

Date:

[ALLOTTEE NAME HERE]

[ALLOTTEE ADDRESS LINE 1]

[ALLOTTEE ADDRESS LINE 2]

[CITY-PIN CODE]

**Subject: Allotment letter – cum- Call up Notice for payment of confirmation amount of booking (first) Installment against your application for allotment of a flat in “CGEWHO Housing Project, Kolkata, Phase III, ” situated at Diamond Harbor Road, Opposite Bharat Sebashram Sangha, Joka South 24 Parganas, Kolkata- 700104**

Sir/Madam,

Please refer to your application for allotment of a flat in CGEWHO’S Housing scheme at “CGEWHO Housing Project, Kolkata, Phase III, ” situated at Diamond Harbor Road, Opposite Bharat Sebashram Sangha, Joka South 24 Parganas, Kolkata- 700104.

2. We are pleased to inform you that you have been allotted a Type “[Unit Type]” dwelling unit . Your allotment is subject to ‘CGEWHO’ Rules.

3. Your Registration Number is [Regn.No.] which may definitely be quoted in all correspondence with this office . Tentative payment schedule, generally applicable for payment of various installmen(s) is given as under, for your guidance:

**PAYMENT SCHEDULE**

4. The confirmation –cum- first installment of [First Installment Percentage] minus the Earnest money of Rs. [Application Money Amount] deposited along with the application amounting to Rs. [Balance Amount for First Installment] is due for payment by [Due Date] which may please be paid by a demand draft in favor of CGEWHO [Bank Account Details]. Payment of first installment within the stipulated date as mentioned in table above will confirm your booking of allotment as per CGEWHO Rules-15 of part-B failing which your allotment may be cancelled. Cheques will not be accepted, payments in person will be received in our office on all working days between 09.30 and 13.00 hours only.

5. It is intimated that separate call up notice(s) will be sent to you, for payment of subsequent installment(s). Since our schemes are on self-financing basis, beneficiaries are advised to pay the installment by due dates so that construction schedule is adhered to. Failure to effect payments by due date may invite action as per Para 18 of the CGEWHO rules.

6. Please note that no interest is paid under any circumstances, to the beneficiaries to whom confirmed allotment has been made (Para 21 Of “CGEWHO Rules” refer). However beneficiaries effecting payments in subsequent installment(s) after the last date of payment are liable to pay interest towards Equalization Charges, as per Para 18 of the ‘CGEWHO’ Rules which will be computed and become payable along with the [final payment milestone] and final call only.

7. Individual plan(s) of flats have been approved by South 24 Parganas Zilla Parishad. Accordingly as per Para 9 of the CGEWHO Rules the Technical Brochure containing approved plan(s) will be issued to each beneficiary coinciding with calling the [Installment Milestone] installment.

8. Title deed for the individual dwelling unit will be executed only after receiving full-and-final payment and handing over physical possession of the flat to the beneficiary and common properties/amenities to the Apartment Owners Association.

9. This is for your information that house building advance to CGEWHO beneficiaries is regulated as O.M. No I/17015/91/H.III dated 4<sup>th</sup> September 1991 issued by the then Ministry of urban Development accordingly a NO OBJECTION / NON Encumbrance/ Permission to Mortgage Certificate as required vide this O.M. is enclosed. Beneficiaries desiring to avail housing loan from other Financial Institution(s) / Bank(s) may return the enclosed ‘NOC’ in original in order to issue him/her a fresh ‘NOC’ favoring the Financial Institution / Bank as the case may be.

Yours Faithfully

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[Authorized Signatory]

List of Enclosures-

- 1.
- 2.
- 3.