



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

नवों 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-402/12

26.05.2025

To,

**The Allottees of Visakhapatnam Housing Scheme**

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

Dear Sir/Madam,

1. This is about your execution of "Agreement of Sale" (AFS) - Visakhapatnam 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 allotment letter**. Therefore, CGEWHO have empanelled the following Advocates for smooth execution of "Agreement for Sale" & "Conveyance Deed".

1	Sh. C Kameswara Rao Flat No. 501, Venkat Sai Residency 30-3-2, Assam Gardens Visakhapatnam - 530020 Ph. 9849100163/ 9848433163 <a href="mailto:Kameswara.rao68@gmail.com">Kameswara.rao68@gmail.com</a>
2	Sh. Anand Kumar Poothi #31-35-18, LEN-01 Vivekananda Colony Visakhapatnam - 530004 Ph. 9885644300 <a href="mailto:Apoothi@gmail.com">Apoothi@gmail.com</a>
3	Sh. G.A.V.S.S. Kumar H. No. 46-1-18, Dondaparthi, Near Yerukumamba Temple Visakhapatnam-530016 Ph. 8919787952
4	Sh. K V S Ramaraju R/o Ramnagar, S. Kota, 535145, Vizianagram Dist. Ph. 9849294243/ 9492100093

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

- i) Registration of "Agreement for Sale" : Rs. 3000/-
- ii) Execution of "Conveyance Deed" : Rs. 7000/-

**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 fee, stamp duty, user charges and / or any other charges including miscellaneous etc. are to be paid by the allottees in addition to the advocate fees.**
- ii) After the execution of "Agreement for Sale", the advocate will have to submit the original copy along with photocopy at CGEWHO HQ through CGEWHO site official for office record for further handover to the allottees / banker.
- iii) Further allottees will have to sign both sets of allotment letter and one set of signed allotment letter will have to submit to CGEWHO HQ for office record. The signed copy may be submitted at the site office for further forwarding along with original copy of "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 Andhra Pradesh State Govt. Treasury as per advice of advocate.
- ii) Collection of e-stamp paper from respective stamp vendor, Preparation and printing of approved format of "Agreement for Sale" & "Conveyance Deed".
- iii) Getting it signed from the beneficiary & its co-owner(s) and CGEWHO's authorised official with proper coordination over the telephone.
- iv) Presenting it before Sub Registrar Pendurthi, Visakhapatnam, Andhra Pradesh office on the appointed date for registration; 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 Pendurthi, Visakhapatnam, Andhra Pradesh.

5. Please note that there no binding on any beneficiaries to take the services from the above-mentioned empanelled 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-register in the CGEWHO prescribed format of "Agreement for Sale" & "Conveyance Deed".

Yours faithfully,



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

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