

**No. 24(372)/2003-CDN**  
**Government of India**  
**Ministry of Urban Development & Poverty Alleviation**  
**Land & Development Office**  
**Nirman Bhawan, New Delhi.**

Dated: 7<sup>th</sup> Oct.,03

**OFFICE ORDER No. 7/03**

**SUB: Examination and processing of conversion applications.**

It is observed that in a number of conversion applications, the lessees/applicants make a number of minor mistakes such as indicating of incomplete information against some columns, non-filling up of some columns etc. This may be due to the nature of details required which may not be comprehensible to the common-man. The various Property/Lease Sections dealing with the conversion cases have been handling such cases differently. Whereas some sections are allowing the applicants to correct the conversion applications/fill-up the blank columns by calling the applicants to this office after which the conversion applications are processed as per the normal procedure, some sections are rejecting the conversion applications due to non-filling up of the columns/furnishing incomplete information.

2. It is necessary that a uniform policy is followed in dealing with such cases to avoid complaints and unnecessary harassment of the lessees. Therefore, it has been decided that in cases where minor mistakes are made or some columns are left blank in the conversion applications, the lessees/applicants may be given an opportunity to attend this office alongwith proper proof of identification for carrying out necessary corrections in the conversion applications. If the applicant does not rectify the mistakes within one month from the date of intimation of the same, the application may be rejected with the approval of Branch Officer.

3. Any pending cases of similar nature may be settled accordingly. However, settled cases may not be re-opened. These orders will come into effect immediately.

4. This issues with the approval of JS(DL).

*Sree Kumar*

(V. Sreekumar)  
Public Relation Officer  
Ph. No.: 23014448

To  
All officers and sections.