

CONVERSION FROM LEASE HOLD INTO FREE HOLD

BROCHURE - 2018



**GOVERNMENT OF INDIA
MINISTRY OF HOUSING AND URBAN AFFAIRS
LAND AND DEVELOPMENT OFFICE**

INTRODUCTION

The Government had decided to sanction the conversion to freehold in respect of purely residential leases of all flats / tenements and built up plots up to 500 sq. mts. of area and the orders conveying the sanction of the President of India for such conversion were issued on 14-2-1992 by the Ministry of Urban Development. In June 1999, it was also decided to remove the ceiling of area of the plots for the conversion. It was also decided that w.e.f. 1.4.2000 the conversion fee would be charged / calculated based on the land rates prevailing on the date of submission of the conversion application. Now, as the land rates have been revised as mentioned in Annexure-D, the calculation of conversion fee will be done based on the revised rates.

In response to the long pending demand of the lessees in respect of leases other than 'residential', it has now been decided to allow conversion of Industrial, Commercial and mixed land use premises also. Further, keeping in view the request of lessees in residential colonies, it has also been decided to rationalise the remission of conversion fee available to the lessees.

This brochure gives information that a lessee would like to know before applying for the conversion to freehold. It is expected that the public will find the Brochure useful and helpful in getting their properties converted into freehold.

1. WHAT ARE THE PROPERTIES UNDER THE CONTROL OF LAND AND DEVELOPMENT OFFICE ELIGIBLE FOR CONVERSION FROM LEASEHOLD TO FREEHOLD?
 - 1.1 All residential plots irrespective of area, for which the allotment / perpetual lease is issued by the department of Rehabilitation or L&DO for residential purpose and building thereon is constructed and where completion certificate or at least D-Form in respect of such construction is obtained from the Local Body.
 - 1.2 'C' type tenements allotted on leasehold basis by the Department of Rehabilitation or Land and Development Office.
 - 1.3 'A' type tenements allotted on leasehold basis by the Department of Rehabilitation or Land and Development Office.
 - 1.4 All Industrial plots allotted by the Department of Rehabilitation or land and Development Office and upon which building is constructed and completion certificate or at least D-Form in respect of such construction is obtained from the Local Body.

- 1.5 All built up commercial and mixed land use properties allotted by the Department of Rehabilitation, L&DO or the Directorate of Estate, for which ownership rights have been conferred and lease deed executed and registered.

Note: The properties which are not specifically mentioned above are not covered under the conversion policy (e.g. Institutional allotment including allotment to press, hotels, cinemas, properties covered under the disinvestment policy of the Govt., Petrol pumps, Fuel Depots, CNG Station etc.)

2. WHETHER THE CONVERSION IS COMPULSORY OR OPTIONAL?

- 2.1 Conversion from leasehold to freehold is optional.

3. WHO CAN APPLY?

- 3.1 The person / persons whose names appear on the records of the Land and Development Office as lessee can apply for conversion. If there are number of lessees, all of them will have to sign the application. However, the lessee(s) can also give Power of Attorney (which should be registered in the office of Sub-Registrar) to sign the application on his / her behalf.
- 3.2 If there was already a transaction regarding the properties and the original lessee has given General Power of Attorney to another person for execution of Sale Deed, the GPA holder himself can apply for conversion. However, in such cases, it should also be specified in the application as to in whose name the conversion is to be granted. If there are a series of GPAs, attested copies of all such GPAs must be furnished to establish the link with the lessee on record and the applicant.

4. WHETHER CO-LESSEES CAN APPLY SEPARATELY?

For each property there should be only one application and all co-lessees will have to sign on the same. If an application is not signed by all the co-lessees it will not be accepted.

5. IF A PERSON HOLDS LEASE FOR MORE THAN ONE PROPERTY, WHETHER HE CAN SEEK CONVERSION FOR ALL THE PROPERTIES IN ONE APPLICATION?

6. No. One application can be considered only for one property. Therefore, if a person holds more than one property he will have to apply separately in respect of each property.

7. WHETHER MORTGAGED PROPERTY CAN BE CONVERTED?

Yes, provided a certificate of 'No Objection' for conversion is obtained from the mortgagee and the attested copy of the same is attached to the application. If the property was mortgaged and a copy of N.O.C. from the mortgagee is not enclosed with the application, the conversion will not be granted.

8. WHETHER CONVERSION WILL BE GRANTED EVEN IF THE LEASE DEED IS NOT SIGNED OR NOT REGISTERED?

- 8.1 In respect of rehabilitation colonies, in cases where lease deed is not signed or not registered, conversion will not be allowed. However, the lease deed is required to be first executed and registered and only after that conversion application can be considered.

- 8.2 In respect of commercial / industrial / mixed land use premises, conversion will be allowed only after the lease deed is executed and registered.

9. WHETHER CONVERSION WILL BE GRANTED EVEN IF THERE IS A MISUSE OF THE PROPERTY?

Yes, Conversion will be granted even where a portion of residential property is being put to Non-residential use, subject to payment of misuse charges, whether earlier demanded or not.

10. WHETHER CONVERSION WILL BE GRANTED EVEN IF THERE IS UNAUTHORISED CONSTRUCTION?

Conversion will be granted to the leasehold properties even if there is unauthorized construction, subject to payment of damages charges, whether earlier demanded or not. However the applicant will be liable for action under Municipal Bye-Laws. The conversion to freehold in the presence of misuse/unauthorized construction does not act as a waiver of any action, which is liable to be taken under the building byelaws by the Local Body.

11. IF PAST MISUSE AND UNAUTHORISED CONSTRUCTION WERE TAKEN COGNIZANCE OF BY THE LESSOR HOW THESE CASES WILL BE HANDLED?

In respect of these properties where any amount earlier claimed by the lessor and not paid by the lessees will have to be paid before the application for conversion can be considered. In respect of those properties where misuse and/or unauthorized construction exists, conversion may be allowed only after recovering the misuse charges and/or damages charges, irrespective of whether earlier demanded or not.

12. WHETHER CONVERSION WILL BE GRANTED IF THERE IS ENCROACHMENT ON GOVERNMENT/PUBLIC LAND?

No. Conversion to freehold shall not be permitted in respect of a property involving encroachment on Government/Public land.

13. WHETHER CONVERESION WILL BE GRANTED IF THERE IS A DISPUTE BETWEEN THE LESSOR AND LESSEES ABOUT PAYMENT OF CERTAIN DUES?

No. Conversion will not be granted unless any pending dispute including for payment of certain dues in respect of leasehold premises between the lessor and lessee is resolved.

14. WHETHER APPLICTION FOR CONVERSION CAN BE GIVEN DURING THE PENDENCY OF SUBSTITUTION/MUTATION?

No. Conversion will be allowed only after the property is substituted/mutated in favour of applicant(s).

15. IN CASE OF 'C' TYPE TENAMENTS WHERE SUPPLIMENTARY LEASE DEEDS WERE ISSUED FOR ADDITIONAL CONSTRUCTION IN SOME OF THE CASES, WHETHER THE SUPPLIMENTARY LEASE DEED WILL ALSO BE TAKEN INTO ACCOUNT WHILE CONVERTING TO FREEHOLD.

(i) The conversion to freehold will be considered only for the property included in the original lease deed. Unless Supplementary Lease Deeds are executed in respect of all the properties in a given block, they will not be taken into account for conversion to freehold. However, in respect of commercial premises, the supplementary lease deed will also be taken into account.

(ii) In cases where additional strip of land has been allotted to the lessee subsequent to the original lease deed of the tenement, the entire area under the leased tenements along with that of the additional strip shall be treated as single plot of land and conversion charges assessed accordingly.

16. IN RESPECT OF LEASES WHICH ARE IN APP.XII OF THE D.P.C.R. RULES WHETHER THE LESSEE IS REQUIRED TO PAY THE BALANCE OF PREMIUM ALONGWITH THE CONVERSION FEE?

Yes. The lessee in App.XII of the D.P.C.R. Rules have to pay the balance of the premium with interest wherever applicable in addition to the conversion fee and other dues, if any.

17. HOW TO DEAL WITH THE CASES WHERE THE REVISION OF GROUND RENT HAS BECOME DUE?

In cases where revision of ground rent has become due but has not been revised before the receipt of conversion application, the ground rent would be charged @ five times of the original ground rent w.e.f. the date on which the revision has become due.

18. ON WHAT GROUND THE CONVERSION APPLICATION WILL BE REJECTED?

The Conversion application will be rejected on any of the following grounds:-

- 18.1 When the lease stood determined/cancelled or the property stood re-entered.
- 18.2 When there is a pending litigation about the title of the property.
- 18.3 When there is a pending litigation between the lessee and lesser.
- 18.4 When the property is mortgaged and No Objection Certificate for conversion obtained from the mortgagee is not enclosed with the application.
- 18.5 When the application is signed by a person who is not eligible to apply for conversion or the property is not eligible for conversion under the policy.
- 18.6 If the applicant is a General Power of Attorney holder and the conversion is to be granted in favour of the purchaser and if the requisite documents in evidence of the transaction in favour of the purchaser is not furnished.
- 18.7 When the applicant is holder of Power of Attorney and the conversion is to be granted in favour of the purchaser and there is no evidence produced in support of the possession of the premises with the purchaser.

18.8 When the allottee of the plot did not complete the construction of the building and does not produce any evidence in this regard.

18.9 When the charges payable under different heads mentioned in the application forms are not fully paid.

18.10 If the property involves encroachment on public land/Government land.

18.11 When the application is incomplete.

19. WHAT IS THE AMOUNTS PAYABLE FOR GETTING THE CONVERSION FROM LEASE HOLD TO FREE HOLD?

- i. Conversion fee. (Remission @ 40% of the prescribed fee is admissible to the recorded lessees)
- ii. Arrears of Ground Rent including Revised Ground Rent, if any.
- iii. Misuses charges/ damages charges, if any recoverable.
- iv. Balance of cost of land / premium, if any.
- v. Arrears of any other dues earlier levied by the lessor and not paid by the lessee.
- vi. A surcharge of 33.1/3% of conversion fee, if the applicant is a GPA holder and conversion is to be granted in favour of a third person
- vii. Processing fee of Rs.500/

20. HOW MUCH IS THE CONVERSION FEE PAYABLE?

20.1 The formulae for calculation of conversion fee for different sizes of built-up residential, plots are given in Annexure-A.

20.2 The amounts payable as conversion fee for tenements (Residential) allotted by Rehabilitation Department or Land and Development Office are given in Annexure-B.

20.3 The formula for calculation of conversion fee is industrial, commercial and mixed land use properties is given in Annexure-C.

20.4 Remission @ 40% of the prescribed conversion fee is admissible in respect of recorded lessees.

21. WHAT ARE THE LAND RATES TO BE APPLIED IN THE FORMULAE GIVEN IN ANNEXURE 'A' and 'C'?

The notified land rates prevailing on the date of submission of the application shall be applicable for calculation of conversion fee. The land rates applicable up to 31.03.2016 are mentioned in Annexure-D. These are liable to be revised with effect from 01.04.2016 without any prior notice.

22. WHAT IS THE MODE OF PAYMENT?

The payments referred to in the application can be paid through online (e-dharti portal) payable in Delhi, payable to "Land & Development Officer", Nirman Bhawan, New Delhi.

23. WHETHER THE CONVERSION FEE ETC. ARE PAYABLE IN LUMP SUM OR PAYMENT IN INSTALLMENT IS PERMISSIBLE?

The conversion fee and surcharge, wherever applicable, can be deposited either in lump sum or in not more than five equal annual installments or as decided by L&DO. If the amounts are paid in installments, interest calculated @ 10% P.A. on the balance shall also be payable. The applicants are also liable to pay interest, @ 10% on any short payment of conversion fee from the date of submission of application till date of final payment.

24. UPTO WHAT DATE THE GROUND RENT IS PAYABLE?

The Ground rent is payable up to the date on which last of the payments are made by the applicant, whether it is conversion fee or any other dues claimed and not paid by the lessees.

25. IF THE APPLICANT CHOOSES TO PAY THE CONVERSION FEE ETC: IN INSTALLMENTS AND THE FIRST INSTALLMENT PAID ALONG WITH THE APPLICATION IS NOT COMENSURATE WITH THE NUMBER OF INSTALLMENTS OPTED BY HIM HOW WILL IT BE TREATED?

The shortfall in the payment of 1st installment will be intimated to the applicant & the applicant is required to pay the balance amount within 30 days, from the date of such communication. If this amount is not paid within the stipulated time, the crucial date will be reckoned with reference to the date of payment of such amount, for applying the land rates for the purpose of calculation of conversion fee, wherever applicable.

26. HOW LONG DOES IT TAKE TO GRANT CONVERSION AND ISSUE CONVEYANCE DEED?

The grant of conversion will be communicated within three months from the date of application complete in all respect is submitted along with complete payments.

27. WHAT DOCUMENTS WILL BE ISSUED TO EVIDENCE THE GRANT OF CONVERSION?

A Conveyance Deed will be issued on granting the conversion to freehold.

28. WHETHER CONVEYANCE DEED WILL BE SENT TO THE PARTY ON GRANT OF CONVERSION?

No. On approval of the application for grant of conversion, a communication will be sent to the applicant specifying the date on which he should come to the Land & Development Office along with original documents, two witnesses and execute the Conveyance Deed. This communication will also indicate if any marginal amounts are payable.

29. WHO IS TO SIGN THE CONVEYANCE DEED?

If the applicant is the lessee the applicant has to sign the conveyance deed. If the applicant is a GPA holder, the person on whose name the conversion is granted will have to sign the conveyance deed. However, they can also give Power of Attorney to any other individual to sign the conveyance deed but the Power of Attorney given for this purpose must be a registered one. If the GPA holder in such case has power to sell the property, an affidavit to the effect that the possession of the property continues to be with the recorded lessee and that no sale agreement/sale deed has been executed to be furnished.

30. WHETHER CONVEYANCE DEED IS REQUIRED TO BE REGISTERED?

Yes, the conveyance deed must be registered.

31. WHETHER STAMP DUTY IS PAYABLE FOR REGISTRATION OF CONVEYANCE DEED?

31.1 Yes, stamp duty is payable on the conversion amount for registration of the Conveyance Deed.

31.2 If the lease deed was not registered, the stamp duty is payable on the amount earlier paid for getting the leasehold rights plus the amount now paid for conversion.

31.3 If the conveyance deed is not registered within 4 months from the date of execution for whatsoever reason, the same will become invalid and fresh documents are required to be executed. Fresh documents shall be executed subject to payment of conversion charges (prevailing on the date of application for revalidation) and as per policy prevailing on such date. However, if, there is no change in the conversion fee, 25% of the stamp duty payable on the document subject to a minimum of Rs.100/- shall be recovered. In case of loss of the documents, FIR should be registered and advertisement may be made in any leading local daily newspaper and affidavit to the effect that the property is not mortgaged/transferred is required to be submitted.

32. WHAT HAPPENS TO THE ORIGINAL LEASE DEED?

The original lease deed should be produced at the time of execution of the conveyance deed. An endorsement to the effect that the property has been converted into free hold is made on the same and returned along with the conveyance deed.

33. WHAT TO DO IF THE ORIGINAL LEASE DEED WAS LOST?

If the original lease was lost, the lessee/applicant must issue a public notice in a prominent daily newspaper having circulation in the area where the property is situated and also execute an affidavit before the 1st Class Magistrate indicating therein how the original lease deed was lost. Format of the affidavit is at Annexure-I. A copy of the newspaper bearing the public notice and the original affidavit must be submitted at least 10 days before the date of executing the conveyance deed. The public notice should have been published in the newspapers at least one month prior to execution of the conveyance deed.

34. WHAT DOCUMENTS ARE REQUIRED TO BE ENCLOSED TO THE APPLICATION?

35. The following applicable documents should be uploaded online for processing the conversion application:-

1. Indemnity Bond (Annexure-F)
2. Undertaking (Annexure-G)
3. Affidavit to the effect that the Lessee is alive (Annexure-H)

4. Affidavit to the effect that Lost of the Lease Deed (Annexure-I)
 5. Attested copy of registered Lease Deed with registration particulars.
 6. Attested copy of Substitution/Mutation Letter.
 7. Attested copy of C/D Form, Completion/Occupancy Certificate.
 8. Copy of Newspaper regarding lost of Lease Deed.
 9. Attested copy of No Objection Certificate from the mortgagee Bank/ Authority.
 10. Affidavit regarding lessee is alive and has not cancelled the GPA duly attested by 1st Class Magistrate.
 11. Attested copy of General/Special Power of Attorney.
 12. Attested copy of Agreement to Sell.
 13. Attested copy of proof of possession of the premises.
 14. Attested copy of proof of balance amount as mentioned in the Agreement to Sell.
 15. Any other required documents.
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36. In case the application is from GPA holder having power to sell the property but the conveyance deed is to be executed in the name of lessee, affidavit to the effect that the property is still in possession of the lessee and that he has not parted with possession of the property by way of any agreement to sell/sale deed/gift deed etc. is required and also to furnish documentary proof of his possession of the property.

Annexure – A

Statement showing one time conversion fee for various sizes of residential plots allotted by Rehabilitation Department or Land and Development Office.

Plot area in Sq.mtrs.	Calculation Fee to be calculated on the following basis	Formula for calculating conversion fee
Up to 50	NIL	NIL
Above 50 and Up to 150	7.5% of notified land rate per sq.mtrs. for area above 50 sq. meters.	$0.075 \times R \times (P-50)$
Above 150 and Up to 250	Conversion charges applicable to 150 sq.meters plus 10% of Notified land rate per sq.mtrs. for area above 150 sq.mtrs.	$(7.5 \times R)$ Plus $[0.1 \times R (P-150)]$
Above 250 and Up to 350	Conversion charges applicable to 250 sq.meters plus 15% of Notified land rate per sq.mtrs. for area above 250 sq.mtrs.	$(17.5 \times R)$ Plus $[0.15 \times R (P-250)]$
Above 350 and Up to 500	Conversion charges applicable to 350 sq.meters plus 20% of Notified land rate per sq.mtrs. for area above 350 sq.mtrs.	$(32.5 \times R)$ Plus $[0.2 \times R (P-350)]$
Above 500 to 750 sq.mtrs.	Conversion charges applicable to 500 sq.meters plus 25% of Notified land rate per sq.mtrs. for area above 500 sq.mtrs.	$(62.5 \times R)$ Plus $\{(0.25 \times R (P-500))\}$
Above 750 to 1000 sq.mtrs.	Conversion charges applicable to 750 sq.meters plus 30% of Notified land rate per sq.mtrs. for area above 750 sq.mtrs.	$(125 \times R)$ Plus $\{(0.30 \times R (P-750))\}$
Above 1000 to 2000 sq.mtrs.	Conversion charges applicable to 1000 sq.meters plus 40% of Notified land rate per sq.mtrs. for area above 1000 sq.mtrs.	$(200 \times R)$ Plus $\{(0.40 \times R (P-1000))\}$
Above 2000 sq.mtrs.	Conversion charges applicable to 1000 sq.meters plus 50% of Notified land rate per sq.mtrs. for area above 2000 sq.mtrs.	$(600 \times R)$ Plus $\{(0.50 \times R (P-2000))\}$

P = Plot area in sq.mtrs.

R = Land rates for residential purposes in rupees per sq.mtr. as notified by the Ministry of Housing & Urban Affairs as on the date of filing of the conversion application.

Annexure – B

Conversion fee payable upto 31.03.2016 for residential tenements leased by Land and Development Office/Rehabilitation Department (These are revisable with effect from 01.04.2016 without notice)

Category of Tenements	East Zone	North/West Zone	South Zone	Central Zone
1. C type tenements	Nil	Nil	Nil	Nil
2. A type tenements				
(i) First Floor	15,750	26,800	62,550	78,075
(ii) Ground Floor	22,275	66,375	88,425	1,10,475

These rates are subject to revision if the land rates revised.

Annexure – C

Formula for calculation of one time conversion fee for various Industrial, Commercial and mixed land use properties.

Area	X	Notified land rates (Commercial / Industrial) on the date of application	x	$\frac{10}{100}$
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Annexure – D

SCHEDULE OF MARKET RATES OF LAND IN DELHI/NEW DELHI APPLICABLE FOR CONVERSION upto 31.03.2016 (These are revisable with effect from 01.04.2016 without notice)

CENTRAL ZONE (ZONE-I)

		Per Square Metre	
Name of the Locality		Residential	Commercial/ Industrial
1.	Connaught Place	41,580	1,01,864
2.	Connaught Circus	41,580	1,01,864
3.	Connaught Place extension upto commercial zone	41,580	1,01,864
4.	Barkhamba Road (beyond Connaught Place Extension upto commercial zone)	41,580	1,01,864
5.	Curzon Road beyond Connaught Place Extension upto Commercial zone.	41,580	1,01,864
6.	Hanuman Road (commercial zone)	41,580	1,01,864
7.	Janpath (beyond Connaught Place Extension upto Windsor Place)	41,580	1,01,864
8.	Bhagwan Dass Road	41,580	1,01,864
9.	Hailey Road (Residential Zone)	41,580	1,01,864
10.	Hanuman Road (Residential Zone)	41,580	1,01,864
11.	Baird Road	41,580	1,01,864
12.	Jain Mandir Road	41,580	1,01,864
13.	Jantar Mantar Road beyond Connaught Place Extension	41,580	1,01,864
14.	Lady Harding Road	41,580	1,01,864
15.	Mandir Marg	41,580	1,01,864
16.	Area outside the extended Commercial Zone, Parliament Street	41,580	1,01,864
17.	Minto Road	41,580	1,01,864
18.	Punchkuin Road	41,580	1,01,864
19.	Bhagat Singh Market	41,580	1,01,864
20.	Babar Road	41,580	1,01,864
21.	Krishna Market Paharganj	41,580	1,01,864
22.	Mathura Road Press	41,580	1,01,864
23.	Jhandewalan	41,580	1,01,864
24.	Motia Khan (including 'C' type tenements)	41,580	1,01,864

SOUTH ZONE (ZONE – II)

1.	Khan Market	31,185	1,01,864
2.	Diplomatic Enclave	31,185	1,01,864
3.	Golf Links	31,185	1,01,864
4.	Aurangzeb Road	31,185	1,01,864
5.	Prithvi Raj Road	31,185	1,01,864
6.	Tis January Marg	31,185	1,01,864
7.	Retendon Road	31,185	1,01,864
8.	Humanyun Road	31,185	1,01,864
9.	Jor Bagh	31,185	1,01,864
10.	Sunder Nagar	31,185	1,01,864

11.	Defence Colony	25,988	1,01,864
12.	Andrews Ganj	28,710	1,01,864
13.	Sadiq Nagar	28,710	1,01,864
14.	R.K. Puram	25,988	1,01,864
15.	Moti Bagh	25,988	1,01,864
16.	Lodi Road	25,988	1,01,864
17.	Lodi Estate	25,988	1,01,864
18.	Aliganj	25,988	1,01,864
19.	Sewa Nagar	25,988	1,01,864
20.	Lajpat Nagar Facing Ring Road	25,988	1,01,864
21.	Vasant Vihar (other than DDA land)	25,988	1,01,864
22.	Lajpat Nagar (I to V)	20,790	1,01,864
23.	Nizamuddin	20,790	1,01,864
24.	Jangpura	20,790	1,01,864
25.	Kalkaji	20,790	1,01,864
26.	Malviya Nagar Extension and old Malviya Nagar	18,810	1,01,864
27.	M.B. Road	18,810	1,01,864

WEST ZONE (ZONE-III)

1.	Ajmal Khan Road	25,988	70,741
2.	Gaffar Market	25,988	70,741
3.	Karol Bagh	25,988	70,741
4.	M.M. Road	25,988	70,741
5.	Rani Jhansi Market	25,988	70,741
6.	Link Road (Karol Bagh)	25,988	70,741
7.	Desh Bandhu Gupta Road	25,988	70,741
8.	Patel Nagh (East, West & South)	25,988	70,741
9.	Rajinder Nagar (Old & New)	25,988	70,741
10.	Rohtak Road (Old & New)	20,790	70,741
11.	Najafgarh Industrial Area	15,593	70,741
12.	Rameshwari Nehru Nagar	15,593	70,741
13.	Moti Nagar	15,593	70,741
14.	Sarai Rohilla	15,593	70,741
15.	Tilak Nagar	15,593	70,741
16.	Tihar I & II	15,593	70,741
17.	Ramesh Nagar	15,593	70,741
18.	Industrial Area Extension	15,593	70,741

NORTH DELHI (ZONE-IV)

1.	Kamla Nagar	15,593	70,741
2.	Rup Nagar	15,593	70,741
3.	Shakti Nagar	15,593	70,741
4.	Qutab Road	15,593	70,741
5.	Roshnara Road	15,593	70,741
6.	Lajpat Rai Market	15,593	70,741
7.	Ansari Market	15,593	70,741
8.	Jawahar Nagar	15,593	70,741
9.	Khurshid Market	15,593	70,741
10.	Teliwara	15,593	70,741
11.	Azad Market	15,593	70,741
12.	Mall Road	15,593	70,741
13.	Rajpur Road	15,593	70,741
14.	Malkaganj	15,593	70,741

15.	Alipur Road	15,593	70,741
16.	Gokhle Market	15,593	70,741
17.	Hathi Khana	15,593	70,741
18.	Khanna Market (Near Tis Hazari)	15,593	70,741
19.	Lehna Singh Market	15,593	70,741
20.	Nicholson Road	15,593	70,741
21.	Vijay Nagar	15,593	70,741
22.	Ashok Market	15,593	70,741
23.	Subzi Mandi	15,593	70,741
24.	Indira Nagar	13,118	70,741
25.	Azad Pur	13,118	70,741
26.	Andha Mughal	13,118	70,741
27.	Band Stand Area Ext. (BSA)	13,118	70,741
28.	Bharat Nagar	13,118	70,741
29.	Gur-ki-Mandi	13,118	70,741
30.	Gulabi Bagh	13,118	70,741
31.	Kingsway Camp	13,118	70,741
32.	Timarpur	13,118	70,741
33.	Anagoori Bagh	13,118	70,741
34.	Edward Lines	13,118	70,741
35.	Hakikat Nagar	13,118	70,741
36.	Hudson Lines	13,118	70,741

EAST DELHI (ZONE-V)

1.	Jheel Khranja	6,312	70,741
2.	Geeta Colony	6,312	70,741
3.	Narela & other outlying colonies	4,455	28,297

Annexure- E

CENTRAL ZONE (Zone Code – 'C')

S.No.	Locality or Colony Description	Code
1.	ABUL FAZAL ROAD	AFZR
2.	AREA OUTSIDE THE EXTD. COMM. ZONE, PARLIAMENT	PSEZ
3.	BABAR LANE	BABL
4.	BABAR ROAD	BABR
5.	BAIRD ROAD	BRDR
6.	BAIRD ROAD (NEHRU BAZAR)	BRNM
7.	BARAKHAMBA ROAD	BRKR
8.	BAZAR LANE	BZRL
9.	BAZAR ROAD	BZRR
10.	BHAGAT SINGH MARKET	BHSM
11.	BHAGWAN DASS ROAD	BGDR
12.	CENTRAL LANE	CTRL
13.	CONNAUGHT CIRCUS	CNTC
14.	CONNAUGHT PLACE	CNTP
15.	CONNAUGHT PLACE EXTEN. UPTO COMMERCIAL ZONE	CNCZ
16.	CURZON ROAD (KASTURBA GANDHI MARG)	CRZR
17.	DOCTOR'S LANE	DCTL
18.	FEROZ SHAH ROAD	FRZR
19.	FIRE BRIGADE LANE	FBGL
20.	GARAGES (GOLE MARKET)	GRGM
21.	GOPI BHAWAN	GPBW
22.	HAILEY ROAD	HLYR
23.	HANUMAN ROAD	HNMR
24.	HANUMAN ROAD (RESIDENTIAL ZONE)	HNRZ
25.	INDIRA MARKET	INDM
26.	JAI SINGH ROAD	JSNR
27.	JAIN MANDIR ROAD	JMDR
28.	JANPATH LANE	JNPL
29.	JANTAR MANTAR LANE	JTMR
30.	JHANDEWALAN	JHWL
31.	KAMLA MARKET	KMLM
32.	KRISHANA MARKET	KRSM
33.	LADY HARDING ROAD	LHDR
34.	MADRAS HOTE (90 BLOCK)	MDRH
35.	MAN SINGH ROAD	MNSR
36.	MANDIR MARG	MNMG
37.	MARKET ROAD	MRKR
38.	MATHURA ROAD PRESS	MRPS
39.	MINTO ROAD	MNTR
40.	MIRDARD ROAD MARKET	MDRM
41.	MOTIA KHAN (A-C & E-G)	MTKC
42.	NARINDER PLACE (124 BLOCKS)	NRDP
43.	NEW CENTRAL (SHANKAR) MARKET	NCMT
44.	PAHAR GANJ	PHRG

45.	PANCHKUIN ROAD	PNCR
46.	PARLIAMENT STREET	PRST
47.	PRITHVI RAJ ROAD	PRRD
48.	SCHOOL LANE	SCHL
49.	SIKANDRA ROAD	SKDR
50.	TEES JANUARY MARG	TJMG
51.	TILAK MARG	TLMG
52.	TODAR MAL LANE	TDRL
53.	TODAR MAL ROAD	TDRR
54.	TOLSTOY MARG (KEELING ROAD)	TSMG

EAST ZONE (Zone Code – 'E')

S.No.	Locality or Colony Description	Code
55.	GEETA COLONY	GTCL
56.	JHEEL KURANJA	JLKJ
57.	NARELA AND OTHER OUTLINE AREAS	NARL

NORTH ZONE (Zone Code – 'N')

S.No.	Locality or Colony Description	Code
58.	ALIPUR ROAD	ALPR
59.	ANDHA MUGHAL (H & J-P) (SHOP ALSO)	ANMC
60.	ANGOORI BAGH	AGBH
61.	ANSARI MARKET	ANSM
62.	ASHOKA MARKET	ASKM
63.	AZAD MARKET	AZDM
64.	AZAD PUR	AZPR
65.	B.S.A. (D/S) (1 TO 10)	BSAC
66.	BHARAT NAGAR	BRTL
67.	BHARAT NAGAR (QR NO 271-366)	BRTC
68.	EDWARD LINE SHOP	EDLS
69.	GOKHALE MARKET	GKLM
70.	GULABI BAGH	GLBB
71.	GUR KI MANDI	GKMD
72.	HAKIKAT NAGAR	HKTN
73.	HATHI KHANA MARKET	HTKM
74.	HUDSON LINE	HUDL
75.	INDIAN AIRLINES	IARL
76.	INDIRA NAGAR	INDN
77.	JAWAHAR NAGAR	JWRN
78.	KAMLA MARKET	KMLN
79.	KHANNA MARKET	KHNM
80.	KHUSHID MARKET	KHSM
81.	KINGSWAY CAMP	KNGC
82.	LAJPAT RAI MARKET	LRMT
83.	LEHNA SINGH MARKET	LHSM
84.	MALKA GANJ	MALG

85.	MALKA GANJ – A-Q & SHOPS INNER MARKET	MALC
86.	MALL ROAD	MLRD
87.	MALL ROAD SHOP	MRDS
88.	NEW QUTUB ROAD	NQBR
89.	NICHOLSON ROAD (1 TO 66)	NKRC
90.	PLEASURE GARDEN MARKET	PGRM
91.	RAJPUR ROAD	RAJR
92.	ROSHANARA ROAD	RSNR
93.	RUP NAGAR	RUPN
94.	SHAKTI NAGAR	SHAN
95.	SUBZI MANDI	SUBM
96.	TELIWARA	TLWA
97.	TIMARPUR	TMPR
98.	VIJAY NAGAR	VJNG

SOUTH ZONE (Zone Code – 'S')

S.No.	Locality or Colony Description	Code
99.	AKBAR ROAD	AKBR
100.	ALIGANJ	ALGJ
101.	ALIGANJ (B TO H & K)	ALGC
102.	ALIGANJ (SHOP)	ALGS
103.	AMAR COLONY LPN-IV (C.P.)	LPCP
104.	ANDREWS GANJ	ANGJ
105.	AURANGZEB LANE	ARGL
106.	AURANGZEB ROAD	ARGR
107.	CHAITTRANJAN PARK	CRPK
108.	DEFENCE COLONY	DFCL
109.	DHARM MARG	DHAM
110.	DIPLOMATIC ENCLAVE	DEPN
111.	FACTORY ROAD	FCTR
112.	GOLF LINKS	GFLN
113.	HUMAYUN ROAD	HUMR
114.	JANGPURA	JNGP
115.	JANGPURA A=2, B=A-D, EXT.=1-8	JNGC
116.	JANGPURA EXTENSION	JNGE
117.	JOR BAGH	JRBH
118.	KALKAJI	KLKJ
119.	KALKAJI A BLOCK	KLKC
120.	KAUTILAYA MARG	KAUM
121.	KHAN MARKET	KHAM
122.	L.P.N. (B.P.) (NH-3 & 4) (NATIONAL PARK)	LPBP
123.	L.P.N. (D/S) VIKRAM VIHAR	LPVV
124.	L.P.N. BUNGLOW PLOT	LPBO
125.	L.P.N.-IV (A-Q) (1-7)	LPNC
126.	LAJPAT NAGAR (I TO IV)	LNJP
127.	LAJPAT NAGAR, DAYANAND COLONY	LPCT
128.	LAJPAT NAGAR FACING RING ROAD	LNJR
129.	LAJPAT NAGAR CENTRAL MARKET	CNTM

130.	LAJPAT NAGAR – I	LPNO
131.	LAJPAT NAGAR – II	LPNT
132.	LAJPAT NAGAR – III	LPNP
133.	LODHI ESTATE	LDES
134.	LODHI ROAD	LDRD
135.	M.B. ROAD S-I, 3A, 3B, 3, 4, S-5	MBRM
136.	MALCHA MARG	MALM
137.	MALVIYA NAGAR	MLVN
138.	MASJID ROAD, JNP EXTEN.	JNGS
139.	MASJID ROAD, JNP EXTEN. (BL-R)	JNMC
140.	MOTI BAGH	MTBH
141.	NIZAMUDDIN	NZMD
142.	NIZAMUDDIN EAST	NZDE
143.	NIZAMUDDIN WEST	NZDW
144.	PANCHSHEEL MARG	PSHM
145.	PUSHPA MARKET	PSPM
146.	R.K. PURAM	RKPU
147.	RAJDOOT MARG	RDTM
148.	RAMPURI KALKAJI	RPKJ
149.	RATENDON ROAD (AMRITTA SHEGIL MARG)	ASMG
150.	RBI STAFF QTRS. AURBINDO NAGAR	SOAN
151.	RBI STAFF QTRS. KASTURBA NAGAR	SOKN
152.	SADIQ NAGAR	SDNM
153.	SARDAR PATEL ROAD	SPRR
154.	SAROJINI NAGAR MARKET	SNMT
155.	SAROJINI NAGAR (RBI STAFF QTRS.)	SNRS
156.	SEWA NAGAR MARKET	SPWI
157.	SOUTHEND LANE	STNL
158.	SOUTHEND ROAD	STNR
159.	SUJAN SINGH PARK (NORTH)	SSPN
160.	SUJAN SINGH PARK (SOUTH)	SSPS
161.	SUNDER NAGAR	SNDN
162.	SHIVALIK	SVLK
163.	TUGHLAK ROAD	TGLR
164.	VINOBA PURI	VNPR
165.	YARK ROAD	YRKR

WEST ZONE (Zone Code – 'W')

S.No.	Locality or Colony Description	Code
166.	AJMAL KHAN ROAD	AJKR
167.	DESHBANDHU GUPTA MARKET	DNGM
168.	EAST PATEL NAGAR	EPNG
169.	FUEL DEPOT (ROHTAK ROAD)	FDLS
170.	GAFFAR MARKET	GFRM
171.	INDUSTRIAL AREA EXTN.	IAEX
172.	KAROL BAGH	KRBH
173.	KIRTI NAGAR (INDUSTRIAL AREA)	KRNI
174.	LINK ROAD (KAROL BAGH)	KBLR

175.	M.M. ROAD	MMRR
176.	MOTI NAGAR	MTNR
177.	MOTI NAGAR (1 – 24)	MTNC
178.	OLD RAJINDER NAGAR	ORDN
179.	NEW RAJINDER NAGAR	NRDN
180.	OLD ROHTAK ROAD	ORKR
181.	PAHARGANJ	PHRG
182.	RAJINDER PARK	RJPK
183.	RAMESH NAGAR	RMSN
184.	RAMESHWARI NEHRU NAGAR	RMNN
185.	RANI JHANSI MARKET	RJNM
186.	SARAI ROHILLA	SRRH
187.	SOUTH PATEL NAGAR	SPLN
188.	TIHAR – I	THRO
189.	TIHAR – II	THRT
190.	TILAK NAGAR	TLKN
191.	WEST PATEL NAGAR	WPNG
192.	WEST PAGEL NAGAR (A-X)	WPNC

Annexure- F

(To be executed by the applicant on Non - Judicial Stamp Paper of Rs.100/- and to be attested by Notary Public / 1st Class Magistrate / Sub-Judge, Delhi).

INDEMNITY BOND

This Indemnity Bond is executed on this _____ day of _____ by Shri / Smt. / Ms. _____ S/O / W/O / D/O _____ R/O _____ (hereinafter called the executant which term shall include his / her heirs, successors, executors, administrators and legal assigns in favour of President of India, hereinafter called the lessor. Whereas the Executant is the Lessee / Sub-Lessee / Allottee in physical possession of the plot / flat No. _____ in Block No. _____ in _____

OR

Whereas the Executant is the duly constituted attorney of Shri / Smt. / Ms. _____ S/O / W/O / D/O _____ and is competent to seek sale permission and to execute the sale deed for conversion of the leasehold rights into freehold rights in respect of the above referred property .

And Whereas the Lesser, on the faith and representation to it, has agreed to convert the leasehold rights in respect of the above referred property into freehold rights subject to the Executant giving such indemnity as is hereinafter contained and keeping the lessor harmless from claim which anyone may, at any time, institute against the lessor in respect of the above referred property.

Now this deed witnesses that on consideration of the lessor agreeing to convert the leasehold rights in respect of the above referred property into freehold rights, the executants hereby covenant with the Lessor that he/ she will at all times indemnify and keep harmless, the said lessor from all claims and demands made, all action and proceedings taken against the said lessor by anyone in respect of the aforesaid property or any part thereof, on any ground whatsoever.

In witness whereof the Executant Shri/Smt./Km. _____ S/O / W/O / D/O _____ has signed and delivered this bond on this day of _____

WITNESSES

EXECUTANT

- 1.
- 2.

ANNEXURE — G

(To be furnished on a non-judicial Stamp paper of Rs.10 duly witnessed by two witnesses).

UNDERTAKING

I/We _____ S/O, D/O, W/O _____
R/O _____

hereinafter called the Executant(s) do hereby undertake as under :-

1. That the Executant(s) is/are the lessee/co-lessees of property No. _____.
2. That the Executant(s) has / have applied to the Land and Development Office, Nirman Bhawan, New Delhi for conversion of lease hold rights into free hold rights in respect of the above mentioned property.
3. That the Executant(s) do hereby undertake that the above mentioned property shall be used strictly as per Lease terms / the master plan norms and for no other purpose or any non-conforming use whatsoever even after the conversion of the same into free hold rights by the Lessor.
4. The Executant(s) also undertake not to encroach upon any Government / Public land.
5. The Executant(s) is/are aware that the Conveyance Deed is liable to be revoked / cancelled if the property is misused or if I / We encroach upon any Government / Public land.

EXECUTANT(S)

WITNESSES:

- 1.
- 2.

ANNEXURE-H

(To be furnished on a non-judicial stamp paper of Rs.10/- duly attested by 1st Class Magistrate/SDM/Sub-Judge).

AFFIDAVIT

I _____ S/o, D/o, W/o _____
R/o _____

I the above named deponent do hereby solemnly affirm & declare as under:-

- 1) That the deponent is the General Power of Attorney of _____
registered at Sr. No. _____ Book No. _____ Vol. No. _____ Pages _____
to _____ dated _____ in respect of Property No. _____.
- 2) That the Lessee(s)/ GPAs of the aforesaid property is/are still alive and have not cancelled the aforesaid GPA.

DEPONENT(s)

VERIFICATION:

Verified at Delhi on this _____ day of _____ 20... that the contents of the aforesaid affidavit are true and correct to my knowledge and nothing has been concealed therefrom.

DEPONENT(s)

ANNEXURE-I

(To be attested by I Class Magistrate/ Sub- Judge and given on non-judicial stamp paper of Rs.10/-)

Affidavit of _____ aged _____ son of / daughter of / wife of Shri _____ Resident of _____ .

The deponent solemnly affirms as follows:-

1. That I am lessee/ GPA of lessee of property No._____ .
2. That the lease deed dated _____ in respect of the property No. _____ has been lost.
3. That I have got published a public notice dated _____ in _____ Newspaper regarding loss of lease deed in respect of Property No. _____.
4. That no person has so far come forward with the said lease deed or has staked claim in respect of the above mentioned property.
5. That I have not alienated / transferred the property by means of an Agreement to Sell, General Power of Attorney and I have not parted with the possession of the said property.
6. That the above property is not mortgaged.
7. That the contents of the above affidavit are true and that no portion is false and that the affidavit conceals nothing, which is relevant to the above matter.

DEPONENT

VERIFICATION

I, _____ the above named deponent, do hereby verify that the contents of para 1 to 6 of the above affidavit are true and correct to my personal knowledge and that the contents of para 7 of the same affidavit are believed to be true. Signed dated and verified at _____ this _____ the _____ day of _____.

DEPONENT