



केन्द्रीय सरकारी कर्मचारी कल्याण आवास संगठन  
**CENTRAL GOVERNMENT EMPLOYEES  
WELFARE HOUSING ORGANISATION**  
(An Autonomous Body under M/o Housing & Urban Affairs)

नवौं तल, बी खण्ड, जनपथ भवन,  
जनपथ, नई दिल्ली-110 001  
दूरभाष : 23717249 / 23355408 / 23322192  
ई मेल : cgewho@nic.in

9th Floor, 'B Wing' Janpath Bhawan,  
Janpath, New Delhi - 110 001  
Phone : 23717249 / 23355408 / 23322192  
E-mail : cgewho@nic.in

No. A-110/6

March 28, 2025

To

**The Allottees of SAS Nagar, Mohali Housing Scheme**

**Subject: Empanelment of Advocates for the CGEWHO SAS Nagar, Mohali Housing Scheme for smooth execution of the "Agreement for Sale" & "Conveyance Deed".**

Dear Sir/Madam,

This is about your allotment in SAS Nagar, Mohali Housing Scheme.

2. As per the allotment letter, all the allottees will have to execute the "Agreement for Sale" **within 45 days from the date of the allotment letter**. Therefore, CGEWHO has empaneled the following Advocates for smooth execution of the "Agreement for Sale" & "Conveyance Deed"

1) Ms. Harjinder Kaur Bal, Advocate  
Chamber No. 220  
Distt. Court Complex, Sector 76  
SAS Nagar, Mohali (Punjab)  
Contact No.9779177226  
Email : kaurharjinder0165@gmail.com

2) Ms. Shivana Sangari, Advocate  
Chamber No. 254  
District Courts, Sector 43  
Chandigarh  
Contact No. 9501111233  
Email: shivana.sangari@gmail.com

3. **Agreed Fees** quoted by the above Advocates for complete services (including preparation of documents etc.) towards,

1) Registration of "Agreement for Sale" : Rs.3,000/-  
2) Execution of "Conveyance Deed" : Rs.7,000/-

Contd.....

(2)

**Note:**

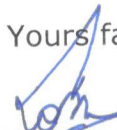
- i) The "Agreement for Sale" and "Conveyance Deed" are required to be registered/executed before the concerned office of the sub-registrar. The charges of registration fees & stamp duty are to be paid by the allottees in addition to the advocate fees.
- ii) After the execution of the "Agreement for Sale", the advocate will have to submit the original copy along with a photocopy at CGEWHO HQ through CGEWHO site official for office record and further handover to the allottee/banker.
- iii) Further, the allottee will have to sign both sets of allotment letter and one set of signed allotment letter should be submitted at CGEWHO HQ for office records. The signed copy may be submitted at site office for further forwarding along with the original copy of the "Agreement for Sale".

4. The general steps/process for execution of the "Agreement for Sale" & "Conveyance Deed" includes:

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

5. Please note that there is no binding on any beneficiaries to take the services from the above-mentioned empaneled advocates. The CGEWHO has done the empanelment of the above advocates to facilitate the beneficiaries for smooth execution of the "Agreement for Sale" & "Conveyance Deed". Further beneficiaries are also free to take services from any other advocate of their choice to get registered the "Agreement for Sale" & "Conveyance Deed" with the office of sub-registrar in the CGEWHO prescribed format of "Agreement for Sale" & "Conveyance Deed".

Yours faithfully,



(Roshan Kishore)  
Asst Director (Admn.)  
for Chief Executive Office

रौशन किशोर / ROSHAN KISHORE  
सहायक निदेशक (प्रशासन)/Assistant Director (Admin.)  
केन्द्रीय सरकारी कर्मचारी कल्याण आवास संगठन  
Central Govt. Employees Welfare Housing Organisation  
9वां तल 'बी' खण्ड, जनपथ भवन/ 9th Floor, 'B' Wing Janpath Bhawan  
जनपथ, नई दिल्ली-110001/Janpath, New Delhi-110001