BOARD PROCEEDINGS FOR THE REVIEW OF PROCESS, PROCEDURE AND DOCUMENTATION REQUIREMENTS FOR SALE/ PURCHASE/ TRANSFER OF HOUSES IN ARUN VIHAR NOIDA.

1.Consequent to the Convening order issued by AVRWA vide their letter No. AVRWA/111/Convening Order dated 27 March 2026, the Board of Members proceeded to examine/review/reframe the existing Standard Operating Procedures for Sale/Purchase/Transfer of Houses in Arun Vihar Noida.

2.The Recommendations of the Board of Members are attached herewith as under :-

(a) **Standard Operating Procedure for Sale/Purchase of AWHO property in Arun Vihar Noida – Appendix 'A'.**

(b) **Standard Operating Procedure for Transfer of Property in case of Demise of Primary Holder of AWHO Property in Arun Vihar Noida – Appendix 'B'.**

(c) **Standard Operating Procedure for Transfer of AWHO Property as a Gift Deed in Arun Vihar Noida – Appendix 'C'.**

(Col GS Amrit)
Member
18 May 2026

(Capt Ranjit Mukherji)
Member
18 May 2026

(Col Shashi Vaid)
Presiding Officer
18 May 2026

Appendix 'A'

ARUN VIHAR RESIDENTIAL WELFARE ASSOCIATION

PART I – STANDARD OPERATING PROCEDURE FOR SALE/PURCAHSE OF AWHO PROPERTY IN ARUN VIHAR NOIDA.

Step 1. On finalization of the sale deal, Seller and Purchaser **apply to AWHO for obtaining NOC** indicating details of the property and particulars of Seller and Purchaser.

Step 2. AWHO will issue a set of forms and list of documents / affidavits/ indemnity bond pertaining to the property to be filled in by the Seller and Purchaser and for obtaining No Dues certificate from AVRWA.

Step 3. Seller to hand over Copy of AWHO letter to the Accounts branch of AVRWA on any working day before 1.30 PM and collect the No Dues Form along with its enclosures from them by 1.30 PM on the next working day.

Step 4. Seller to fill up the Form along with the connected documents and **obtain No Dues endorsement from the respective Ward Director.**

Step 5. Seller to hand over the No Dues Form along with all connected documents, duly completed, to AVRWA for scrutiny and make necessary payments to them through Bank Demand draft.

Step 6. Seller and Purchaser to report to GMA AVRWA, with Photo ID proof, on the assigned date and time for obtaining No Dues certificate and provisional membership to the Purchaser. Both parties shall also be required to meet the Vice Chairman/Chairman AVRWA depending upon their availability.

Step 7. **Seller will submit all above documents to AWHO.**

Step 8. **AWHO shall scrutinize all the documents and issue the NOC.**

Step 9. On receipt of NOC from AWHO, Seller will obtain **No Dues certificate from JAL Noida and apply to Noida Authority for issue of 'Transfer Memorandum'** along with the payment of necessary Transfer Charges.

Step 10. The officials of Noida Authority may physically visit the said property to examine and ensure that no addition /alteration / unauthorized construction therein has been carried out.

Step 11. **Both Seller and Purchaser are required to report to Noida Authority** on a specified date and time, with Aadhar card for physical verification.

Step 12. After clearance by the Project cell, **Noida Authority will issue the 'Transfer Memorandum'.**

Step 13. **On receipt of Transfer Memorandum, Seller and Purchaser will carry out the Registration process at Sub Registrar Office** at Sector 33 by paying the necessary Stamp duty and Registration charges.

Step 14. Purchaser must take over from the Seller, all documents pertaining to the property, especially the original Allotment letter and Possession certificate issued by AWHO and also the original Sub Lease Deed (Registration document) including all connected documents from all the precceeding owners of the property in the past.

Step 15. Purchaser to obtain Mutation certificate from Noida Authority by depositing copy of the Registration document.

Step 16. Obtain Mortgage possession certificate from Noida Authority, if a loan has been availed.

Step 17. Purchaser must show the Mutation certificate, in original, to the GMA AVRWA and deposit a copy of the same with him and AWHO.

Step 18. Purchaser must deposit copy of the Mutation certificate and Registration papers with AWHO.

Step 19. GMA will issue a Welcome note to the new owner of property.

Step 20. Purchaser must **apply and get the Water and Electricity connection of the property changed** on his/her name using the Mutation certificate.

Appendix 'B'

ARUN VIHAR RESIDENTIAL WELFARE ASSOCIATION

PART II – STANDARD OPERATING PROCEDURE FOR TRANSFER OF PROPERTY IN CASE OF DEMISE OF PRIMARY HOLDER OF AWHO PROPERTY IN ARUN VIHAR NOIDA

Step 1. Next of Kin of the deceased to Initiate a letter to AWHO, Kashmir House, New Delhi, intimating the demise of Primary holder of AWHO property, attaching following documents :-

(a) Death certificate of the Primary holder of Property.

(b) Self attested Aadhar card of Co- holder of the Property (**Main Legal heir, called 'Applicant' hereinafter).**

Step 2. Applicant to obtain 'Certificate of Residence' from AVRWA.

Step 3. Simultaneously, the **Applicant will apply to the SDM Dadri, for obtaining the Legal Heir Certificate**, with following documents :-

(a) Death certificate of the Primary holder of the property.

(b) Proof of all heirs to the said Property (Copy of Service book in case of Defence and Ration card in case of Civilians)

(c) Photo ID of all heirs.

(d) Affidavits of No objection from all heirs.

(e) Residential certificate as obtained from AVRWA.

Step 4. Representative of SDM Dadri may visit the Applicant/Property for physical verification.

Step 5. AWHO will issue a set of Forms and list of documents /affidavits / Indemnity bond to be submitted by the heirs along with the Legal heir

Step 8. Applicant to hand over the No Dues Form, along with all connected documents, duly completed, to AVRWA for scrutiny.

Step 9. Applicant and all Heirs to report to GMA AVRWA, with the ID proof, on the assigned date and time for obtaining No Dues certificate and provisional membership of AVRWA by the Applicant. They will also be required to meet the Vice Chairman/Chairman AVRWA depending upon their availability. In case of any of the heirs is out of country, his/her consent shall be obtained through a video call.

Step 10. Applicant will submit all above documents, duly completed, to AWHO.

Step 11. AWHO shall scrutinize all the documents and issue the NOC.

Step 12. On receipt of NOC from AWHO, the **Applicant will obtain No Dues certificate from JAL Noida** and apply to Noida Authority for Transfer of Property.

Step 13. The officials of Noida Authority may physically visit the said property to examine and ensure that no addition/alterations/unauthorised construction therein has been carried out.

Step 14. The applicant and all the heirs are required to report to Noida Authority on a specified date and time, with Aadhar card for physical verification. In case any of the heirs is out of country, his/her verification will be carried out through a video call.

Step 15. After clearance by the Project Cell, **Noida Authority will issue Mutation Certificate** in favour of the Applicant.

Step 16. The **Applicant must show the Mutation Certificate, in original, to the GMA AVRWA and submit a copy of the same with him and AWHO.**

Step 17. GMA will issue a Welcome note to the owner of property.

Step 18. Applicant must apply and **get the Water and Electricity connection** of **the property changed** on his/her name by using the Mutation certificate.

Notes;

1. **In case, the Second (Joint) Holder of the Property dies first, the same process shall be followed except obtaining the Legal Heir certificate. In such a case, the First Holder of the Property shall apply to AWHO with Death Certificate of the Joint Holder and proceed with actions from Step 6 onwards as indicated above. There will not be any requirement of the presence of heirs at AVRWA and the Noida Authority.**
2. **In case, Single Holder of the property dies, all actions as above shall be performed by the Legal Heir of the Property.**

Appendix 'C'

ARUN VIHAR RESIDENTIAL WELFARE ASSOCIATION

PART III – STANDARD OPERATING PROCEDURE FOR TRANSFER OF AWHO PROPERTY AS A GIFT DEED IN ARUN VIHAR NOIDA

Step 1. **Primary holder of the property (Called 'Applicant' herein after) to apply to AWHO for permission to make a Gift deed** of the property to his/her Blood relation (Called 'Beneficiary' herein after), giving his/her particulars and also a separate application from him/her.

Step 2. **AWHO will issue a set of Forms and list of documents /affidavits / Indemnity bond** to be filled by the Applicant and the Beneficiary.

Step 3. **Applicant will hand over copy of the AWHO letter to Accounts branch of AVRWA** on any working day before 1.30 PM and collect the No Dues Form along with its attachments, from them by 1.30 PM on the next working day.

Step 4. Applicant to fill up the Form and all attachments and **obtain No Dues endorsement from the respective Ward Director**.

Step 5. **Applicant to hand over the No Dues Form with all connected documents, duly completed, to AVRWA for scrutiny.**

Step 6. **Applicant and Beneficiary to report to GMA AVRWA, with the ID proof**, on the assigned date and time for obtaining No Dues certificate and provisional membership of AVRWA by the Beneficiary. They will also be required to meet the Vice Chairman/Chairman AVRWA depending upon their availability.

Step 7. **Applicant will submit all above documents, duly completed, to AWHO**.

Step 8. **AWHO shall scrutinize all the documents and issue the NOC.**

Step 9. On receipt of NOC from AWHO, **the Applicant will obtain No Dues certificate from JAL Noida** and apply to Noida Authority for Transfer of Property by paying the Processing fee and Transfer charges as applicable.

Step 10. The officials of Noida Authority may physically visit the said property to examine and ensure that no addition/alterations/unauthorised construction therein has been carried out.

Step 11. The Applicant and the Beneficiary are required to report to Noida Authority on a specified date and time, with Aadhar card for physical verification.

Step 12. After clearance by the Project Cell, **Noida Authority will issue Transfer Memorandum.**

Step13. On receipt of the Transfer Memorandum, Applicant and Beneficiary will get the registration process completed at the Sub Registrar, Sector 33 Noida, by paying the Stamp duty and Registration charges as applicable.

Step 14. Beneficiary must **obtain Mutation certificate from Noida Authority.**

Step 15. The Beneficiary must show **the Mutation Certificate, in original, to the GMA AVRWA and deposit a copy of the same with him and AWHO.**

Step 16. GMA will issue a Welcome note to the owner of property.

Step 17. Beneficiary must apply and get the Water and Electricity connection of the property changed on his/her name by using the Mutation certificate.