

COORDINATION SECTION

'CONVERSION FROM LEASEHOLD TO FREEHOLD'

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Government of India
Ministry of Urban Affairs & Employment
Land and Development Office
Nirman Bhawan, New Delhi

File No. 6(31)/CDN/99

Dated 12-4-99

OFFICE ORDER NO. 10/99

Sub:- Conversion from lease-hold to free-hold
instructions thereof.

With reference to administration of
Conversion Scheme being implemented by this office
Clarification on the following issue was sought from
the M/O Urban Affairs & Employment:

ISSUE:-

The recorded lessee applies for conversion
and before the application for conversion could be
finalised/settled, the recorded lessee dies.
Subsequently, the property is substituted in favour of
the legal heirs either on the basis of a Will or by
succession as per Hindu Succession Act. The question
raised is as to how the application for conversion made
by the deceased lessee should be treated.

The Ministry has accordingly clarified the
position as under:-

"It would be most logical to extend the
benefit of old application to the legal heirs/subsequent
recorded lessees in whose favour the property was
substituted as long as the delay is not due to the fault
of the recorded lessee. However, in those cases where

Government of India
Ministry of Urban Development
Land and Development Office
Nirman Bhawan, New Delhi

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File No 24(708)/2006-CDN/68

Dated: 22/2/08

OFFICE ORDER NO. 2/08

Sub: - Conversion from leasehold to freehold - Execution of conveyance deed.

As per the existing procedure conversion, applications are being examined/processed by the concerned sections in accordance with the policy guidelines through the computer software and approved for conversion by the Branch Officers by signing the call letters wherein applicants/their attorneys, as the case may be, are called to attend this office for execution of the freehold conveyance deed. They are required to produce certain documents in original for execution of conveyance deed. Conversion Cell has been created for this purpose. The call letters are being issued by Conversion Cell indicating date and time for execution of conveyance deed.

2. On the date of execution, the lessees/their GPAs alongwith witnesses are required to attend this office for execution of conveyance deed alongwith the original lease deed/substitution/mutation letters, General/Special Power of Attorneys and other documents mentioned in the call letter.

3. In order to ensure that the work relating to this office can be handled smoothly, it has been decided that the Executing Officer and dealing assistant(s) may, prima facie, ensure that the case is in order and all material documents are available/produced before them. Further, the Executing Officer should carefully verify the identity of the persons and witnesses executing the freehold lease. For this purpose, Executing Officer should also give a certificate regarding verification of documents/identification seen by him.

4. This issues with the approval of Land and Development Officer.



(Surendra Singh)

Dy. Land & Development Officer

To

All Officers/Sections.

11. A time bound programme should be organised to undertake this work and time frame indicated for disposal of such cases at each level and a copy thereof should be furnished to the Ministry.

12. Any laxity on the part of any official in dealing with such cases should be viewed seriously and responsibility pinpointed and cases submitted to the Ministry for further orders.

13. A fortnightly return showing the pending as well as fresh cases will be furnished by the Land & Development Officer for perusal of the Ministry.

14. This issues with the concurrence of Finance Division vide their I.D.NO.1708/F/JSS&FA dated 7.12.1994.

Yours faithfully,

SD/-

(B.R.DHIMAN)

Under Secretary to the Govt. of India
Tele: 3019951

Copy to:-

1. Director of Audit, C.W.&M., ACOR Bldg., New Delhi.
2. Finance Division(Lands Unit), Min. of U.D.
3. All Desk Officers in Lands Division.
4. PS to Secretary.
5. PS to AS(NPS).
6. PS to JS(UD).
7. Director(Lands).
8. Press Information Officer, Ministry of Urban Development for giving wide publicity to the contents of this letter.
9. Spare copies - 30.

SD/-

(B.R.DHIMAN)

UNDER SECRETARY TO THE GOVT. OF INDIA.

