

No. IRWO.....

Dated.....

**POSSESSION LETTER**

The General Manager/Project Manager,  
(Project Name) .....  
IRWO

Photo (Allottee)	Photo (Co-Allottee)
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**Sub: Handing over of houses in Rail Vihar, .....**

Shri/Smt/Ms.....who has been allotted Type .....House no.....in Rail Vihar ..... has made full payment. All documents required from the allottee have also been received. The allottee may please be handed over his/her dwelling unit.

2. The allottee has furnished Undertaking in the prescribed proforma.

3. Allottee is advised to take over possession latest by ..... In case of delay in taking over possession, administrative charges will accrue from ..... as under:

Type	Within 3 months	After 3 months
II	Rs. 1000/- p.m.	Rs. 2000/- p.m.
III & IV	Rs. 2,000/- p.m.	Rs. 4000/- p.m.

Administrative charges will be calculated for full month period even for broken period. Administrative charges, if any, have been realized by this office upto ..... Further charges, if any, after this date till the date of taking over possession should be realized as per the rates given above through Demand Draft/Banker’s Cheque in favour of ‘Indian Railway Welfare Organization’ payable at New Delhi.

4. It may be noted by the Allottee that the possession of the Dwelling Unit can be given only to the Allottee or Co-Allottee/Co-Owner and not to his representative or holder of General Power of Attorney.

5. Allottee has not obtained /obtained loan through IRWO from .....

6. Handing Over/Taking Over Certificate should be prepared in triplicate – 1<sup>st</sup> copy (original) will be issued to the allottee concerned in case no loan is outstanding against him/her. 2<sup>nd</sup> copy (duplicate) is required to be placed in the personal file of the allottee and the 3<sup>rd</sup> copy (office copy) may be kept in the Project Office for their record. In case allottee has obtained loan through IRWO, both the copies (original as well as duplicate) shall be kept in the personal file of the allottee. The original copy will be given to the allottee only when the loan against him/her is cleared.

7. It may be ensured that the Handing Over / Taking Over Certificate is signed by the allottee before the dwelling unit is handed over.

8. Photographs of the Allottee and the Co-Allottee (where applicable) are affixed above for identification.

For IRWO

Copy forwarded to Shri/Smt/Ms .....  
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