

Government of India
Ministry of Urban Development & Poverty Alleviation
Land and Development Office
Nirman Bhawan : New Delhi

No. L&DO/24(272)/2002-CDN

Dated: 23.4.2002

CIRCULAR

Subject : Special Drive for reducing pendency of substitution/mutation/conversion cases—instructions regarding.

In cases of substitution/mutation/conversion, there are many matters which can not be finalized because of short documents/payments. Although the lessees/applicants for substitution/mutation/conversion have already been asked to produce short document/payment, the same have still not been received in Land and Development Office making thereby the respective matter in each case non-finalizable.

2. The matter has again been reviewed by Land and Development Officer. It has been decided that all Dy.L&DOs/Branch Officers shall, in cases of short documents/payment pertaining to substitution/mutation/conversion, immediately take steps to inform the concerned lessee/applicant by registered A.D post that the short document/payment as already demanded in each case may be furnished within 15 days from the date of the respective letter, for expeditious disposal of the matter, failing which the matter may be considered for being treated as closed.

3. A special drive for the purpose may be launched immediately by all the Dy.L&DOs/Branch Officers under intimation to CDN in each case.



(V.N. Tripathi)

Dy. Land & Development Officer

All Dy.L&DOs/Branch Officer