

Government of India
Ministry of Urban Development
Land and Development Office
Nirman Bhawan, New Delhi

File No 24(708)/2006-CDN/68

Dated: 22/2/08

OFFICE ORDER NO. 2/08

Sub: - Conversion from leasehold to freehold - Execution of conveyance deed.

As per the existing procedure conversion, applications are being examined/processed by the concerned sections in accordance with the policy guidelines through the computer software and approved for conversion by the Branch Officers by signing the call letters wherein applicants/their attorneys, as the case may be, are called to attend this office for execution of the freehold conveyance deed. They are required to produce certain documents in original for execution of conveyance deed. Conversion Cell has been created for this purpose. The call letters are being issued by Conversion Cell indicating date and time for execution of conveyance deed.

2. On the date of execution, the lessees/their GPAs alongwith witnesses are required to attend this office for execution of conveyance deed alongwith the original lease deed/substitution/mutation letters, General/Special Power of Attorneys and other documents mentioned in the call letter.

3. In order to ensure that the work relating to this office can be handled smoothly, it has been decided that the Executing Officer and dealing assistant(s) may, prima facie, ensure that the case is in order and all material documents are available/produced before them. Further, the Executing Officer should carefully verify the identity of the persons and witnesses executing the freehold lease. For this purpose, Executing Officer should also give a certificate regarding verification of documents/identification seen by him.

4. This issues with the approval of Land and Development Officer.



(Surendra Singh)

Dy. Land & Development Officer

To

All Officers/Sections.