



**CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION**  
**M/o Housing & Urban Affairs (An ISO 9001:2015 Organisation)**  
**Head Office : 9TH FLOOR, 'B' WING JANPATH BHAWAN NEW DELHI-110 001**  
**Phone No.011-23739722/23717249/23355408**  
**Website : [www.cgewho.in](http://www.cgewho.in) ; E-Mail : [cgewho@nic.in](mailto:cgewho@nic.in),**

**CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION (CGEWHO) INVITES APPLICATION FOR EMPANELMENT OF ADVOCATES IN CGEWHO FOR DRAFTING, VETTING, FINALISING AND EXECUTING THE AGREEMENT FOR SALE & CONVEYANCE DEED ON BEHALF OF CGEWHO' ALLOTTEE/BENEFICIARY BEFORE OFFICE OF REGISTRAR WITH THE BENEFICIARIES/ALLOTTEES**

The interested party (advocates/law firm) should submit their application forms alongwith quotes of fees in prescribed format I.E. AFS & Conveyance Deed after execution of conveyance Deed through Registered/Post/speed post or email complete in all respect at the following address to reach on or before on 17/03/2025.

**Head Office : 9TH FLOOR, 'B' WING,  
JANPATH BHAWAN  
JANPATH, NEW DELHI-110 001**

**Assistant Director(Admn)**

**GUIDELINES FOR EMPANELMENT OF ADVOCATES:** Following are the guidelines provided to regulate the manner and procedure for empanelling the advocates to represent and assist CGEWHO's allottee/beneficiary before office of Sub-Registrar SAS NAGAR, MOHALI / VISAKHAPATNAM.

**ELIGIBILITY OF EMPANELMENT:** - Before filling the application form, the candidates are advised to carefully read and follow the eligibility criteria, instructions and terms & conditions for empanelment of Advocates in CGEWHO's allottee/beneficiaries mentioned herein below:-

- A. SCOPE OF WORK :**The advocate/legal firm shall engage from CGEWHO side and will do handholding at every step from the level of scrutiny of Agreement for Sale upto execution of Conveyance Deed of the said project.
- i. To Draft and vet of Agreement for Sale & Conveyance Deed & perform such other duties of legal nature that may be assigned by CGEWHO's allottee/beneficiaries from time to time relates to Agreement for sale & Conveyance Deed.
  - ii. To prepare /or vet from the level of Payment of cost of stamp paper to SAS Nagar Mohali / Visakhapatnam Treasury & collect the e-stamp paper from respective stamp vendor, for the purpose of preparing the approved Agreement for Sale & conveyance Deed as per RERA Rules AND Co-ordinate with the CGEWHO's allottee/beneficiaries of said project, and authorised CGEWHO'S AR to complete the formalities for Agreement for Sale & Conveyance Deed.
  - iii. To obtain the appointment from the office of Sub-Registrar for registration of Agreement for Sale & Conveyance Deed and appear before office of SAS Nagar / Visakhapatnam Registrar, Registrar Office, on behalf of CGEWHO's allottee/beneficiaries for registration of Agreement of Sale & Conveyance Deed etc.

**B. ESSENTIAL ELIGIBILITY CRITERIA: -**

- i. Advocate must have possessed the Bachelor of Law Degree from the recognized University of India
- ii. Advocate must have enrolled with the State of Punjab Bar Council / Andhra Pradesh Bar Council.
- iii. Advocate must have knowledge of reading and writing of Gurmukhi regional language / Telgu.
- iv. The advocate must own an office in the jurisdiction of the project site, i.e., SAS NAGAR MOHALI / VISAKHAPATNAM and having an official email ID.

**VALIDITY OF EMPANELMENT:** The empanelment shall be valid for Project specific till all registry completed or the discretion of the Competent Authority of CGEWHO.

- C. **SECURITY:** Empanelment advocate shall to deposit Rs.1,00,000/- (Rs. One Lakh Only ) refundable Bank guarantee in form of Fixed Deposit in favour of CGEWHO for security.
- D. **FEES QOUTES:** The advocate will charge Rs. \_\_\_\_\_ for the execution of the Agreement for Sale and Rs. \_\_\_\_\_for executing of Conveyance Deed. .
- E. **OTHER TERMS AND CONDITIONS:** CGEWHO reserves the right to reject any application without assigning any reason.
- F. **SUBMISSION OF APPLICATION AND QOUTE :** The duly filled application in enclosed "Format for application for empanelment of advocate" shall be addressed to CEO CGEWHO and deliver at the address given. All applications should include the requisite & copy of requisite self-attested documents details mentioned. Eligible and interested Advocates are invited to submit their applications so as to reach at the following address mentioned below before due date i.e.17<sup>st</sup> March 2025: -

**B Wing ,9<sup>TH</sup> Floor ,Janpath Bhavan,Janpath New Delhi 110001**

For any further queries, please contact: Office, CGEWHO Delhi, Email: [cgewho@nic.in](mailto:cgewho@nic.in), Contact No.: 011 - 23717249/23355408