## COORDINATION SECTION

## 'CONVERSION FROM LEASEHOLD TO FREEHOLD'

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## Ministry of Urban Affairs & Empolyment 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 Clarifications on the following issue was sought from the M/O UrbanAffeirs & Employment:

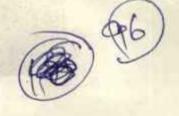
ISSUE:-

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



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

Dated: 22/2/08

## OFFICE ORDER NO. 208

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.

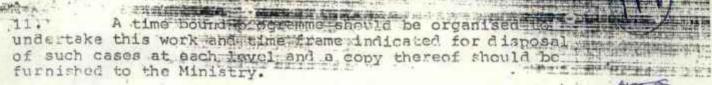
- On the date of execution, the lessees/their GPAs alongwith witnesses are required to attend this office for execution of conveyance deed alongwith the original lease deed/substitution/ mutation letters, General/Special Power of Attorneys and other documents mentioned in the call letter.
- 3. In order 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.
- This issues with the approval of Land and Development Officer.

(Surendra Singh)

Dy. Land & Development Officer

To

All Officers/Sections.



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- 12. Any laxity on the part of any official in dualing 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/JSSFA dated 7.12.1991.

Yours faithfully,

Under Secretary to the Govt. of India

## Copy to:-

- Director of Audit, C.W.&.M., AUCH Bldg., No. D | 1.
- 2. Finance Division(Lands Unit), Min. of U.D.
- 3. All Desk Officers in Lands Division.
- 4. PS to Secretary.
- 5. FG to AS(NPS).
- 6. PS to JS(UD).
- Director(Lands).
- B. Press Information Officer, Ministry of Urban Development for giving wide sublicity to the contents of this letter.
- 9. Spare comies 30.

(B.R.DHIMAN)
UNDER SECRETARY TO THE GOVT. OFINDIA.

- William Will Editor Wilder