



**एयर फोर्स नेवल हाऊसिंग बोर्ड**  
**AIR FORCE NAVAL HOUSING BOARD**

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AFNHB/ADM/1102 Vol-III

Sep 17

To all Allottees of A, K, L & P Tower's  
Dehradun Ph -II

**OFFER OF POSSESSION OF FLATS**  
**AFNHB DEHRADUN PHASE II PROJECT**

1. AFNHB is pleased to inform that all flats in Tower No A, K, L & P are ready for possession with effect from the date shown below:-

Tower No	Date of Commencement of Handing Over
A	09 Oct 17
K	01 Oct 17
L	10 Oct 17
P	20 Oct 17

2. Certain final tests related to water/fire fitting equipment/ electricity/ STP are being carried out. These will be completed by 30 Sep 17. Allottees of these towers are requested to clear their dues with AFNHB and obtain NOC. Thereafter contact Project Director at Dehradun and fix the date and time for taking over of their flats.

3. Allottees are requested not to visit the Project site without NOC and without confirmation of date and time from Project Director. It is further clarified that AFNHB has applied for Occupancy/Completion Certificate for the Project. This taking over of flat will not give the right to live unless Occupancy/Completion Certificate is received and Registration of Flat is done. Also, common services like lift, DG set, water supply will be energized only after these are taken over by Society.

4. A copy of SOP for Handing/Taking over is attached for your information, please.

**STANDARD OPERATING PROCEDURE (SPO)**  
**FOR HANDING OVER / TAKING OVER OF FLAT**

1. Tower wise schedule of handing over of flats will be uploaded in AFNHB website.
2. Based on the 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. If some of the allottees are unable to be available on the date decided by them and PD for taking over / handing over, they need to approach HQ AFNHB requesting extension of date and the changes is to be informed to site office in writing also. No further change of date will be entertained, once the date is extended by HQ AFNHB.
4. **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.
5. 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.
6. 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.
7. The contractor will hand over the set of keys of the flat, a sticker for gate pass and copy of inventories.
8. Any observations by allottee will be rectified by the contractor within specified time period.

**Possession**

9. 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.
  - (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**

10. Detailed instructions and procedure for registration of flats have been issued separately.
11. Electric meter connection is to be obtained by the allottee at his own cost.
12. Following documents need to be submitted at the time of taking over possession
  - (a) Possession letter
  - (b) 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.

### **CLARIFICATION**

1. Certain allottees have expressed apprehension that they would be required to visit multiple times for taking possession. That is not so. It is clarified that, AFNHB has already applied for Completion/Occupancy certificate on 22 Aug 17 and the same is expected by end of Sep. Therefore, once the Completion/Occupancy certificate, physical possession and right to live may be simultaneous. However, since certain allottees had requested for early possession for availing tax benefits, therefore, it is only to facilitate early possession, AFNHB had offered possession only option.
2. Those allottees who wish to take physical possession and occupancy rights together, may wait and opt for taking possession after receipt of Occupancy/Completion certificate.
3. Also, some of the allottees has expressed that society will take over common areas all together, so AFNHB should complete common areas of all towers and services and then offer to society for taking over. It is clarified, that, unlike AFNHB, Jalandhar, AFNHB Dehradun is very big project. It is not possible to make all common assets of all towers and services ready in one go. Neither, AFNHB has such kind of resources nor it is practicable to keep such a huge area ready in one go and maintain it. It will cost considerably.

**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