

No.24026/2/2026-CDN (E-9216840)/184

Government of India
Ministry of Housing & Urban Affairs
(Land & Development Office)

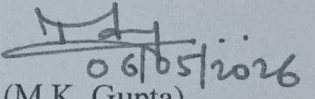
Sankalp Bhavan, New Delhi,
Dated: 06.05.2026

OFFICE MEMORANDUM

Subject: Standard Operating Procedure (SOP) for Amalgamation of Plots Allotted to Institutions.

The undersigned is directed to refer to the subject cited above and to state that the Competent Authority has approved the Standard Operating Procedure (SOP) for processing requests for the amalgamation of multiple plots allotted to institutions. A copy of SOP is enclosed for reference.

2. All pending cases of amalgamation shall henceforth be processed under the provisions of this SOP.
3. This issues with the approval of the Competent Authority.


06/05/2026
(M.K. Gupta)

Dy. Land & Development Officer

To,

- (i) All Dy.L&DOs
- (ii) E.O./Sr. A.O.
- (iii) All SOs
- (iv) NIC (with a request to upload the same on the departmental website)

Copy to:

- (i) PS to Hon'ble Minister, HUA
- (ii) PSO to Secretary, HUA
- (iii) PPS to JS(L&E)
- (iv) PS to L&DO

Standard Operating Procedure (SOP) for amalgamation of plots allotted to an institution

1. Objective:

This SOP is about the processing of requests received from various institutions for granting permission for amalgamation of multiple plots allotted to them. It will ensure compliance of lease terms by the lessee and better lease administration by the lessor. This SOP shall be applicable to the lease executed with in Delhi as well as outside Delhi.

2. Submission of application:

An application for amalgamation shall be submitted to Land and Development Office(L&DO), Ministry of Housing and Urban Affairs (MoHUA) along with following documents:

- (i) Registered lease deed or Memorandum of Agreement,
- (ii) Payment receipt of up-to date ground rent and other outstanding Govt. dues.
- (iii) Proposed amalgamation plan signed by the lessee and countersigned by the registered architect.
- (iv) An undertaking from the applicant/lessee that they agree with all the terms and conditions of this SOP for Amalgamation.

3. Examination of the applications as per following terms and conditions:

- (i) The said application for amalgamation shall be examined in L&DO office in consultation with the Technical section.
- (ii) A TSS (Total Station Survey) integrated with DGPS (Differential Global Positioning System) shall be proposed to be conducted by the lessee in presence of the field officials of this office. DGPS is an enhanced GPS technology, to achieve highly precise location measurements (centimeter-level accuracy). Accordingly, ROW(Right of Way) shall be ascertained by the Technical wing of this office.
- (iii) General terms and conditions:
 - (a) The purpose for which land was leased out, will be kept in mind while combining all the plots.
 - (b) The purpose for which the individual plots were allotted must be verified to be the same. If any deviation from the said purpose is found at any point of time, amalgamation may not be carried out.
 - (c) Up-to-date Government dues of all the plots to be amalgamated together, must be paid in advance before initiating process of amalgamation.