

FLOW CHART FOR REGISTRATION OF FLAT : JAIPUR PROJECT

1. Allottees to ensure following:
 - (i) Allotment letter Already issued (If lost, forward a request to AFNHB on plain paper for issuance of CTC with fee of Rs. 1,000/-. CTC will be issued by AFNHB)
 - (ii) Clearance & Possession letter To be obtained from AFNHB after clearing outstanding dues.
 - (iii) Joint registration certificate (if allottee wants to register the flat jointly with family members) To be obtained from AFNHB on written request by forwarding name of joint registrant.
 - (iv) Possession Certificate To be obtained from PD after taking over possession.
2. After taking over physical possession at site, allottee is to contact PD office and obtain a copy of draft sale deed for registration of flat.
3. Details of empanelled advocates are available in PD office to facilitate registration. Further, if any allottee wants to engage any other advocate, he is free to engage services of an advocate of his choice.
4. Allottee to keep 04 photographs of self and Joint registrant (if any), Aadhar Card and PAN Card. Allottees are also advised to arrange 02 witnesses with their Aadhar Card for signing as witness in sale deed.
5. After preparing sale deed in consultation with a advocate, allottee has to pay applicable stamp duty / registration charges to Sub-Registrar by way of RTGS / NEFT/Cheque as applicable. Fee for the advocate engaged is to be borne by the allottee.
6. On payment of stamp duty, allottee / joint registrant to appear before Sub-Registrar with 02 witnesses for registration of deed on the date fixed by Sub-Registrar office. This entire process may take 3-4 days, hence, outstation allottees may plan their visit accordingly.
7. In case of any assistance, allottee may contact at following numbers.

Gp Capt SP Bhardwaj, PD -	09868223495
Capt (IN) DK Swain, GMA -	011 - 23012047
Mr BS Nirola, AGM (L&S) -	011 - 23016121
8. Details of empanelled advocates are:

Adv Cdr Rameshwar Lal -	09422641187, 08208395483
Adv Karambir Mehta -	09983033377

