

DDA FLATS

SCHEME OF CONVERSION FROM LEASEHOLD SYSTEM INTO FREEHOLD



April 2014
(Modified)

DELHI DEVELOPMENT AUTHORITY

Price Rs. 50/- + Vat

THE SCHEME OF CONVERSION FROM LEASE HOLD SYSTEM INTO FREEHOLD.

In pursuance of order issued by the Govt. of India, Delhi Development Authority has decided to convert the residential flats by executing the Conveyance Deed in the name of Allottee/Purchaser/GPA holder in respect of flats allotted by DDA on leasehold basis constructed prior to the year 1992. It has now been decided to allow conversion to purchaser/GPA holder upto 10.10.2011 also on a payment of a surcharge @ 33.1/3 on the conversion charges over and above the normal conversion charges applicable for a lessee. The **rates** indicated in the brochure **are on provisional basis** and the final rates are determined by the Ministry of Urban Development, Govt. of India. The applicants shall have to pay the difference in conversion charges, if any, as may be finally decided by the Ministry. The applicants are advised to carefully go through salient features of the scheme as detailed below for the purpose of filling application form.

SALIENT FEATERS OF THE SCHEME

1. The scheme covers the following flats:-
Janta, EHS, LIG, MIG, HIG, SFS flat allotted by DDA including the flats in Asian Games Village Complex constructed prior to 1992 on leasehold basis.
2. Original sub-lessees/allottees would be entitled to remissions in the conversion charges as specified in **Annexure-"A"**.
3. The onetime charges payable for conversion from leasehold to freehold are set out in **Annexure-"B"** in the case of purchaser/attorney cases.
4. The application for conversion into freehold basis shall be submitted alongwith the prescribed documents.
5. In case the flat is mortgaged, execution of conveyance deed would be allowed on submission of no objection certificate(s) from the mortgagee/financial institution.
6. In case of any legal dispute relating to title of the flat, conversion shall not be allowed until the legal dispute is settled.
7. In case where application for mutation or submission are pending with the lessor/DDA, execution of conveyance deed would be allowed only after the necessary mutation/substitution has been carried out
8. The execution of conveyance deed on free hold basis shall be allowed in the cases where allottee has parted with possession of the flat, provided that:
 - (a) Application for execution of conveyance deed into freehold shall be made by the person holding power of attorney/agreement to sell from the allottee to allenate (sale/transfer) the flat.

- (b) Proof of physical possession of the flat in favour of the person in whose name execution of conveyance deed is being sought on freehold basis shall be submitted.
 - (c) Where there are successive power of attorneys, execution of conveyance deed will be allowed after verifying the factum of possession provided that the linkage of original allottee of the flat with the last power of attorney/purchaser is established and attested copies of relevant documents are submitted.
 - (d) The General Power of Attorney/Agreement to Sell executed from 24.9.2001 onwards, must be registered with the Sub-Registrar.
9. On receipt of the application in the concerned branch of Housing Wing, the matter is examined and sent to Housing Accounts Section to ascertain the dues position. After obtaining clearance that no dues are pending or dues upto Rs.5,000/- are pending, the Conveyance Deed papers are issued to the Applicant.
 10. In case the flat is on Hire Purchase basis, conversion shall be allowed only after all the installments / dues have been paid with interest, if any.
 11. After execution of conveyance deed, the same must be got registered with the Sub Registrar office, GNCTD, Vikas Sadan, INA, New Delhi or with the concerned Sub Registrar of the Zone.
 12. The original lease /conveyance deed if already executed, should be produced at the time of execution.
 13. If the application is in order, the Conversion application is decided within 45 days.
 14. The Scheme of Conversion is optional.

PROCEDURE FOR SUBMISSION OF APPLICATION FOR CONVERSION OF DDA FLATS FROM LEASEHOLD TO FREEHOLD BASIS.

The brochure along with the prescribed application form is available for sale on payment of Rs. 50/-+ Vat at DDA counter at 'D' Block, Vikas Sadan, INA, New Delhi.

Application Forms attached in this booklet have been printed in two different colours in respect of:-

- (i) Conversion being applied by the Allottees : **in blue colour**
- (ii) Conversion being applied by the GPA/Agreement to Sell holder (purchaser): **in green colour**

File number should be filled in which is available on the communications sent to the lessee/sub-lessee/allottee by the DDA and can be taken from there.

The application form duly completed in all respect along with the 3rd copy of the challan of current conversion charges duly received by the Central Bank of India or State Bank of India may be deposited at DDA Counter, at 'D' Block, Vikas Sadan, INA, New Delhi.

If any application is found incomplete or defective in any manner, the applicant shall be afforded an opportunity to furnish the prescribed documents not enclosed with the application and to remove the defects within a period of 30 days. On the failure of the applicant to remove the defects within the period specified, the application shall be deemed to have been rejected. Application found in order will be disposed of within a period of 45 working days from the date on which the prescribed formalities are completed. Conveyance deed shall be sent to the applicant/person in whose name execution of conveyance deed is sought, by Speed Post. The recipient shall then get it stamped from Collector of Stamps and submit the same within 45 working days from the receipt thereof at the specified counter located at 'D' Block, Vikas Sadan, INA, New Delhi. On receipt of the conveyance deed duly stamped from the Collector of Stamps, a date (ECL) will be given for execution. Thereafter, the recipient shall get the conveyance deed registered with the concerned sub-registrar. Stamp duty and registration charges shall be borne by the person in whose favour the execution of conveyance deed is allowed.

In case the conveyance deed is not received by the applicant/person in whose favour execution of conveyance deed has been sought within a period of 45 days, he/she may contact the Nodal Officer for the scheme, concerned Deputy Director of Housing Wing of Delhi Development Authority on public hearing days (Monday & Thursday from 2.30 PM to 5.30 PM).

DOCUMENTS REQUIRED TO BE SUBMITTED

The applicant shall be required to furnish the following documents along with the application form:-

- (a) Affidavit from the allottee/mutatee duly attested by by Notary Public/1st Class Magistrate (as per **Annexure "C"** of the Booklet)
- (b) Indemnity Bond from the allottee/mutatee duly attested by Notary Public/1st Class Magistrate (as per **Annexure "D"**) or Indemnity Bond from GPA/ Agreement to Sell holder (as per **Annexure "E"**)
- (c) Proof of Physical Possession of the person in whose name the conversion is sought viz., copy of anyone of the following:-
 - Passport/Voter I-D Card/Elect. Bill/Water Bill/House Tax receipt/Ration Card etc., duly attested by the Notary Public/Gazetted Officer.
- (d) Copy of Demand-cum-Allotment Letter issued by the DDA, duly attested by the Notary Public/Gazetted Officer.
- (e) Copy of Possession Letter issued by the DDA, duly attested by the Notary Public/Gazetted Officer. In cases where lease deed has been executed and registered, copies of demand cum allotment letter, possession letter and NOC for water and electric connection are not required.
- (f) One passport size photograph and 3 attested specimen signatures of the person in whose favour the Conversion is sought, duly attested by the Notary Public/Gazetted Officer (As **per Annexure "F"**).
- (g) NOC from the mortgagee (in case the flat is mortgaged) duly attested by the Notary Public/Gazetted Officer.
- (h) In the cases of allotment on Hire Purchase basis, copy of the No Dues Certificate, or copies of all the challans vide which the payment of premia, initial deposit & monthly installments etc. had been made by the allottee/applicant.
- (i) In case of mutatee, the copy of mutation letter issued by the DDA duly attested by the Notary Public/Gazetted Officer.
- (j) Details of ground rent (as per **Annexure "G"**).

Note: Every possible care has been taken to give up to-date and correct information in this Brochure. If in spite of all this, if any error or omission in the printing of the Brochure is detected by the concerned members of public, they should immediately bring the same to the notice of the Commissioner (Housing) in writing for rectification. Delhi Development Authority reserves unto itself the right to add, modify, substitute or delete any stipulation as contained in this Brochure which may, for any administrative/policy decision or for any other whatsoever, become necessary.

ANNEXURE-"A"

Revised Net Conversion Charges w.e.f 12/08/2011

For Flats allotted by Delhi Development Authority (Fig. in Rs.)**Allottee Cases**

Category of flats	East Zone	North/ West & Rohini Zone	South & Dwarka Zone	Central Zone
LIG	9,450/-	28,080/-	37,530/-	46,845/-
MIG/SFS-I	13365/-	39,825/-	53,055/-	66,285/-
SFS-II/HIG	19575/-	58,590/-	78,030/-	97,470/-
SFS-III	23490/-	70,200/-	93,555/-	1,17,045/-

ANNEXURE-"B"**Attorney Cases**

Category of flats	East Zone	North/ West & Rohini Zone	South & Dwarka Zone	Central Zone
LIG	21,000/-	62,400/-	83,400/-	1,04,100/-
MIG/SFS-I	29,700	88,500/-	1,17,900/-	1,47,300/-
SFS-II/HIG	43,500/-	1,30,200/-	1,73,400	2,16,600/-
SFS-III	52,200/-	1,56,000/-	2,07,900/-	2,60,100/-

In addition to above rates, a sum of Rs 200/- is recoverable from each applicant, on account of processing fees.

For Flats in Asian Games Village Complex allotted by DDA

	<u>Plinth Area(in Sq Mtr)</u>	<u>Conversion Charges (Rs)</u>
A	Upto 140 sq. mtr	69,300/-
B	Above 140 and upto 175 sq. mtr	92,400/-
C	Above 175 sq. mtr	1,15,500/-

AFFIDAVIT

(To be sworn by person in whose favour the conversion is sought on non-judicial stamp paper of Rs. 10/- duly attested by Notary Public with notarial stamp. Must be submitted separately in case of joint Allottee/Allottee/Co-lessee.)

IS/o,D/o,W/oShr/o.....do hereby solemnly affirm and declare under:-

1. That I am in physical possession of the property bearing no.....in Block no.....Pkt.....in.....being the lessee/sub-lessee/allottee or holding a valid Agreement to Sell dated.....executed in my favour.
2. That the aforesaid property is being used as per the use prescribed in the lease/sublease/letter of allotment and in case it is found by DDA or any other local authority, at any point of time, that the above referred property or any part thereof is being used in violation of the Master Plan/Zonal Development Plan. I shall forthwith, stop such use.
3. That upto date ground rent has been paid in respect of the above referred property. In case of any arrears of ground rent and/or interest thereon, I shall pay to Delhi Development Authority, immediately on demand, such amount as may be demanded.
4. That I shall pay, within such time such additional sum or sums towards premium of the above referred property, as may be decided upon by the lessor on account of compensation awarded by the Land Acquisition Collector being enhanced on reference or in appeal or both and the decision of the lessor in this behalf shall be final and binding on me (applicable only in case of plots other than those sold in auction).
5. That I shall pay to Delhi Development Authority, immediately on demand, such amount as may be demanded by it on account of maintenance/service charges and difference, if any, in conversion charge required by DDA before execution of conveyance deed.
6. That on my failure to pay any sum referred above, the conversion of lease hold rights into free hold rights in respect of the above referred property shall be deemed to be null and void and the lessor/Authority shall be entitled to recover the same as arrears of land revenue.
7. That the property referred above is free from lien/mortgage and any legal encumbrance and there is no unauthorized encroachment.
8. That the contents of the accompanying application for conversion from lease hold rights into free hold rights in respect of the above referred property are true and correct and the documents annexed thereto are genuine. The deponent herein shall be solely liable for consequences of filling the false affidavit/documents & DDA shall have all the rights to cancel the conveyance deed and to take action as per law.

DEPONENT

VERIFICATION

Verified at Delhi this.....day of2015 that the contents of the above affidavit are correct to my knowledge and belief. Nothing contained herein is untrue and nothing material is concealed there from.

DEPONENT

ANNEXURE-"D"

To be executed by the application on Non-judicial Stamp paper of Rs. 100/- and to be attested by Notary public/with notorial stamp/First Class Magistrate.(May be submitted jointly.)

INDEMNITY BOND

This Indemnity bond is executed on thisday of..... 200.....by Sh./Smt./Km S/o, W/o, D/o, Sh r/o..... (hereinafter called the 'Executant' which term shall include his /her heir, successors, executors, administrators and legal assigns in favour of President of India/Delhi Development Authority (hereinafter called the 'lessor') which term shall include its heirs, successors, executors administrators and legal assigns.

- WHEREAS the Executant is the lessee/sub-lessee/allottee in physical possession of the Flat No..... in Block No. Pkt in

OR

- WHEREAS the Executant is the duly constituted attorney of Sh/ Smt/Km S/o, W/o, D/o Shin Block No..... Pkt.....inand is competent to seek sale permission, execute the sale deed and get it registered on behalf of the lessee/ sub-leasee/ allottee; and
- WHEREAS the executants have applied for conversion of lease hold rights into freehold rights in respect of the above referred property; and
- WHEREAS the lessor, on the faith and representation made to it, has agreed to convert leasehold rights in respect of the above referred property into freehold rights subject to the Executant giving such indemnity, as is hereafter contained and keeping the lessor harmless from any claim which anyone may, at any time, institute against the lessor in respect of the above referred property.
- Now this deed witness that in consideration of the lessor agreeing to convert the leasehold rights in respect of the above referred property into freehold rights, the executants hereby covenants with the lessor that he will at all times indemnify and keep harmless the said lessor from all claims and demands made and **all actions and proceedings** taken against the said lessor by anyone in respect of the aforesaid property or any part thereof , on any ground whatsoever.

In witness whereof the Executant Sh./Smt/Km.....S/o, W/o, D/o, Sh..... has signed and delivered this bond on thisday of 20.....

Executant

Witnesses:-

1. Signature.....
 Name & Address.....
 I.D. No.....

2. Signature.....
 Name & Address.....
 I.D. No.....

ANNEXURE-"E"

(To be executed by the person in whose favour conversion is required on Non-judicial stamp Paper of Rs. 100/- and to be attested by Notary public with Notarial Stamps /First Class Magistrate/No need in case of allottee/Leasee/Co-lessee.Only for purchaser/agreement to sell and G.P.A (May be submitted jointly.)

INDEMNITY BOND

This indemnity bond is executed on thisday of200.....by Sh/Smt./km.....S/o,W/o, D/o Sh.....r/o.....(hereinafter called the 'Executant' which term shall include his/her heirs, successors, executors, administrators and legal assigns in favour of President of India/Delhi Development Authority (hereinafter called the 'lessor' term shall Include its heirs, successors, Executors administrators and legal assigns.

WHEREAS the Executant is in physical possession of flat No..... in Block No.....Pkt.....in Under a valid agreement to sell dt.....executed in his/her favour

NOW WHEREASE the lessor, on the faith and representation made to it , has agreed to Leasehold rights in respect of the above referred rights subject to the Executant giving such indemnity, as is hereinafter contained, and keep the lessor harmless from any claim which anyone may, at any time, institute against the lessor in respect of the above referred property.

NOW THIS DEED WITNESSES that in consideration of the lessor agreeing to convert The leasehold rights in respect of the above referred property into freehold rights the executants hereby covenants with the lessor that he will at all times indemnify and keep harmless the said lessor from all claims and demands made and all action and proceedings taken against the said lessor by anyone in respect of the aforesaid property of any part thereof, on any group whatsoever.

In witness whereof the Executant Sh./Smt./Km..... S/o, W/o,D/o of Sh.....has signed and delivered this bond on this day of20 .

Executant

Witnesses:

1. Signature.....
Name & Address.....
I.D. No.....

2. Signature.....
Name & Address.....
I.D. No.....

SPECIMEN SIGNATURE AND PASSPORT SIZE PHOTOGRAPHS OF THE PERSON IN
WHOSE FAVOUR CONVERSION SOUGHT DULY ATTESTED BY NOTARY/FIRST CLASS
MAGISTRATE

Name..... S/o, W/o
Application No. Property No
.....Colony

1.

(Specimen Signature)

Attestation

2.

(Specimen Signature)

Attestation

3.

(Specimen Signature)

Attestation



Note: if the applicant is allottee/ sub lessee/lessee, then his/her photographs and in case of applicant being an attorney, the photographs of person named in Column 1(d) of the application form are required to be submitted as above. The attestation must have complete details of attesting officer i.e., Name, Designation and address of attesting officer.

DETAILS OF PAYMENT OF GROUND RENT

Sl. No.	Challan No.	Date of Deposit	Amount	From	To

(Attested true copies of the proofs of above payments to be enclosed)

**ACKNOWLEDGEMENT
(DELHI DEVELOPMENT AUTHORITY)**

Application No. _____

Received Application from Shri/Smt./Km..... R/o
.....for conversion of
leasehold rights into freehold rights in respect of residential Property
..... alongwith documents as under:-

- (a) Affidavit from the allottee/mutatee duly attested by by Notary Public/1st Class Magistrate (as per Annexure "C" of the Booklet)
- (b) Indemnity Bond from the allottee/mutatee duly attested by Notary Public/1st Class Magistrate (as per **Annexure "D"**) or Indemnity Bond from GPA/ Agreement to Sell holder (as per **Annexure "E"**)
- (c) Proof of Physical Possession of the person in whose name the conversion is sought viz., copy of anyone of the following:-
 - Passport/Voter I-D Card/Elect. Bill/Water Bill/House Tax receipt/Ration Card etc., duly attested by the Notary Public/Gazetted Officer.
- (d) Copy of Demand-cum-Allotment Letter issued by the DDA, duly attested by the Notary Public/Gazetted Officer.
- (e) Copy of Possession Letter issued by the DDA, duly attested by the Notary Public/Gazetted Officer. In cases where lease deed has been executed and registered, copies of demand cum allotment letter, possession letter and NOC for water and electric connection are not required.
- (f) One passport size photograph and 3 attested specimen signatures of the person in whose favour the Conversion is sought, duly attested by the Notary Public/Gazetted Officer (As per Annexure "F").
- (g) NOC from the mortgagee (in case the flat is mortgaged) duly attested by the Notary Public/Gazetted Officer.
- (h) In the cases of allotment on Hire Purchase basis, copy of the No Dues Certificate, or copies of all the challans vide which the payment of premia, initial deposit & monthly installments etc. had been made by the allottee/applicant.
- (i) In case of mutatee, the copy of mutation letter issued by the DDA duly attested by the Notary Public/Gazetted Officer.
- (j) Details of ground rent (as per **Annexure "G"**).

**ACKNOWLEDGEMENT
(DELHI DEVELOPMENT AUTHORITY)**

Application No. _____

Received Application from Shri/Smt./Km..... R/o
.....for conversion of
leasehold rights into freehold rights in respect of residential Property
..... alongwith documents as under:-

- (a) Affidavit from Agreement to Sell (ATS) holder, duly attested by by Notary Public/1st Class Magistrate (as per **Annexure "C"** of the Booklet)
- (b) Indemnity Bond from the allottee/mutate duly attested by Notary Public/1st Class Magistrate (as per **Annexure "D"**) or Indemnity Bond from GPA/ Agreement to Sell holder (as per **Annexure "E"**)
- (c) Copies of complete chain of Power of Attorneys alongwith Sale Agreements, duly attested by Notary Public/Gazetted Officer.
- (d) Proof of Physical Possession of the person in whose name the conversion is being sought viz., anyone of the following:-
 - Passport/Voter I-D Card/Elect. Bill/Water Bill/House Tax receipt/Ration Card etc., duly attested by the Notary Public/Gazetted Officer.
- (e) Copy of Demand-cum-Allotment Letter issued by the DDA, duly attested by the Notary Public/Gazetted Officer.
- (k) Copy of Possession Letter issued by the DDA, duly attested by the Notary Public/Gazetted Officer. In cases where lease deed has been executed and registered, copies of demand cum allotment letter, possession letter and NOC for water and electric connection are not required.
- (h) One passport size photograph and 3 attested specimen signatures of the person in whose favour the Conversion is sought, duly attested by the Notary Public/Gazetted Officer (As per **Annexure "F"**).
- (i) NOC from the mortgagee (in case the flat is mortgaged) duly attested by the Notary Public/Gazetted Officer.
- (j) In the cases of allotment on Hire Purchase basis, copy of the No Dues Certificate from Housing Accounts, DDA, or copies of all the challans vide which the payment of premia, initial deposit & monthly installments etc. had been made by the allottee/applicant.
- (k) Details of ground rent (as per **Annexure "G"**).

Form C -2 (ATTORNEY CASES)
APPLICATION FORM FOR CONVERSION INTO
FREEHOLD OF FLATS ALLOTTED BY
DELHI DEVELOPMENT AUTHORITY

APPLICATION : F:

DELHI DEVELOPMENT AUTHORITY
VIKAS SADAN, NEAR INA MARKET, NEW DELHI-110 023

Photo of the Attorney/ (Applicant)
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1. (a) Name of the first
Allottee/Lessee

Father/Husband's Name:

(b) Name of the Second/Joint Allottee (if applicable):

Father/Husband's Name:

(c) Name of the Attorney:

(d) Name of the person in whose favour the conversion is being sought:

Permanent Address:

PIN						
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Correspondence Address:

PIN						
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2. File No.

3. Details of Flat allotted by DDA

Name of the Colony

Flat No Category Floor

Sector Block Pocket

4. i) Whether property stands Mortgaged?

YES	NO
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(ii) If 'Yes' whether no objection certificate
from the mortgagee(s) enclosed?

YES	NO
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5. Whether there is any dispute pending in a court of law
regarding the title of the property/flat under reference.

YES	NO
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Date:

Signature of Attorney
With address & Contact Number

Form : C-1 (ALLOTTEE CASES)

**APPLICATION FORM FOR FLATS ALLOTTED BY
DELHI DEVELOPMENT AUTHORITY**

APPLICATION : F:

DELHI DEVELOPMENT AUTHORITY

VIKAS SADAN, NEAR INA MARKET, NEW DELHI-110 023

Photo of the
Allottee/Mutatee
(Applicant)

1. (a) Name of the first
Allottee/Lessee/Mutatee

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Father/Husband's Name:

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(b) Name of the Second/Joint
Allottee/Mutatee (if applicable):

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Father/Husband's Name:

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Permanent Address:

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Correspondence Address:

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2. File No.

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3. Details of Flat allotted by DDA

Name of the Colony

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Flat No

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 Category

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 Floor

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Sector

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 Block

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 Pocket

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4. (i) Whether property stands Mortgaged?

YES	NO
-----	----

(ii) If "Yes" whether no objection certificate
from the mortgagee(s) enclosed?

YES	NO
-----	----

5. Whether there is any dispute pending in a court of law
regarding the title of the property/flat under reference.

YES	NO
-----	----

Signature of Allottee/Mutatee
Contact Number