

No.24026/01/2019/329  
Government of India  
Ministry of Housing & Urban Affairs,  
Land & Development Office

Nirman Bhavan, New Delhi.  
Dated: 25 March, 2021

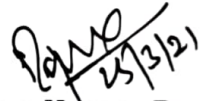
**OFFICE ORDER NO. 03/2021**

Subject: Updation of land records subsequent to conversion of its tenure of property from leasehold to freehold.

In continuation of Office Order No.8/2019 issued vide File No. 24026/01/2019/CDN/283 dated 13/12/2020 on the subject mentioned above, the undersigned is directed to say that under clause No. 6 of the procedure for substitution or mutation after conversion of tenure of a property from leasehold to freehold, provision has been made to carry out the inspection of boundary of the plot/ tenement to detect if there is any encroachment on Government/Public land.

2. Based on the representations with regard to above provision, it has been decided that once the property becomes freehold, there is no need of inspection for the purpose of substitution/mutation. Accordingly, the provision of inspection of a freehold property for the purpose of substitution or mutation is completely dispensed with. However, inspection will be carried out in case, any complaint is received against any such property. A revised procedure to be adopted for substitution or mutation after conversion of property from leasehold to freehold is enclosed as Annexure I for information and compliance.

3. This issue with the approval of competent authority.



(Rajeev Kumar Das)  
Dy. Land & Development Officer

To

1. All Officers/Sections
2. Guard File/CDN
3. NIC to upload on the website.
4. PS to L&DO.

**Procedure for Substitution or Mutation after Conversion of tenure of the property from Leasehold to Freehold.**

1. The applicant will register himself online to initiate the process of substitution or mutation on the website of L&DO i.e. [www.ldo.gov.in](http://www.ldo.gov.in) on e dharti portal.
2. The concerned section will register the request received from the applicant and provide property ID/Sub-property ID (if required may be created), as the case may be, to the applicant.
3. The applicant will upload the application along with the requisite documents for substitution or mutation.
4. The applicant, along with the application, will also submit an undertaking that there is no encroachment on Government/Public land and the building has been constructed as per extant building bye-laws and he/she will be liable for punitive action of cancellation of his/her substitution/mutation, if any violation comes into cognizance of this office.
5. Thereafter, the concerned section will examine the documents and if documents are in order, process the case.
6. The concerned section will work out outstanding charges, if any, i.e due to revision of land rates/conversion rates etc. in consultation with Technical section and IAC and issue the demand letter to the applicant, if required.
7. The recovery of demand, if any, will be prior to substitution/mutation of the property.
8. In case of mutation, if the owner in whose name the conveyance deed has been executed, bequeaths his property through an instrument of gift deed or through lease deed or sell his property through the instrument of registered sale deed or any other valid document, the applicant has to submit a copy of sanctioned building plan and/or existing plan duly signed by registered architect and countersigned by all the co-owners of the property.
9. In the public interest, the individual floor owner can apply for substitution/mutation with the proviso that he/she will submit the sanctioned building plan and/ or existing Building Plan duly prepared and signed by registered architect and countersigned by all the co-owners of the property.
10. In case, the property has been sold floor wise, the beneficiary will get proportionate undivided share in the land beneath the building.

  
25/5/21

11. The beneficiary will get proportionate undivided share in the land, therefore he or she will be liable to pay the proportionate share of outstanding dues, due to revision of land rates, if any, and the demand letter will be issued accordingly.
12. If the applicant hides or misinterprets the fact, the applicant will be liable to indemnify the legal heirs/owners/genuine buyers. On happening of above situation, the mutation/substitution carried out on aforesaid documents will be liable to be cancelled.
13. A normal processing fee of Rs.1000/- will be charged per application.
14. A letter will be issued to the applicant to attend the office for proof reading of the draft substitution/mutation letter prepared by this office.
15. After the approval of the letter by the applicant, the final substitution/mutation letter will be issued to the applicant.

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