



केन्द्रीय सरकारी कर्मचारी कल्याण आवास संगठन

CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION

(Ministry of Housing & Urban Affairs, Govt. of India)
(An ISO 9001-2015 Organisation)

छठा तल, 'ए' खण्ड, जनपथ भवन,
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No. A-110/10

February 2, 2024

To,

All Allottees of Kolkata (Phase III) Housing Scheme

Subject: Empanelment of advocate for facilitating the Agreement for Sale & registration of deed for Kolkata (Phase III) Housing Scheme beneficiaries.

Sir/Madam,

This has reference to your allotment in Kolkata (Phase III) Housing Scheme.

2. As per the allotment letter, allottee had to sign and deliver the Agreement for Sale with all the schedules along with the due payments within 30 days from date of issue of the Allotment Letter.

3. For the said purpose Sh. Alamgir Reza, Advocate (Office Address: 8 No. New Shed Judge's Court, Alipore Kolkata - 700027, Ph. 9831960557 & 9875359655, email : alamgirreza205@yahoo.com) has been appointed for carrying out the registration work and will be charging professional fees i.e. expenses for meeting incidental and misc. expenses for registration of property @ Rs. 11000/- (Rs. 5500/- at the time of Agreement for Sale and Rs. 5500/- at the time of Conveyance Deed). The cost of registry at the Private Place and / or at your office at Kolkata by way of commission an extra cost of Rs. 4000/- had to be paid for each document. The scope of work includes:

- (i) Preparation of Agreement for Sale as per approved format,
- (ii) Coordinating and getting the said Agreement registered with the Registry office,
- (iii) Preparation for Deed of Conveyance as per approved format.
- (iv) Coordinating and getting the said Conveyance registered with the Registry office.

4. The general steps for process to includes:

- a) Payment of cost of stamp paper to West Bengal State Govt. Treasury as per advise of advocate.
- b) Collection of e-stamp paper from respective stamp vendor, Preparation and printing of approved text of sub-lease deed.
- c) Getting it signed from beneficiary & its co-owner(s) and CGEWHO's authorized official with proper coordination over telephone.
- d) Presenting it before Sub Registrar Kolkata West Bengal office for signing of its authorized officer; after completing KYA [Know Your Allottee] process.
- e) Thereafter, the document(s) will be submitted before Sub-Registrar Office for registration with prior ON-LINE appointment of Sub-Registrar Office at Kolkata.

5. However, there is no binding on the beneficiaries to take the services from the empaneled advocate of CGEWHO. Further beneficiaries are also free to take services from any other advocate of their choice

Yours faithfully,

रौशन किशोर / ROSHAN KISHORE
सह. निदेशक (प्रशासन) / Asst. Director (Admin) (Roshan Kishore)
केन्द्रीय सरकारी कर्मचारी कल्याण आवास संगठन / Asst. Director (Admn.)
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