

OFFICE MEMORANDUM

Subject: Partial Modification in SOP for rationalization of substitution/mutation cases in Land and Development Office – regarding.

In Partial modification to this office O.M. No. 1/Conversion Cases/2023/05 dated 03.08.2023, it has been decided that henceforth,

- i. **Clause 2.5** of the SOP may now be read as:

In cases where Relinquishment Deed/Will/Gift Deed etc. is involved:

“The Sections will send a letter to all the legal heirs, prospective interest holders /stakeholders, etc. of the property intimating that the application of substitution/ mutation is under process in L&DO on the basis of Relinquishment Deed/ Will/ Gift Deed/ NOC etc. and in case, the legal heirs, prospective interest holders/stakeholders have objection, if any, they are free to take legal recourse through appropriate forum. The substitution letter would be issued within next 30 days from issue of this letter. (sample format of letter is enclosed)

- ii. **Clause 2.13** of the SOP may now be read as:

“After the proof reading is successfully completed, it is ensured that views/ observations of both the members of CDV cell who examined the case are recorded on file either jointly or separately. Thereafter files will be returned to the concerned section through the Dy. L&DO (incharge of CDV Cell) for issuing the substitution/ mutation letter” or other necessary action, if any”.


2. Other provisions as contained in the O.M. dated 03.08.2023 will remain same.
3. This issues with the approval of competent authority.

Copy to:

- i. All Dy.L&DOs/E.O./Sr. A.O.
ii. All section in charges/S.O./Supdt.
iii. NIC for uploading on Portal

Copy for information to:

- i. PPS to JS(L&E)
ii. PS to L&DO


(Rajeev Kumar Das)
Dy. Land & Development Officer

Government of India/ भारत सरकार
Ministry of Housing and Urban Affairs /आवासन और शहरी कार्य मंत्रालय
Land & Development Office/ भूमि एवं विकास कार्यालय
Nirman Bhawan, New Delhi /निर्माण भवन, नई दिल्ली

No. L&DO/.....

Dated/ दिनांक: _____

~~To/ सेवा में,~~

1.

2.

Subject/ विषय: Substitution of lease hold rights in respect of property No.

Sir,

I am to refer to the online substitution application submitted by _____ in respect of property No. _____. They have furnished a copy of registered Relinquishment Deed/ Will/Gift Deed/ NOC etc. signed by you.

2. The request of _____ for substitution is under active consideration of this office on the basis of Relinquishment Deed/ Will/Gift Deed/ NOC etc. In case, if you have objection, if any, you are free to take legal recourse through appropriate forum. The substitution letter would be issued in favour of _____ within next 30 days from issue of this letter.

Yours faithfully,

Dy. Land & Development Officer/
उप भूमि एवं विकास अधिकारी

Tel./दूरभाष: _____