



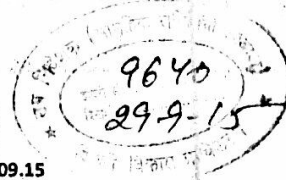
DELHI DEVELOPMENT AUTHORITY  
O/O PRINCIPAL COMMISSIONER (LD/H)

No.F1(312)/N&C(H)/2014

969

**OFFICE ORDER**

Dated 28.09.15



**Sub:** Simplification of procedure and submission of documents by the applicants desirous of applying for conversion of tenure from lease hold into free hold.

For the convenience of applicants/allottees of houses/other built up properties, the procedure has been further simplified and they are now required to submit the documents/information as per the changed format/procedure as below:

**(A) Requirement of Legal Documents:**

Sl. No.	Existing Provision	Changed Procedure
(i)	Earlier, the intending applicants desirous of applying for conversion were required to submit Affidavit and two Undertakings.	The requirement of submission of Undertakings has been dispensed with and the applicant will be required to submit an Affidavit only in the enclosed Format.

**(B) Submission of other Documents related to Property :**

Sl. No.	Existing Provision	Changed Procedure
(i)	Presently, the applicants are required to submit copies of demand-cum-allotment letter; (ii) Possession letter with NOC for obtaining Water and Electricity connection and (iii) Copy of Lease Deed together with his/her Application Form.	<p>(i) It has been decided that in cases where lease deed has been executed and registered with the Sub-Registrar, self attested copies of demand-cum-allotment letter, possession letter, and NOC for obtaining Water and Electric connection are not required to be submitted.</p> <p>(ii) Where Perpetual Lease deed has not been registered, the applicants will be requested to submit self attested copies of demand-cum-allotment letter and possession letter.</p> <p>(iii) Henceforth, the Lease Administration Officer shall ask for the original documents only of those photocopies which were submitted alongwith the Application Form.</p>

**(C) ROHINI RESIDENTIAL SCHEME :**

Sl. No.	Existing Provision	Changed Procedure
(i)	As per prevailing practice to check the double allotment ownership proof in respect of other than the house for which conversion is sought needs to be examined.	DDA will not insist to furnish ID/Address proof bearing residential address of a house other than the house for which conversion is sought. The Branch shall not examine the ownership details of the house where the applicant is currently residing, unless there are specific complaints on record regarding owning other property.

(D) GROUP HOUSING/COOP.HOUSE BUILDING SOCIETIES

Sl. No.	Existing Provision	Changed Procedure
(i)	As per practice of DDA, NOC from Group Housing/CHBS is asked for:	(i) In the case of request of conversion in respect of a property in CGHS/CHBS, No Dues Certificate from the said Society will not be insisted upon.
	(ii) Exact plinth area	(ii) Each Society shall give six monthly statements of defaulters regarding payment of Ground Rent by its members as on 31 <sup>st</sup> March and 30 <sup>th</sup> September every year to the DDA.
	(iii) Period upto which the ground rent has been paid.	(iii) The said lists may be mailed by the Society on email address <a href="mailto:ddghcs@dda.org.in">ddghcs@dda.org.in</a> by 30 <sup>th</sup> June & 31 <sup>st</sup> Dec. of the year and the Societies shall also submit hard copy of such details to Dy. Director (GH), DDA, Vikas Sadan, New Delhi.
	(iii) Name of the applicant in whose name conversion is sought.	(iv) In case, there are no dues on account of Ground Rent pending against the applicants, the cases of conversion shall be processed and concluded without "No Dues Certificate" on this account from the Society.
		(v) In case the Society does not furnish the list of Ground Rent defaulters to the DDA, pro-rata amount of ground rent outstanding against the society will be recovered from the applicant.

(E) DISPOSAL OF CONVERSION CASES

Sl. No.	Existing Provision	Changed Procedure
(i)	As per existing time frame, the process of conversion of DDA Flats, Group Housing Societies Flats, built up shops is to be completed within 45 working days. In respect of other properties, the time frame for completion of process is 60 days, as per Conversion Brochure.	The applications complete in all respects will be disposed of within the stipulated time-frame i.e. 45/60 working days, as the case may be, on the basis of First In and First Out (FIFO), the schedule of which will be displayed on the DDA website.

2. All the concerned Directors/Dy. Directors and Asstt. Director (LA) are directed to strictly follow the above changed procedure while processing and disposing of the requests of conversion.

*Pl circulate to all concerned  
for necessary action to:-*

- (i) All Directors of Land Disposal & Housing Deptt.
- (ii) All Dy. Directors of Land Disposal & Housing Deptt.,
- (iii) All Asstt. Directors(LA) of Land Disposal & Housing Deptt.

Copy for information to:-

- (i) Vice-Chairman, DDA
- (ii) Finance Member, DDA
- (iii) Financial Advisor (Housing), DDA.
- (iv) Chief Legal Advisor, DDA

*J.P. Agrawal*  
(J.P. Agrawal) 28/9/15  
Pr. Commr. (LD & Housing)

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*Pl provide Copy to both AD, Dealing Assistant and me also.*

*J.P. Agrawal*  
28/9/15