The date of the '**computerised draw**' will be intimated to all the applicants, either individually or through an advertisement in the newspapers in which the scheme advertisement was published or through our website: [www.cgewho.nic.in](http://www.cgewho.nic.in).

The result of the 'draw' will be communicated to all the applicants individually or will be published in the official website of CGEWHO, [www.cgewho.nic.in](http://www.cgewho.nic.in). Otherwise, allotments shall be made to all the eligible applicants.

**13. REFUNDS :**

Refund to unsuccessful allottees will be made within three months from the last date of closing of the scheme. As per rules of the Organisation, interest @ 5% per annum is payable, if the Earnest Money is not refunded to unsuccessful allottees within 3 months from the last date of closing of the Scheme.

**14. IMPORTANT POINTS :**

- i) *Change of Address : All correspondence will be made with the applicants/ beneficiaries on the address mentioned at Sl No. 13 of the Application Form. Any change of address should be notified to the CGEWHO, New Delhi, in the format given at **Annexure-II of Part `C`**.*

**SCHEME CLOSSES ON 26.02.2010 (FRIDAY)**



- ii) *In order to provide prompt and efficient service to the beneficiaries visiting our office, for deposit of applications, depositing payment and scheme enquiries will be entertained in our office on all working days between 0930 and 1300 Hours*
- iii) *Beneficiaries are advised to ensure that their **Registration Nos. and Names** are mentioned correctly, while remitting payments and corresponding with this office.*
- iv) *Beneficiaries are requested to send their payments under a separate covering letter and not to club their queries, in the same letter.*
- v) *Call-up notices for instalments, for all the schemes, are sent to all the confirmed beneficiaries and published in our website i.e. [www.cgewho.nic.in](http://www.cgewho.nic.in), mentioning therein the last date of payment. For payments received beyond the stipulated date, interest towards equalisation charges becomes chargeable, as per Para 18 of the 'CGEWHO Rules'. Waiver of interest is not possible and hence beneficiaries are advised **NOT** to enter into avoidable correspondence requesting for waiver of interest towards equalisation charges.*
- vi) *Beneficiaries forwarding the Tripartite Agreement for availing HBA/ loan from HDFC/ LIC/ GIC etc. are requested to forward one extra copy of the agreement. All copies should be signed by the beneficiaries and duly witnessed. One copy will be retained and the remaining copies, duly signed by the authorised signatory, will be sent back to the beneficiary.*
- vii) *Interest @ 15% per annum is charged for late payment of instalment (for exact no. of days). Interest is also charged to late joiners on all the instalments called for at the time of joining (from the respective dates of instalments) as stated above. In case of change from lower category to higher category, interest on differential amount is charged on each instalment.*

*No interest is paid to members to whom confirmed allotment has been made.*

*No interest is paid when a beneficiary withdraws from a scheme. Interest is paid to waiting list members @ 5% per annum, provided they are on the waiting list for a minimum period of one year.*

*Waiting list members will not be entitled to interest if allotment made to them is not accepted. However, they will not be charged any cancellation charges also.*

*No interest is paid in case the beneficiaries change from higher to lower category.*

*No interest is paid for early payment of instalment.*

*No interest is paid if the project is delayed due to any circumstances whatsoever.*

*Interest on EMD to non-allottees in the case of draw is paid*

*only in circumstances explained in Para (21) of Part B of CGEWHO brochures.*

*Interest adjustment is done at the time of calling up of the final instalment.*

- viii) *Waitlisted member(s) are liable to pay interest towards equalisation charges @15% from the respective date(s) of each instalment(s) already called by CGEWHO but, it will be calculated and called alongwith 6th and Final instalment.*

\* \* \* \* \*



## PART B : CGEWHO RULES

7

### 1. PREAMBLE :

- i) The Central Government Employees Welfare Housing Organisation is a 'Society' established to promote, control and coordinate the development of housing schemes at selected places, all over India, on **no profit-no loss** and self financing basis as a **welfare** measure. The Society is a registered body under the Societies Registration Act of 1860.
- ii) Its aim is to provide welfare housing service of quality to the Central Government employees.
- iii) The rules have been drawn up to give the Central Government employees, serving and retired, a perception of the task and an understanding of the Organisation's commitment to them and their own obligations in this matter. Such a brochure cannot be all comprehensive. Applicants may, therefore, contact the organisation's Head Office in New Delhi for clarifications.

### 2. DEFINITIONS :

- i) '**General Body**' means the list of Members given under Para 6 of the Memorandum of Association.
- ii) '**Governing Council**' means the list of members given under Para 5 of the Memorandum of Association.
- iii) '**CGEWHO**' means the Central Government Employees Welfare Housing Organisation.
- iv) '**Scheme**' means the 'self-financed housing project' announced by the CGEWHO.
- v) '**Dwelling Unit or DU**' means a single storey/ duplex type/ flat type of housing unit constructed in independent group housing or multistoreyed construction or marked plots.
- vi) '**Beneficiary**' means an eligible applicant whose booking for a dwelling unit has been confirmed by the CGEWHO.
- vii) For the purpose of CGEWHO, a **Central Government Employee** is an individual who is appointed by or on behalf of the President of India and whose pension both charged and voted, is debit to the Consolidated Funds of India, including the All India Services officials. However, employees of 'State' and Union Territory Administration are not included. Further such Central Govt. employees as are eligible under similar Organisations like AWHO, AFNHB, IRWO are also **NOT** included.

### 3. ELIGIBILITY :

#### PRIORITY - I

- i) **Central Government Employees:** Serving or retired Govt employees who are covered by the above definition will be eligible.
- ii) **Spouses of the deceased employees:** Spouses of the deceased Central Government employees or deceased

retired employees would be eligible, if the deceased employees would have qualified by criteria 3 (i) above.

- iii) Employees of the CGEWHO, with a minimum of one year of service, will be eligible.

#### PRIORITY - II

Serving Employees of Central PSUs, State Govts., Union Territory Administration, Autonomous Bodies, Corporation, Nationalised Banks etc. Serving uniformed employees of the Ministry of Defence and serving employees of Ministry of Railways.

#### Notes:

- i) Depending upon the number of applications received, (allotments shall be made in the order of priority,) as mentioned above. However, in case the number of applications received from Priority I applicants outnumber the number of dwelling units proposed to be built, a computerised draw will be held.
- ii) An eligible Central Government employee can make only one application for one DU only. Where both husband and wife are eligible, only one can apply.
- iii) Before submission of application, applicants must ensure their eligibility regarding their Central Govt. employment and other conditions given under para 4 of Part 'B' of these Rules. In case an allotment is still made in contravention of the CGEWHO Rules due to any oversight, it will be the responsibility of the applicant to inform this Organisation within 15 days of the occurrence.

#### PRIORITY - III

General Public, including retired/spouses of deceased employees of Priority-II

#### Note:

Depending upon the number of applications received, allotments shall be made in the order of priority, as mentioned above. However, in case the number of applications received from Priority I applicants outnumber the number of dwelling units proposed to be built, a computerised draw will be held. The un-successful applicants, if any, will be considered alongwith the Priority II applicants, in the same manner as for Priority I applicants, and so on.

### 4. SPECIAL ELIGIBILITY CRITERIA :

- i) Where both husband and wife are eligible, only one of them can apply.
- ii) Employees, serving or retired, owning residential property, in his/her, or in the name of his/her spouse in the city/town, where the CGEWHO is planning a Scheme, will not be eligible for that Scheme.
- iii) Employees will be entitled to only one dwelling unit under



CGEWHO Schemes anywhere in the country.

- iv) An employee who has been dismissed from the service, would cease to be a beneficiary of the Scheme and will not be eligible to apply.
- v) Eligibility and other conditions attached to the allotment of land by the Municipal and Local Development Authorities, as applicable to such Scheme, would prevail.
- vi) The terms and conditions, as imposed by the Land Allotting Agency/Plans Approving Authority, in respect of cost, FAR, Bye-laws, eligibility etc, shall prevail and be binding on the beneficiary of the CGEWHO.

## 5. HOUSING CONCEPT :

Subject to availability of land, dwelling units and garages in single units, multiple units, row housing, multi-storeyed building, group-housing or marked plots may be planned, subject to the approval of the local civic authorities. These plans will be announced as Scheme, as applicable.

## 6. TYPE OF HOUSES :

The CGEWHO may build houses or flats of the following types:

One bed room units	Type A or L
Two bed room units	Type B or M
Three bed room units	Type C or N
Four bed room units	Type 'D'

These may be built with or without scooter/car garages/stilts. The design, the layout and the built-up area in each type may vary from place to place. More types may be added with consequent change in Rule 7.

## 7. OPTION TO APPLY FOR TYPE OF UNIT :

The applicant may apply for any one of the above types of units linked with the Group to which he/she belongs, as under :

Type of dwelling unit / flat	Group of Service	Grade Pay	Pay Band
A or L (A type in highrise)	D, C, B & A	Rs.1300 and above	1S onwards
B or M (B type in highrise)	C, B & A	Rs.1800 and above	PB-1 onwards
C or N © type in highrise)	B & A	Rs.4200 and above	PB-2 onwards
D	A	Rs.5400 and above	PB-3 onwards

### Notes:

- i) Change of dwelling unit from one type to another type, provided otherwise eligible as per this para, can be

entertained subject to payment of additional Application Fee and Earnest Money, as applicable, and availability of vacancies in that particular type of dwelling unit. However, change to a lower type of category will not entitle the applicant for refund of differential Application Fee but will entitle him for refund/appropriate adjustment of the differential Earnest Money paid.

- ii) Change from one scheme to another scheme is not permitted. For doing so, an applicant should first withdraw /undertake to withdraw his allotment from the existing scheme and apply afresh in the new scheme, if he so desires (subject to payment of cancellation charges, as per rules).
- iii) Request for change of DU/Flat from one type to another, within the same scheme, or change from one scheme to another, after physical possession of the originally allotted DU/Flat has been taken, are liable to be rejected. Further, in case the change as mentioned at sub paras (i) & (ii) above have been agreed to and implemented, it will be construed that the applicant had joined the revised type of DU/scheme from the very inception and all the payments received/ yet to be received will be treated, accordingly. CGEWHO's decision in this regard shall be final and the beneficiary will not have any claim whatsoever.
- iv) In case an existing beneficiary of the CGEWHO under any other scheme, wishes to apply for the present Bhubaneswar (Ph-II) or any other Housing Scheme, he may do so by paying the Application Fee only and clearly stating in the 'Affidavit' the facts regarding his earlier registration with the CGEWHO. In the event of confirmed allotment under Bhubaneswar (Ph-II) or any other Housing Scheme, the concerned beneficiary will have to surrender either of the two registrations. In case of surrender of original allotment, withdrawal charges shall be deducted, if applicable, as per the rules and remaining amounts transferred under the Bhubaneswar (Ph-II) Housing Scheme. Failure to state the facts in the application may invite cancellation of both the applications/allotments.

## 8. PLANS AND SPECIFICATIONS :

Plans and specifications will be drawn up for each type of dwelling unit to meet the basic needs of the group and conforming to the bye-laws of the civic authorities. Different specifications may be considered for each type of dwelling unit.

## 9. TECHNICAL BROCHURE :

After approval of the plans by the local statutory authorities, the plans of dwelling units and layout and the major specifications will be published in a Technical Brochure and circulated to all the beneficiaries. These, however, are subject to change prior to or



during execution, at the discretion of the CGEWHO. CGEWHO undertakes construction of the housing projects as per approved plans and beneficiaries shall have no right to claim any changes or challenge the methods or procedures adopted during the construction.

## 10. STATIONS :

Major building efforts of the CGEWHO will be concentrated in areas where there is concentration of Central Government employees. Other places may be added depending on availability of land and the likely demand.

## 11. MASTER PLAN :

A Master Plan of projects drawn up for a period of 5 years at a time will be promulgated for the benefit of all Central Government employees. Revised Schedule will be announced as and when the Master Plan is rolled through CGEWHO's newsletter.

## 12. HOW TO APPLY :

- i) The CGEWHO will announce the Scheme, giving location, station, types, covered areas and approximate cost of each unit for inviting applications.
- ii) An employee who is eligible to become a beneficiary, may obtain or download (from website [www.cgewho.nic.in](http://www.cgewho.nic.in)) the CGEWHO Rules/Scheme Brochure along with Application Form or from the nominated office/Head Office, on payment of Rs. 100/- in cash or through a bank draft drawn in favour of '**CEO, CGEWHO**' payable at **NEW DELHI**.  
*Rs 100/- is to be added while paying EMD & Application fee in case of downloaded form*
- iii) On receipt of the Application Form and the 'CGEWHO Rules', the applicant should fill the Form and return the same to the CGEWHO by the specified time, alongwith :
  - a) Departmental certification/forwarding by on an officer not below the rank of under secretary at para- 20 on the back side of the Application Form.  
Certification / forwarding is not required in case of retired applicant. Attested copy of PPO is sufficient.
  - b) Bank draft for the non-refundable Application Fee, and Earnest Money Deposit as under as applicable for respective type of DU/Flat :

Type of DU/Flat	Non-Refundable Application fees	Refundable Earnest Money Deposit (EMD)	Total Amt. (in Rs.)
A	500	50,000	50,500/-
B	500	50,000	50,500/-
C	1,000	1,00,000	1,01,000/-
D	1,000	1,00,000	1,01,000/-

**Note:** Rs. 100/- to be added towards cost of 'CGEWHO Rules

*Brochure' with above amount, in case, applicant is using downloaded application form.*

- c) Affidavit as per the format prescribed in the CGEWHO Rules Brochure available at Annexure -VII.
- d) Pay Slip or copy of PPO duly attested.
- e) Attested copy of SC/ST Certificate, if applicable.

## 13. REGISTRATION OF APPLICATIONS :

On scrutiny of the Application Form, the applicants will be registered for a dwelling unit in the Scheme.

## 14. RESERVATION FOR SC / ST APPLICANTS :

15% & 7.5% of the DUs/Flats of all the types in all the housing schemes of CGEWHO will be reserved for SC/ST applicants, with a stipulation that there will be a minimum of one DU of each type in the reserved category and fractions, if any, will be rounded off to the nearest full number. The procedure adopted in such allotments shall be as under:

- (i) In case of more number of applicants belonging to SC/ST categories, after first conducting the draw for the reserved categories alone, unsuccessful applicants shall be considered in the draw for general category of applicants. Those who will succeed in the general draw will get a confirmed allotment, and the remaining applicants, if any, shall be placed on the general waiting list as well as the one created especially for the reserved category of applicants. However, in case of less number of applications than the number of DUs reserved, the balance DUs (after giving confirmed allotment to the applicants belonging to the reserved category) shall automatically stand de- reserved, and will be considered in the general draw.
- (ii) The applicants desirous of being considered in the '**Reserved**' category, will be required to submit an **attested photocopy of the 'Caste' Certificate** from the appropriate competent authority.
- (iii) These '**Reservations**' will be applicable to '**Priority I**' applicants only.

## 15. CONFIRMATION OF BOOKING :

If the registered applicants for a given project exceed the number of dwelling units, **COMPUTERISED DRAW** will be held at the **Head Office** separately for each type. Successful applicants will be issued an Allotment letter and 'Confirmation of booking' will be on receiving first instalment amount by CGEWHO within the stipulated date mentioned in the letter of allotment.

## 16. COST OF DWELLING UNITS :

The cost of dwelling units, with or without garages, for each



Scheme will be worked out by the CGEWHO and intimated at the time of announcing the Scheme. The cost will, inter alia, include interest on investment in land purchased for a scheme, common amenities, cost of reserve funds, charges towards registration of land etc. The costs will be reviewed at different stages of construction and will be subject to escalation, on account of market prices, labour wages, Cooperative Society/Apartments Owners' Association's charges, essential alterations, additions etc. All revisions of cost will be charged to the beneficiaries and they will be liable to pay the same.

## **17. PAYMENT SCHEDULES :**

Beneficiaries will be required to pay instalments on the **self-financing basis**. The payments will be on call. Please also see para 7 of Part 'A' of this Brochure.

## **18. LATE PAYMENTS :**

Employees who join a Scheme late or are promoted from the waiting list, after the initial enrollment or are late in paying their instalments, will be charged interest from the **respective dates** of instalments towards **equalisation charges**. The rate of interest on these payments will be 15% per annum. This rate of interest is subject to change. The CGEWHO reserves its right to terminate the registration and cancel the allotment without giving any further notice, in case of default in making the scheduled payment beyond 120 days from the last date of payment.

## **19. CHANGES IN PAYMENT SCHEDULES :**

The CGEWHO will make every effort to indicate the prices of the dwelling units as accurately as possible but the costs may vary. Adjustments in payments and schedules may become necessary, commensurate with the progress of construction. An increase in the cost, whatsoever reasons the same may be became payable as and when demanded.

## **20. MODE OF PAYMENT :**

All payments will be made by Pay order/Bank Drafts only, drawn in favour of the '**CGEWHO A/c 0267101018816 Canara Bank, New Delhi**' duly endorsed 'payee A/c only'. **Payments in cash or personal cheque will not be accepted.**

## **21. PAYMENT OF INTEREST :**

- i) No interest will be payable by the CGEWHO to the beneficiaries on any instalment paid after the issue of allotment letter. Beneficiaries, to whom confirmed allotment has been made, shall also not be entitled to any interest on installments paid, in the event of cancellation/ withdrawal.
- ii) No interest will be payable by the CGEWHO on the Application Fee, which is non-refundable.
- iii) No interest will be payable on Earnest Money deposited alongwith the application for the first three months

calculated from the day following the closing date of scheme, including extension, if any. Thereafter, beyond three months a simple interest @ 5% per annum will be payable to unsuccessful allottees till the date of refund. On allotment, the Earnest Money paid (alongwith the application) shall be deemed to be a part of the instalment(s) and the beneficiary will be treated as if he had made part payment of the first instalment.

## **22. REBATE :**

If a beneficiary pays the total cost of dwelling unit within 45 days of the confirmation of booking, a rebate of 2.5% will be given. However, this or any other rebate is not applicable for making any advance payment of the tentative cost of the dwelling unit. Further, this rebate is available to the applicants receiving allotment, on announcement of the scheme. Applicants joining the scheme, during its operation, subject to availability and offering to make early payments will not be entitled to this rebate.

## **23. LOAN ARRANGEMENTS :**

- i) Beneficiaries who are still in Central Government employment may be entitled to House Building Advance as admissible to Central Government employees in accordance with the rules of the Government of India.
- ii) The CGEWHO will liaise with Nationalised Banks, Housing Development Financial Corporation and other financial institutions and endeavour to secure financial assistance by way of loans, if required. Subject to agreement of the institutions, loans on second mortgage may be possible. However, the receipt of loan cannot be guaranteed. The quantum of these loans will, inter alia, depend on the repaying capacity of the beneficiary.

## **24. ALLOTMENT OF SPECIFIC UNIT :**

The allotment of block, floor, specific dwelling unit will be made by a '**Computerised Draw**' of lots at the **Head Office** towards the end of the project and the results be intimated to each beneficiary and be displayed on the website. Allotments of a specific flat/ floor, as a result of the draw, shall be final and no requests for change shall be entertained.

## **RESERVATIONS**

- i) Reservation will be made upto 3% of ground/lowest floor flats in each scheme for handicapped personnel in the CGEWHO's Housing Schemes.
- ii) Personnel with the following disabilities will be eligible for such reservations:
  - a) Orthopaedically handicapped-severe (75% and above)
  - b) Visually handicapped - severe (75% and above)
  - c) Mental illness - severe (75% and above)



- iii) Availability of the above facility is restricted only to the allottee, his/her spouse and children only.
- iv) Percentage of disability would be certified by the Head of Deptt. of a Government Hospital.

## **25. WITHDRAWAL FROM A SCHEME :**

If a beneficiary wishes to withdraw from a scheme, he should submit a written request to the CGEWHO, alongwith the following documents.

- a) Letter of allotment in original (if issued)
- b) Original receipt(s) issued by this office against the payment(s) made by the beneficiary
- c) Pre-receipt as per proforma placed at Annexure II.

Allottees withdrawing from a Scheme will not be refunded their application fee, nor will they be entitled to any interest payment, No interest is paid to confirmed allottees. Allottees withdrawing after the date of commencement of construction, will be required to pay withdrawal charges @ 15% of the first instalment. Allottees withdrawing after allotment of specific floor/flats will be required to pay withdrawal charges @ 20% of the first instalment. Such refunds will be made within 45 days of the receipt of request for withdrawal alongwith all the requisite documents.

## **26. CANCELLATION CHARGES :**

In addition to the Application Fee, 15% /20% of the first instalment will be levied as cancellation charges in case cancellation or withdrawal is sought after the commencement of construction/allotment of specific unit. These charges will also be levied on beneficiaries whose booking has been cancelled by the CGEWHO for want of timely payment or any other reason whatsoever.

## **27. POSSESSION :**

The beneficiary will be given a notice of two months to take the allotted unit, provided he/she has completed all formalities, paid all the dues, executed all the Deeds and obtained a Clearance Certificate from the CGEWHO.

**Note:** Possession may be taken over by executing an affidavit as per format at **Annexure-VI**.

## **28. DELAY IN TAKING OVER :**

The allotment of an individual who fails to take possession of the dwelling unit for three months after expiry of the notice period (inspite of making payment of following overhead charges per month or part thereof), shall be liable to be cancelled by the CEO, CGEWHO. Under special circumstances, such an allottee may approach the Chief Executive Officer, CGEWHO for an extension of this period which may be granted by the CEO as a special case for another maximum period of three months only.

Type of DU/Flats	Amount Of Overhead Charges(in Rs.)
A/L	500 /-
B/M	1,500 /-
C/N	2,000/-
D	3,000/-

In the event of a beneficiary failing to take physical possession of the flat within 12 months of issue of the final call up letter, inspite of having paid the maintenance charges as above, the possession shall be given from the CGEWHO's Head Office only, and not from the site office, on 'as is-where is' basis. Further, in such a case any request for repairs, defect rectification etc will not be entertained. The beneficiary, who takes possession late will, however, be obliged to pay to the concerned Apartment Owners Association/ Society, the monthly up-keep & maintenance charges, as levied by it w.e.f. the date made applicable by the Apartment Owner's Association (AOA) or the date of allotment, whichever is earlier.

## **29. HANDING OVER :**

The dwelling units will be offered on 'as-is-where-is' basis after the Contractor and Architect have certified their completion. However, defects and deficiencies observed by the beneficiaries at the time of handing over/taking over, may be recorded in the documents. These will be examined and rectified, wherever applicable, in the defect liability period.

## **30. MUTUAL EXCHANGE OF DWELLING UNITS :**

Mutual exchange of type of DUs, during the currency of the scheme, or specific floor/ flat, after the draw has been conducted, may be permitted within the same scheme, or schemes managed by the same AOA/ Society subject to the two beneficiaries giving an undertaking to effect all the future payments, as called, and not to seek withdrawal from the scheme. However, in extreme situations, the Chief Executive Officer, may agree to accept withdrawal from the scheme, subject to payment of double the normal 'withdrawal charges' i.e. 30% / 40% of the 1st instalment (para 25 of the CGEWHO Rule refers).

## **31. COOPERATIVE SOCIETY/APARTMENT OWNERSHIP ASSOCIATION :**

Beneficiaries of each Scheme would form a Cooperative Society/Apartment Ownership Association under local laws governing such bodies. Every beneficiary will pay the Membership Fee for the Society/Association. In addition, a sum equal to 1.5% of the final cost of the dwelling unit will be charged from each beneficiary and credited to the account of his Society/Association, for its running expenses. The Society/Association, will administer the colony, look after its maintenance, attend to common property and provide guidelines for civic standards. The Society/Association will be governed by its byelaws.



## “PROCEDURE & OBLIGATIONS”

- (a) Coinciding with or after issue of the final call up notice, the CGEWHO will hold a General Body meeting of all the beneficiaries to elect the office-bearers of the proposed Apartment Owners' Association (AOA).
- (b) Such elected Executive Committee of Adhoc Committee, of the proposed Apartment Owners Association, will aim at formally constituting the Association, including framing of its by-laws under the local laws governing such bodies, and register the same with the appropriate competent authorities.
- (c) On completing the formalities regarding registration of the Association, the ad-hoc Committee would be required to convene a General Body meeting of all the beneficiaries to elect and constitute a regular Executive Committee.
- (d) The duly elected adhoc Committee will take over all the common areas/services/facilities of the project within 6 months of its constitution - a period during which CGEWHO will maintain the residential complex and debit the actual maintenance expenses so incurred to the Apartment Owners' Association account.
- (e) In case the adhoc/regular Committee fails to take over the common services/facilities/areas within a further period of 4 months, the CGEWHO shall be at liberty to wind up its operations at site, including demobilising its man power, leaving the complex in 'as is-where is' condition, at the discretion of the Chief Executive Officer, CGEWHO. However, during these 4 months period, though the CGEWHO shall maintain the complex at the cost of Apartment Owners' Association, it will charge an additional amount of Rs. 100/- per beneficiary per month for the services so provided which will be over and above the actual cost of maintenance and debit the same to the Apartment Owners' Association account, before handing over the balance of amount to it.
- (f) While some amounts will be transferred to the ad-hoc Committee by the CGEWHO, for meeting day to day expenses, bulk of the AOA charges collected will be transferred to the regular Executive Committee only, on a formal request by the President/Secretary, but after taking over all the common areas/services/facilities of the project. However, no interest would be paid by the CGEWHO to the AOA, on the amounts collected from the beneficiaries towards AOA charges.

## 32. ADDITIONS & ALTERATIONS :

An undertaking covering the following aspects will be given by all the beneficiaries:

- i) Abide by the laws, bye-laws, rules and regulations of the Central or State Governments, the Civic bodies, the CGEWHO and the Cooperative Society/Apartment Ownership Association.
- ii) Shall not sub-divide, extend, amalgamate, or carry out structural design or layout changes to the dwelling unit and

garages/parking under stilt without the prior permission in writing of the Civic Authority.

- iii) The dwelling units and garages/stilts would be used for the sole purpose of living and car/scooter parking. Any commercial exploitation of these would be deemed to be a violation of terms and conditions.
- iv) Facilities like stair-cases, passages, terraces, parks, lifts etc and common spaces and services, will be utilised by the beneficiary, alongwith other beneficiaries of the Scheme and no one will have exclusive right to their usage, nor make any alterations thereto.

## 33. OWNERSHIP :

At the time of execution of Transfer Deed in favour of a beneficiary, he/she will have the option to register the dwelling unit in his/her own name, or jointly register it with one or two relations out of the undermentioned:

- a) Wife/Husband
- b) Son/sons, daughter/ daughters, including legally adopted children
- c) Parents (in case of unmarried & widows without children)
- d) Brother/Sister (in case of unmarried & widows without children)

## 34. SUCCESSION :

In the event of the death of the beneficiary before the dwelling unit is taken over, his/her spouse or dependent children, whoever has been shown as the nominee in the Application, will be eligible to continue in the Scheme and to avail of the benefits under the Scheme. In case of unmarried members, these privileges will be extended to the dependent parents only. However, such changes in CGEWHO's records shall be made subject to the nominee fulfilling certain criteria and submitting requisite set of documents.

Documents to be submitted be put as **Annexure - IV & V.**

## 35. TRANSFER :

The beneficiaries will not be permitted to dispose off the dwelling unit by way of Sale/Transfer/Assignment/ Long Lease/ by execution of Power of Attorney, under any circumstances, before transfer of the legal title of the dwelling unit by the CGEWHO in favour of the beneficiary. Any such transfer shall result in cancellation of allotment of the dwelling unit, in which case the allottee will pay penalty, as prescribed under the heading 'Cancellation Charges.' After transfer of the legal title of the dwelling unit in favour of the beneficiary, he/she may dispose off his/her dwelling unit, with prior permission of the concerned 'Kendriya Vihar Apartment Owners Association/ Society'. as per its byelaws.

## 36. LIABILITY OF THE CGEWHO :

- i) In extreme situations beyond the control of CGEWHO, CGEWHO may be obliged to abandon a Scheme. In such



a case, its liability would be to refund the deposits in full, with interest, in accordance with the Rules, less handling charges of 1% and Application Fee.

- ii) The CGEWHO is only providing a service. It can in no way be held responsible for any claims of damages which may arise due to any reason whatsoever, including any commission or omission, by the CGEWHO or its employees.

### **37. AMENDMENTS TO THE RULES OF THE ORGANISATION :**

The General Body is empowered to amend, alter or delete any of the Rules, as well as the Memorandum of Association.

### **38. ACCEPTANCE OF APPLICATION :**

The Chief Executive Officer, CGEWHO has the right of final acceptance of an application, its registration, booking and allotment of the dwelling unit and garages/stilts.

### **39. ARBITRATION :**

- i) All matters of disputes relating to CGEWHO Rules, which are likely to affect the rights of the beneficiaries, vis-a-vis, the CGEWHO, may be referred to the President of the Governing Council. The President shall appoint Arbitrator to adjudicate in the matter, whose decision shall be final and binding on the beneficiary and the CGEWHO. Request for arbitration of a dispute will be entertained only if it is made within two months of the cause of the action and prior to taking possession of the dwelling Unit/Flat. Possession will not be given till the arbitration proceedings are complete.
- ii) Appointment of an Arbitrator will not be objected to on the ground that he/she is a person subordinate to the President, is a member of the Governing Council or the Executive Committee, is associated with the functioning of the CGEWHO, or is a beneficiary of a Scheme.
- iii) President of the Governing Council shall have the privilege and authority to appoint a new successor to the Arbitrator after his demitting the office of Arbitrator on account of the transfer, resignation, retirement, death or any such eventuality, whereby the adjudicating Arbitrator is incapacitated to adjudicate the dispute between the parties.
- iv) All suits and legal proceedings of any kind against CGEWHO shall be instituted only in the appropriate courts in Delhi, notwithstanding the location of the property, which may be subject matter of the dispute. All the arbitration proceedings/hearings shall be held in Delhi only.

### **40. MISREPRESENTATION OR SUPPRESSION OF FACTS :**

If it is found, at any time that an applicant has given false information or suppressed certain material facts, or has transferred the rights of the dwelling unit in any manner whatsoever, his/ her application will be rejected, and the registration/booking of dwelling unit will be cancelled without

making any reference to the applicant. He/ she will also be debarred from participating in future schemes. In such cases, allottees will pay penalty as prescribed under the heading "Cancellation Charges".

### **OTHER SALIENT FEATURES REGARDING LOANS FROM FINANCIAL INSTITUTIONS**

- i) The period of loan varies from 5 to 20 years. Repayment will, generally not extend beyond retirement.
- ii) Co-borrowers: Earning members of a family like wife, son, daughter, father and mother can join as co-borrowers for increasing the amount of loan.
- (iii) The admissibility of loan is dependent on the repaying capacity of the borrowers and the co-borrowers opted by the beneficiary.
- (iv) Loan is generally disbursed only after applicant has invested his own share in full.

### **GENERAL PROCEDURE FOR OBTAINING LOAN**

- i) Application is to be made in prescribed form available from the offices of the Financial Institution.
- ii) Enclosures Required :
  - a. Photocopy of the Allotment letter from CGEWHO
  - b. Latest pay Slip(s)/Certificate(s) showing allowances and deductions of the applicant/co applicant/ guarantors.
  - c. Applicant and Co-applicants's recent passport size photograph duly signed by applicant/co-applicant.
  - d. Processing Fee for the loan amount applied for.
  - e. Photocopy of the House Building Advance(HBA) sanction letter(if availed), amount and the repayment terms.
  - f. No-objection certificate from Department for second mortgage, if HBA is availed.
- iii) Financial Institution will scrutinise the application and calculate the admissible loan considering the applicant's age, income, dependents, repayment capacity, liabilities etc.
- iv) Mortgage of flat is created after the conveyance deed has been executed. Till such time loan is covered by a Tripartite Agreement.
- v) Submission of original documents:
  - a. Allotment letter from CGEWHO
  - b. Receipts for the payments already made to CGEWHO
  - c. Tripartite Agreement duly signed by CGEWHO and the borrower.
  - d. Any collateral security pledged.
  - e. Joint ownership letter from CGEWHO, if applicable.
  - f. Deed of guarantee if required.



**PROFORMA FOR PAYMENT DEPOSIT**

*(Photocopy may be used :: to be used for payment thr. DD/pay order/ cheques of HBA/FI)*

From :

Name of the Scheme .....

Registration No. ....

Address .....

To,

The C.E.O

**Central Govt. Employees**

**Welfare Housing Organisation,**

6th floor, "A Wing,

Janpath Bhawan, Janpath,

New Delhi-110001

**Subject : Deposit of Instalment Against Registration No.**

Sir,

Enclosed herewith please find the following Demand Draft/Banker's Cheque against \_\_\_\_\_ instalment for the \_\_\_\_\_ Housing Scheme. This amount has been drawn from my H.B.A./Housing Loan from HDFC, GICHFL, LICHFL, Bank/ Other financial Institutions (name) \_\_\_\_\_/Personal Resources.

SL.NO.	DEMAND DRAFT / BANKER's CHEQUE No	DATE OF DD/BC	AMOUNT (in Rs.)	DRAWN ON (BANK's NAME)
		TOTAL		

Thanking you,  
Yours faithfully,

(Signature)

Date \_\_\_\_\_



## PROFORMA FOR CHANGE OF ADDRESS

*(Photocopy may be used)*

From :

Name of the Allottee \_\_\_\_\_

Name of the Scheme \_\_\_\_\_

Registration No. \_\_\_\_\_

Address \_\_\_\_\_

To,

The C.E.O.

**C.G.E.W.H.O.**

6th Floor. "A" Wing,

Janpath Bhawan, Janpath,

**New Delhi-110001**

**Sub : CHANGE OF ADDRESS**

Sir,

My correspondence address may please be changed as given below :

NAME OF THE SCHEME : \_\_\_\_\_

NAME OF BENEFICIARY : \_\_\_\_\_

REGISTRATION NO. : \_\_\_\_\_

ADDRESS FOR : \_\_\_\_\_

CORRESPONDENCE : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_

PLACE : \_\_\_\_\_

Thanking You,  
Yours faithfully,

(Signature)

Date \_\_\_\_\_

**PRE-RECEIPT****(Photocopy may be used)**

Received a sum of Rs. \_\_\_\_\_ (Rupees) \_\_\_\_\_ vide  
D.D./Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on Canara Bank from Central Government  
Employees Welfare Housing Organisation towards full and final payment of amount due to me on cancellation of my  
Registration No. \_\_\_\_\_ for \_\_\_\_\_ Housing Scheme.

2. I further certify that I have not availed any loan or

a) I have been sanctioned HBA of Rs. \_\_\_\_\_ of which I  
have availed Rs. \_\_\_\_\_ or

b) I have been sanctioned an amount of Rs. \_\_\_\_\_ By \_\_\_\_\_

Name of the Financial Institution) of which I have availed Rs. \_\_\_\_\_

Sign over Rs. 1/-  
Revenue Stamp

Regn. No.: \_\_\_\_\_

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

(Signature of applicant)

**Note :** Please give full details of all the loans availed by you.

*(This form should be submitted duly filled while a beneficiary withdraws from any scheme including wait listed applicants)*



## AFFIDAVIT

### (To be use incase of death of any beneficiary)

I, .....widow/son/daughter/brother/sister/ of Late Shri/Smt.  
..... aged .....years residing at  
.....do hereby affirm  
on oath and state as follows:

- (i) That Late Shri/Smt. ....Was my husband/wife/son /daughter/sister/brother who expired on ..... (date) at ..... (place).
- (ii) That Late Shri / Smt. .... was a registrant of a housing scheme promoted by Central Government Employees Welfare Housing Organisation (CGEWHO) at..... (Station) vide registration no. ....
- (iii) That my husband/wife/son/daughter/sister/brother died on .....(date) leaving behind the following legal heirs :
- | Name | Age |
|------|-----|
| a)   |     |
| b)   |     |
| c)   |     |
- (iv) That Late Shri / Smt ..... died interstate/executed registered will dated .....bequesting his/her interest in the aforesaid registration for a dwelling unit at ..... (project) ..... (station) in my favour. A photocopy of registered will dated ..... has been/ is being furnished to CGEWHO.
- (v) That Late Shri/Smt. .... also nominated me/ ..... (dwelling unit) at project ....., at ..... station .....
- (v) That no other heirs have any objection in case the dwelling unit mentioned above is transferred in favour of. ....
- (vi) That I indemnify harmless CGEWHO in respect of any claim which may be made hereinafter by any of the legal heirs or any third party in respect of the aforesaid dwelling unit.
- (viii) That I am eligible to be registered for being allotted the aforesaid mentioned dwelling unit as per the rules of allotment of CGEWHO.
- (ix) I own the following properties :
- | Particulars of the StationArea Property |
|---|
| a)                                      |
| b)                                      |
| c)                                      |
| d)                                      |

DEPONENT

*(Note: This affidavit is to be executed on a non-judicial stamp paper of Rs. 10/- or as may be applicable in the State where this Affidavit is executed. The Affidavit be attested by a First-Class Magistrate or a Notary Public. To be executed by the nominee to whom the property is to be transferred.)*



**RELEASED DEED**

I, ..... widow/ son/daughter/brother/sister of Late Shri/Smt.  
..... aged .....years residing at  
..... do hereby state as follows:

- i) That Late Shri/Smt .....was a registrant of Central Government Employees Welfare Housing Organisation (CGEWHO) in respect of a type .....dwelling unit at ..... (station) promoted by CGEWHO vide registration no. ....
  - ii) That Shri /Smt. ....died on ..... at ..... (place). Late Shri/Smt. ....died inter of.....
  - iii) That I release and relinquish my right in the aforesaid type ..... dwelling unit at project ..... in favour of my father mother / mother/brother/sister/wife/husband. I further state that I shall have no claim whatsoever in respect of the aforesaid flat in case the same is transferred in favour of .....
  - iv) I hereby indemnify CGEWHO harmless in case of any body makes a claim in respect of aforesaid flat for and on my behalf in respect of my right which I have released a Release Deed in favour of .....
- IN WITNESS whereof I have signed this document/deed at ..... on ..... this day of ..... 20....

WITNESS:

- 1.
- 2.

EXECUTED  
DEPONENT

*(Note : This Affidavit is to be executed on a non-judicial stamp paper of Rs. 10/- or as may be applicable in the State where this Affidavit is executed. The Affidavit be attested by a First-Class Magistrate or Notary Public to be executed by other legal heir(s) except in whose favour the property is to be transferred separately or jointly .*



**SPECIAL POWER OF ATTORNEY**

I .....son/ daughter/wife of Shri ..... resident of ....., am an allottee of Flat No ..... in Block No. .... on .....Floor alongwith car parking space No. ....and scooter parking space No. .... under the CGEWHO's housing scheme at .....

I hereby constitute and appoint Shri/Smt ..... son / daughter of Shri ..... as my lawful attorney for performing the following:

- i) To take physical possession of the DU from CGEWHO.
- ii) To enter into correspondence and receive documents/receipts from the CGEWHO.
- iii) To apply for electricity/water connections.

My attorney's signatures are attested here under:

Signature of Attorney .....

Signature of Attorney attested by the benefiting .....

Date :

DEPONENT

Place :

*(Note : This affidavit is to be executed on a non-judicial stamp paper of 10/- or as may be applicable in the state where this affidavit is executed The Affidavit be attested by a first class - class Magistrate or a Notary Public)*



**FORMAT OF AFFIDAVIT  
TO BE ENCLOSED( IN ORIGINAL)  
WITH APPLICATION FORM**

*(On Rs. 10/- Non-judicial Stamp Paper Duly Attested By  
A Notary Public/ Oath Commissioner/ 1st Class Megistrate)*

**AFFIDAVIT**

*(All Entries in Capital Letters)*

(Name in Full) \_\_\_\_\_

Son/Daughter/Wifeof (Name in full \_\_\_\_\_

at present serving in the office of (Name of Office, Occupation & address in full)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

do hereby solemnly affirm that I have read and understood the rules of the Central Government Employees Welfare Housing Organisation (Short Title 'CGEWHO Rules'), received with Application Form, and I shall be bound by them and I further affirm that :

- i) I am eligible to apply for the dwelling unit/flat under the said rules.
- ii) Neither I nor my spouse own a dwelling unit/flat or residential plot in Bhubaneswar or its Urban Agglomeration, if any.
- iii) This is my first application and I have applied for only one type of Dwelling unit/flat under this scheme.
- iv) I/my spouse have not applied in any other housing scheme of CGEWHO.

or I/my spouse have applied in CGEWHO's housing scheme at \_\_\_\_\_vide registration no. \_\_\_\_\_and have withdrawn/undertake to withdraw from the same.

*(Strike out inapplicable clause)*

(vi) All particulars given in the Application Form are correct and I have not willingly suppressed any material information. I understand that I would be disqualified from allotment of dwelling unit if, at any time, any of the said particulars are found to be incorrect.

**VERIFICATION**

**DEPONENT**

I \_\_\_\_\_do hereby verify that the contents of Clause (i) to (v) of this Affidavit are true to my personal knowledge and belief. nothing is false or concealed. ,

Verified this on \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_ at \_\_\_\_\_

**DEPONENT**



## INSTRUCTIONS FOR FILLING APPLICATION

WHO Rules carefully before filling this form.

2. Use capital letters only. One letter in each box.
3. Leave one space between words and no space between numbers. **Applicant's name should not be written in the address again.**

a. E49, Greater Kailash

E	4	9	G	R	E	A	T	E	R	K	A	I	L	A	S	H
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

b. 5 Dec., 1941

0	5	1	2	1	9	4	1
---	---	---	---	---	---	---	---

4. Do not use full stop. Comma, square feet, Roman numbers, rupees etc.
5. Do not leave any link blank say NA if not applicable e.g. Retired personnel need only write NA in Para 6, as under

N	A				
---	---	--	--	--	--

6. Use standard abbreviations only.

### IMPORTANT

7. **Application Form has to be forwarded through the HOD/Head of the Admin Dept. in which the applicant is presently working. Certifying Authority must be competent to forward the application and must put seal and signatures in Column No. 20 of the Application Form and should be holding a post not below the rank of Under Secretary.**

### CHECK LIST FOR APPLICATION & ENCLOSURE(s) TO BE SENT ALONGWITH APPLICATION

1. Application for the housing scheme duly filled in, signed by applicant and nominee(s) at the time requisite place(s) and certified/forwarded by his/her Department by an officer not below the rank of under secretary of Govt. of India or equipment. Departmental certification is not required for retired applicant or spouses of deceased govt employees.
2. **List of Enclosure(s)**
  - a) Affidavit duly notarised / signed (Annexure-VII)
  - b) Attested copy of latest Pay slip/Salary slip/Certificate for working employees or Pension Payment Order (PPO) for retired employees or spouses of deceased govt employees.
  - c) Demand Draft of requisite Earnest Money Deposit +Application fees and additional cost of CGEWHO Rules Brochure (in case applicant is using downloaded form).
  - d) Attested copy of SC/ST certificate (if applicable).



# APPLICATION FORM FOR BHUBANESWAR (Phase- II) HOUSING SCHEME

Regn. No.: \_\_\_\_\_

**THE CEO, CGEWHO**

Janpath Bhwan, 'A' Wing

6th Floor, Janpath, New Delhi-110 001

**AFFIX**  
Photograph  
here

Personal Particulars :

1. Full Name

2. Father/ Husband's Name

3. Whether Belongs To  **SC**   **ST**   **OTHERS**  4. Whether belongs to Priority I  II

(Tick In Applicable Box. Attach Attested Photocopy Of the Caste Certificate, If Applicable.)

(Tick in applicable box)

5. Name of the Office & Address

City

State

Pin

Telephone

6. Parent Department, If on Deputation \_\_\_\_\_

7. Designation/Occupation \_\_\_\_\_

8.(a) Group Of Service(A/B/C/D)  8 (b) Grade Pay  8 (c) Pay Band:  **P**  **B**

9. (a) Date Of Birth  9.(b) PAN with Income Tax Authority

10. Date Of Appointment in Central Govt. Service

11. Date Of Retirement, (If Retired)

12. Pension Payment Order No. \_\_\_\_\_ & Date

(Applicable in case of retired personnel only)

13. Address For Correspondence

City

State

Pin

E-MAIL \_\_\_\_\_ Telephone- Landline/Mobile

14. City Of Scheme  Bhubaneswar - II 15. Type of Unit

**For Office Use Only**

## ACKNOWLEDGEMENT OF APPLICATION

Application No. \_\_\_\_\_

City **BHUBANESWAR - II**

Amount Received (Rs.)

Regn. No.

Date of Receipt

For Chief Executive Officer  
(CGEWHO)

50000/100000



**Payment Particulars :**

16. Amount Sent

17. Draft Details

18. Name of Bank

**Particulars of the Nominee**

(Please refer to para 33 of CGEWHO Rules)

19. Nominee's Full Name & Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Relationship \_\_\_\_\_

Nominee's Signature

20. Certification (Not required in case of retired applicant of Priority I & II).

*(To be Certified by the H.O.D./ Administration in which the applicant is working (Score out whichever is not applicable)).*

Certified that Mr/Ms. \_\_\_\_\_ is employed with \_\_\_\_\_ as \_\_\_\_\_

It is further certified that Mr/Ms. \_\_\_\_\_ is a Central Govt employee & he/she has been appointed by or on behalf of the President of India and his/her salary is debited to the Consolidated Fund of India *(Required in case of applicants in service and belonging to Priority I).*

\_\_\_\_\_  
Signature

Name

Office Stamp (Seal)

I hereby undertake to abide by all the rules and instructions issued by the Central Government Employees Welfare Housing Organisation.

21. Date of Application

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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\_\_\_\_\_  
Signature of Applicant