

No. 1/Conversion Cases/2023/137
Government of India
Ministry of Housing and Urban Affairs
Land & Development Office

Nirman Bhawan, New Delhi

Dated: 14th November, 2023

Addendum to SOP dated 03.08.2023 regarding rationalization of substitution/mutation cases in Land and Development Office

All lessees/co-lessees/owners/legal heirs of properties under jurisdiction of Land & Development Office are hereby informed as under:

- i. Applicants applying for substitution / mutation cases shall publish a public notice in one English and one Hindi national newspaper with 30 days notice period inviting claims/objections if any, in the prescribed template. Such notice shall be published in newspapers, not more than 6 months prior to the date of submission of application. Applicants while applying will also upload a copy of public notice published in the newspaper. Also provide 2 copies of English and Hindi Newspaper during final verification. A template for the public notice is enclosed.
 - ii. Applications for substitution/mutation which involve court orders / probate order do not require to publish the public notice in newspaper and no letter for inviting objections from stakeholders is required to be sent. In such cases, substitution/mutation will be carried out on the basis of court orders/probate order.
2. This issues with the approval of competent authority.



(Rajeev Kumar Das)
Dy. Land & Development Officer

To,

All lessees/co-lessees/owners/legal heirs

PUBLIC NOTICE

General public is hereby informed that I/We _____ am/are filing application in L&DO for substitution / mutation of the property no. _____ in the name of _____, on the grounds of _____. If there are any objections / claims from the general public on this application, the same shall be communicated to L&DO with supporting documents through registered post or by visiting L&DO at Nirman Bhawan, New Delhi or through an email at ldo@nic.in, within 30 days of publication of this notice.

Name:

Address:

Phone: