

STANDARD OPERATING PROCEDURE FOR
HANDING OVER / TAKING OVER OF FLAT

1. Following schedule of Handing over of Towers has been intimated to all allottees:
2. As per schedule the allottees are required to approach the Project Director for fixing up date and time for taking over physical possession of their flats from contractor, in the presence of Project Director on a pre - decided date.
3. To facilitate earlier taking over, allottee of Flats located in Towers No A, B, C, D, N and P of Package I and Towers No. H, J, K, L and M of Package 2, if interested in taking over of his flat earlier, then he may message GM(Works) with following details:-
 - (a) Allottee Rank and Name
 - (b) Regn Number and DU Number
 - (c) Proposed date of taking over (Minimum 7 days advance notice is required for coordinating)
4. But please remember that:
 - (a) This option is only for those allottees who want to take over their flats urgently. Others can follow normal procedure.
 - (b) Obtaining No Dues Certificate from Adm Directorate at AFNHB HQ is mandatory before take over.
 - (c) In case for some reason, IGM(Works) is not able to respond, allottees may contact Contractor's Project Manager,
 - (i) Mr Anil, Engineer of Package I at his mobile numbers are 91 97561 36612 or +91 88511 79986, for fixing up date and time.
 - (ii) For Package 2, the Project Manager is Mr Jaishankar Rai-08859101004.
5. If for some reason the allottees are unable to come on the date already intimated by him, then he/she must communicate the same to PD and fix up fresh date for taking over.
6. **No Due Certificate** from Adm Directorate of AFNHB HQ, along with possession letter is to be produced to the Project Director after clearing their dues. Annexed certificates are to be signed and submitted to site office before taking over Physical Possession.
7. It is suggested that allottees inspect the house thoroughly. If there are any observations with respect to shortcoming in the flats, same are required to be annotated by allottee in the inventories and Defect register which is kept with the site office.

8. The allottee will check the inventory of flats from the rep of contractor in the presence of Project Director and same need to be taken over.
9. The contractor will hand over the set of keys of the flat, a sticker for gate pass and copy of inventories.
10. Observations by allottee will be rectified by the contractor within specified time period.

Possession

11. After, having satisfied and signed the inventories, allottee will be given physical possession of the flat. However, the right to occupy will be only subject to the following conditions:

- (a) Occupancy certificate is issued by MDDA. As on date OC for 02 Towers have been received. Application for 10 Towers have been submitted. For balance 03 Towers application for OC will be made on receipt of NOC from Fire department.
- (b) The common area and services like lifts, Fire Fighting System, DG Set will be taken over by the Society.
- (c) Registration of DU is done and a copy of registration deed is given to AFNHB.

Registration

12. As of now process of Registration is stuck for want of RERA Regn number. AFNHB has applied for RERA registration, but RERA Uttrakhand has imposed penalty for delay in applying, which is not correct. AFNHB could not apply as RERA portal was not open till 29 Sep 17 and documents in hard copy were not accepted. DDG and Admiral Bisht had met Chief Minister and Chief Secretary to waive off the penalty. Both have assured for favourable action and the process of approval is on. It can come anytime. Once RERA number is allotted, allottees will be able to register their flats. Detailed instructions and procedure for registration of flats have been issued separately.

13. Electric meter connection is to be obtained by the allottee at his own cost.
14. Following documents need to be submitted at the time of taking over possession (Attached separately as PDF Document)
 - (a) Possession letter
 - (b) Agreement as attached
 - (c) Under taking by allottee as per format given in Annexure I
 - (d) Receipts of receiving documents as per format given in Annexure II

Note: Sample of documents is annexed herewith.

UNDERTAKING BY ALLOTTEES

1. I will follow all the rules of resident society.
2. DUs and common area has been inspected and I have satisfied in respect of structure, material and physical condition of apartment common usage.
3. All green areas / open areas in surrounding of DU's, the top terrace above my block and lift etc. are common facility and I will not claim exclusive right over them.
4. I will not do any addition and alteration in DU's without prior permission from HQ AFNHB. I will not claim exclusive right on common services.
5. I will not encroach any portion of land which is not allotted to me. All unauthorized encroachments are liable to be removed at my own cost without any notice.
6. DUs' meant to be used for residential purpose by me, my family or tenant.
7. I will follow all the rules of Municipal Corporation / local authorities and by-laws of the society.
8. I am bound to and will become member of the society.
9. I will pay my share of the cost of the maintenance of society.

RECEIPT

1. Following documents have been received:-
 - (a) Possession letter
 - (b) One copy of Inventory duly signed
 - (C) Keys of DUs
 - (d) Gate passes for vehicle entry

Signature of allottee

Signature of PPD/PD