

**Central Government Employees Welfare Housing Organization**  
**6<sup>th</sup> Floor, 'A' Wing, Janpath Bhawan**  
**New Delhi-110 001**

Phone : (011) 23717249 / 23739722 / 23355408 Fax: (011) 23717250  
E-Mail : [cgewho@nic.in](mailto:cgewho@nic.in) :: URL: [www.cgewho.in](http://www.cgewho.in)

**No.A-504/12**

**Date : 10-04-2023**

**Guidance for execution and registration of individual Sub-Lease Deed for Flat(s)/Parking(s) in CGEWHO's Greater Noida (D-06) Housing Scheme at Kendriya Vihar, Greater Noida, U.P. applicable who have cleared their outstanding(s) as per CGEWHO's Demand Letter dated 06-04-2023 and submitted document(s) as per para-6(b) of letter dated 05/03/2022.**

Dear Beneficiary,

CGEWHO is pleased to commence the process of registration of **tripartite 'Sub-Lease Deed'** of individual dwelling unit(s) and/or parking(s) under Stilt Floor/Basement shortly after issue of Possession cum Occupancy Letter. The Beneficiaries of Greater Noida (D-06) Scheme are now required to get their Flat and/or Parking registered **first thereafter** peaceful physical possession will be handed over to respective beneficiary or his/her Attorney Holder, as the case may be.

2. For registration of title deed, beneficiaries are requested to carry the following document(s) and abide by instruction(s) given here in under :

a) All the person(s) whose name(s) are to be mentioned in the deed are required to be physically present on the **once date of signing of deed** along with authorized Rep. of CGEWHO, then deed will be signed from GNIDA's Authorized Officer then it will be submitted to the O/o Sub-Registrar for registration and stamping. The second visit will be taken by the respective advocate with prior **appointment with date and time ONLINE**.

b) **For joint registration** : NOC/ 'Permission for joint registration of deed' is required to be obtained from respective Fin. Ins. /Bank/Employer(HBA) **who had availed any housing loan. Those who have NOT** availed any housing loan their registration will be made **jointly** as per the CGEWHO Rule-33; reproduced herein under; even they have not been issued any co-ownership certificate.

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**33. OWNERSHIP:**

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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 under mentioned:

- 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)

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c) Four coloured passport size photograph(s) of each signatory are required to be carried with original PAN / Election Id Card/ Driving License and Aadhar Card in Original & photocopy duly attested.

d) Four sets of Deed One set typed on stamp paper & other three set (duly signed in original) are required for completing the registration process.

e) Copies of Allotment Letter, payment receipt(s), Final Call-up Letter, Offer of Possession-Cum-Occupation Letter are to be submitted to either CGEWHO's Authorized Officer/Representative and/or to advocate as when sought for/required. NOC to be signed by the individual beneficiary with regard to land reserved for future expansion as mentioned in the Scheme Brochure at page-15 (Annexure -I).

f) The **tentative financial implications** on account of stamp duty, registration charges/fees are mentioned in the Table below for **guidance**.

| <b>TENTATIVE FINANCIAL IMPLICATION FOR REGISTRATION OF TRIPARTITE SUB-LEASE DEEDS FOR CGEWHO'S GREATER NOIDA PROJECT</b>  |  |  |                          |                                 |                 |
|---|--|--|--------------------------|---------------------------------|-----------------|
| Type of Unit/Flat   | Super Build-Up Area [Carpet Area] [in Sq. Mtr] | Pre-Final Cost @ Rs.4154.73per sft Ref letter dated 01-04-2023 | Stamp Duty @ 5% on Col.3 | Registration Fees @ 1% on Col.3 | TOTAL           |
| 1   | 2  | 3  | 4                        | 5                               | 6 [4+5]         |
| D (4BHK)  | <b>195.15 [126.69]</b>                         | 87,24,931  | 4,36,246                 | 87249                           | <b>5,23,495</b> |
| <p>( ) Please add Rs 3.0 or Rs 4.0 lakh, as the case may be, who have been allotted additional Car Parking in Stilt Floor [CS] or in Basement [CG] respectively.</p> <p># Can be remitted thr. RTGS/NEFT/IMPS, details can be collected from the Advocate who will be engaged for facilitating the registration process on beneficiary/allottee's behalf.</p> <p>Besides the above charges, professional charges will have to be borne by individual beneficiary on mutually agreed amount. CGEWHO will not be held responsible for service quality. Dispute for service quality of the advocate(s) has to be settled directly with advocate by allottee/beneficiary.</p> <p>\$ Required to be paid at the time of registration thr. Debit Card, Credit Card, Net-banking, Paytm, Phone Pay, Google Pay etc. at the Sub-Registrar's Office.</p> <p>Rebate of Rs.10,000/= on Stamp Duty will be applicable as per UP State Government norms for FEMALE registrant/allottee only.</p> |  |  |                          |                                 |                 |

3. In order to facilitate registration process, **Empanelled advocate's profile(s) are web-published** who will charge on mutually agreed amount for meeting incidental & miscellaneous expenses and his/her professional fees for convenience of visiting beneficiaries to Greater Noida.

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The beneficiary will have to select & negotiate with advocate first for his/her professional fees to be paid who will facilitate the entire registration process namely co-ordination with Rep. of CGEWHO, GNIDA and Sub-Registrar Office. There is no binding to utilize the services from empanelled advocate(s) available in CGEWHO's website. The beneficiaries are free to take services from other advocate of their choice, if they so desired.

4. CGEWHO's Project Official(s) who are exclusively assigned the **registration process** block wise and **to facilitate the peaceful handing over of possession** of respective dwelling unit/flat are given below. Beneficiaries or his/her Rep. are requested to contact them over telephone for smooth coordination.

|  |
|--|
| <b>Signatory for sub-lease deed &amp; co-ordination for registration process :</b> |
| Shri Manoj Jaiswal<br>AOA, Greater Noida<br>Mobile No. 9829819078                  |
| <b>For peaceful handing over of possession of respective dwelling unit/flat:</b>   |
| Shri Raj Kumar Bhatia, Genl. Manager, Gr. Noida<br>Mob No. 70422 80555             |

5. After registration of sub-lease deed and peaceful physical possession from CGEWHO, beneficiary will have to make an application directly to NPCL for individual **Electricity Connection & Meter** for their respective dwelling unit, enclosing a **copy of Sub-lease deed** entered with GNIDA/CGEWHO, as per the Rules & regulations of the NPCL. Application Form and Procedure to be followed for individual Power connection can be downloaded from NPCL's website [https://www.noidapower.com/Services/Online\\_Applications#](https://www.noidapower.com/Services/Online_Applications#) or [https://iwebapps.noidapower.com:8032/images/Domestic\\_Form.pdf](https://iwebapps.noidapower.com:8032/images/Domestic_Form.pdf).

6. For any other query, Beneficiary/allottee may contact the following at **CGEWHO's Head Office.**

|   |   |
|---|---|
| Shri Roshan Kishore,<br>Asst. Dir. (Admn.)<br>Mobile No : 95600 22232 | Shri Rajesh Katoch, PS<br>Mobile No : 70650 44984 |
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7. This letter is issued with the approval of CEO/CGEWHO.

Yours faithfully,

Roshan Kishore  
Asstt. Director (Administration)  
*For Chief Executive Officer*