

No. 1/ConversionCases/2023/05  
Government of India  
Ministry of Housing and Urban Affairs  
(Land & Development Office)

Nirman Bhawan, New Delhi  
Dated the 3<sup>rd</sup> August, 2023

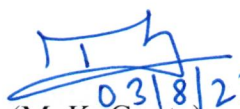
**OFFICE MEMORANDUM**

**Reference:** Approval of the SOP for rationalization of substitution/mutation cases in Land and Development Office.

In supersession of OM No. 1/ConversionCases/2023/05 dated 26.07.2023 and approval as under reference, the Conversion and Document Verification Cell (CDVC) has developed an SOP for rationalization of substitution/mutation cases in Land and Development Office which has been approved by the Competent Authority on 13.07.2023.

2. A copy of the approved SOP as Annexure 'A' is herewith forwarded for compliance and further necessary action.
3. This issues with approval of the Competent Authority.

Encl: as above

  
(M. K. Gupta) 03/8/23  
Dy. L&DO- IV

To

1. All Dy. L&DOs/EO
2. All Section Officers/Superintendents
3. Dy. L&DO (CDN) with request to get the SOP uploaded on the website. Further, CDN Section is also requested to coordinate with DAVP for ascertaining the process and charges of publishing the public notice. Additionally, Divisional Commissioner, Delhi may be requested to direct all attesting authorities to cooperate in case a verification from them is required. It will also forward the information received from the concerned Section to DAVP for newspaper advertisement in requisite proforma.
4. Accounts Officer (with request to provide heads / sub-heads, etc. for receipt and expenditure to be done on account of publishing the public notice.)
5. Dy. L&DO(Admin) with request to make necessary logistics arrangements.
6. NIC Cell (for getting it uploaded on website & making necessary provisions in the e-dharti portal)

Copy for information to:

1. PPS to JS (L&E)
2. PS to L&DO