

## **APPLICATION AND SUBMISSION OF CONVERSION DOCUMENTS**

Note: ALL THE RESIDENTIAL BUILT-UP PROPERTIES IRRESPECTIVE OF THE SIZE WHERE THE LEASE/SUB-LEASE HAS BEEN GRANTED ON BEHALF OF THE PRESIDENT OF INDIA/DELHI DEVELOPMENT AUTHORITY, ALL PREMIUM FREE LEASES.

REG. REPLY TO FREQUENTLY ASKED QUTESTIONS TO L.A.B(RO) IN RESPECT OF ROHINI RESIDENTIAL SCHEME,1981.

Sl. No.	Question	Answer
1.	FROM WHERE CAN I BUY CONVERSION BOOKLET	CONVERSION BOOKLET CAN BE OBTAINED/PURCHASED FROM ANY NEARBY NSK OR AT DDA VIKAS SADAN SALES COUNTER NO.11-A WHICH COST Rs.50/-+VAT OR YOU CAN DOWNLOAD THE BROCHURE/APPLICATION FORM FROM THE DDA WEBSITE I.E., w.w.w. dda.org.in
2.	IS CONVERSION ALLOWED IN CASE IT IS SUBJUDICED BEFORE THE COURT OF LAW?	NO. CONVERSION WILL BE ALLOWED AFTER DISPUTE OVER THE TITLE OF THE PROPERTY IS DECIDED BY THE HON'BLE COURT/DECISION OF THE COURT IS ARRIVED.
3.	IS CONVERSION ALLOWED IN CASE OF ENCROCHMENT ON GOVT. LAND?	NO. CONVRSION WILL BE ALLOWED ON REMOVAL OF ENCROACHMENT FROM GOVT. LAND AND DAMAGE CHARGES AND OTHER OUTSTANDING ARE BEING PAID.
4.	WHERE CAN I APPLY FOR CONVERSION?	THE APPLICANT/OWNER OF THE PROPERTY CAN SUBMIT THEIR FREEHOLD CONVERSION APPLICATION IN THE FOLLOWING COLLECTING CENTRES'- (a) NAGRIK SUVIDHA KENDRA, VIKAS SADAN, I.N.A, DDA, NEW DELHI-110023. (b) NAGRIK SUVIDHA KENDRA, DWARKA DDA OFFICE COMPLEX NURSERY. (c) NAGRIK SUVIDHA KENDRA, DDA, DEEPALI CHOWK, ROHINI, DELHI.
5	HOW CAN I CALCULATE THE CONVERSION CHARGES?	THE CONVERSION CHARGES CAN BE CALCULATED BASED ON THE LAND RATES APPLICABLE AS ON 14.02.1987. ORIGINAL LESSEE/ALLOTTEES WOULD BE ENTITLED TO REMISSIONS IN THE CONVERSION CHARGES TO THE EXTENT OF 40% ALONG WITH Rs. 200/- AS PROCESSING FEE. IN CASE THE CONVERSION IS BEING APPLIED BY GPA/PURCHASER, HE/SHE HAS TO PAY THE TOTAL CONVERSION CHARGES AND A SURCHARGE OF 33.1/3% ON THE CONVERSION FEE ALONGWITH PROCESSING CHARGES @ RS.200/-.
6	WHETHER ONE TIME CONVERSION FEE IS PAYABLE IN INSTALLMENTS?	CONVERSION CHARGES AS WELL AS ADDITIONAL CONVERSION CHARGES AND/OR, SURCHARGE WHEREVER APPLICABLE CAN BE PAID IN LUMP SUM OR IN EQUATED YEARLY INSTALMENTS. SIMPLE INTEREST @12% PER ANNUM WILL BE PAYABLE IF THE APPLICANT OPTS FOR PAYMENT IN INSTAMLENTS. THE YEARLY INSTALMENTS CAN BE 2,3,4 OR 5 AT THE OPTION OF THE APPLICANT.

7	WHAT ARE THE DOCUMENTS REQUIRED TO BE SUBMITTED ALONG WITH FREEHOLD CONVERSION APPLICATION?	<ul style="list-style-type: none"> <li>a) UNDERTAKING BY ALLOTTEE/PURCHASER</li> <li>b) AFFIDAVIT BY ALLOTTEE/PURCHASER</li> <li>c) INDEMNITY BOND FROM THE ALLOTTEE/GPA</li> <li>d) INDEMNITY BOND FROM THE PURCHASER</li> <li>e) COPY OF DDA DOCUMENTS SUCH AS ALLOTMENT LETTER, POSSESSION LETTER, SITE POSSESSION SLIP, PERPETUAL LEASE DEED/SUPPLEMENTARY LEASE DEED, MUTATION LETTER.</li> <li>f) DETAILS OF GROUND RENT PAID.</li> <li>g) NOC FROM THE MORTGAGE IN CASE THE PROPERTY MORTGAGED.</li> <li>h) ONE ATTESTED PHOTOGRAPH AND THREE SPECIMEN SIGNATURES DULY ATTESTED BY NOTARY PUBLIC.</li> <li>i) PROOF OF CONSTRUCTION SUCH AS 'D' FORM, OCCUPANCY CERTIFICATE, RV ORDERS ASSESSMENT ORDERS OF MCD/ SELF ASSESTMENT SUBJECT TO THE CONDITION THAT THE BUILDING SHOULD HAVE BEEN CONSTRUCTED MORE THAN 1/3<sup>RD</sup> OF PLOT COVERED AREA AS PER SANCTION PLAN.</li> <li>j) SUPPORTING DOCUMENTS SUCH AS ELECTRICITY BILL, WATAR BILL, BANK PASSBOOK, HOUSE TAX PAID RECEIPT.</li> <li>k) PHYSICAL PROOF – RATION CARD/DRIVING LICENCE/PASSPORT/IDENTITY CARD/AADHAR CARD/VOTAR I CARD.</li> <li>l) BUILDING SANCTIONED LETTER AND BUILDING SANCTIONED PLAN.</li> </ul>
8	CAN I APPLY FOR CONVERSION FROM LEASEE HOLD TO FREE HOLD, IF SOME DUES ARE PENDING?	YES. ON INTIMATION OF OUTSTANDING DUES, THE SAME HAS TO BE DEPOSITED BEFORE FREEHOLD CONVERSION IS ALLOWED.
9	IN CASE THE GPA IS IN FAVOUR OF 'A' AND AGREEMENT TO SELL IS IN FAVOUR 'B' AND GPA HOLDER EXPIRED, THEN WHO MAY APPLY FOR CONVERSION.	THE AGREEMENT TO SELL HOLDER WILL APPLY FOR FREEHOLD CONVERSION IN HIS/HER FAVOUR AS PER FREEHOLD CONVERSION BOOKLET. ORIGINAL DEATH CERTIFICATE OF THE GPA HAS TO BE SUBMITTED.
10	IN CASE THE GPA IS IN FAVOUR OF 'A' AND AGREEMENT TO SELL IS IN FAVOUR 'B' AND ATS HOLDER EXPIRED, THEN WHO MAY HAVE APPLIED FOR CONVERSION.	IN SUCH CASES THE LEGAL HEIRS OF THE DECEASED AGREEMENT TO SELL HOLDER MAY APPLY FOR SUBSTITUTION AND FREEHOLD CONVERSION OF THE PROPERTY TOGETHER IN THEIR FAVOUR OR OUT OF THEM IN WHOSE FAVOUR THEY HAVE RELINQUISHED THEIR RIGHTS OVER THE TITLE OF THE PROPERTY. ORIGINAL DEATH CERTIFICATE AND OTHER REQUIRED DOCUMENTS AS PRESCRIBED IN THE SUBSTITUTION BOOKLET AND FREEHOLD CONVERSION BOOKLET HAS TO BE SUBMITTED.
11	WHETHER CONVERSION IS AVAILABLE IN CASE WHERE THE USE IS MIXED RESIDENTIAL-COMMERCIAL?	CONVERSION IS PERMISSIBLE ONLY FOR THE PROPERTIES WHERE THE PROPERTY IS BEING USED FOR THE PURPOSE/USE PRESCRIBED IN THE LEASE /SUB-LEASE DEED.

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12	WHETHER CONVERSION CAN BE ALLOWED IF TWO PROPERTIES ARE AMALGAMATED?	YES. CONVERSION INTO FREEHOLD IS ALLOWED IF THE AREA OF TWO ADJACENT PROPERTIES ARE AMALGAMATED AND AFTER AMALGAMATION TOTAL AREA OF THE TWO PROPERTIES SHOULD BE UPTO 64 SQ. MTRS. THE APPLICANTS ARE LIABLE TO PAY THE AMALGAMATION CHARGES INCLUDING CONVERSION CHARGES, WHICH MAY BE DECIDED BY THE COMPETENT AUTHORITY FROM TIME TO TIME. IN THE CASES WHERE THE AREA OF THE TWO AMALGAMATED PROPERTIES EXCEEDS THE PERMISSIBLE LIMIT OF 64 SQ. MTRS, CONVERSION INTO FREE HOLD CANNOT BE ALLOWED UNTIL THE AMALGAMATION IS REMOVED.
13	WHAT IS THE PROCEDURE REQUIRED TO BE FOLLOWED FOR CONVERSION IN CASE THE ORIGINAL LEASE DEED DULY REGISTERED HAS BEEN LOST BY AN ALLOTTEE/ APPLICANT?	THE APPLICANT HAS TO LODGE NCR IN THE CONCERNED POLICE STATION ON THE SUBJECT MATTER AND ISSUE A PUBLIC NOTICE IN THE LEADING/ PROMINENT NEWS PAPER HAVING CIRCULATION HINDI AND ENGLISH IN THE AREA WHERE THE PROPERTY IS SITUATED AND ALSO EXECUTE AN AFFIDAVIT BEFORE 1 <sup>ST</sup> CLASS MAGISTRATE INDICATING THEREIN HOW THE ORIGINAL LEASE DEED LOST. A COPY OF THE NCR IN ORIGINAL, CERTIFIED COPY OF LEASE DEED DULY REGISTERED OBTAINED FROM THE CONCERNED SUB-REGISTRAR, PUBLIC NOTICE PUBLISHED IN THE TWO LEADING NEWS PAPERS I.E. HININD AND ENGLISH AND THE ORIGINAL AFFIDAVIT HAS TO BE SUBMITTED FOR OBTAINING THE APPROVAL OF THE COMPETENT AUTHORITY FOR EXECUTION OF CONVEYANCE DEED IN THE ABSENCE OF ORIGINAL LEASE DEED.
14	WHETHER CONVERSION WILL BE ALLOWED IN RESPECT OF PROPERTIES WHICH STAND RE-ENTERED DUE TO VIOLATION OF TERMS AND CONDITION OF LEASE?	CONVERSION IN SUCH CASE IS PERMISSIBLE ONLY AFTER WITHDRAWAL OF RE-ENTRY ORDERS BY THE COMPETENT AUTHORITY I.E. LESSOR/HON'BLE L.G., DELHI WHO IS EMPOWERED TO WITHDRAW THE ORDERS OF RE-ENTRY ON PAYMENT OF RESTORATION CHARGES @ RS.100/- PER DAY OR SUBJECT TO MAXIMUM OF RS.3000/- PER ANNUM, OTHER CHARGES, IF ANY.
15	WHETHER CONVERSION CAN BE ALLOWED WHERE LEASE DEED HAS NOT BEEN EXECUTED DUE TO ONE REASON OR THE OTHER?	YES. IN SUCH CASES CONVERSION WILL BE ALLOWED PROVIDED THE DELAY IN EXECUTION OF THE LEASE DEED HAS BEEN ON ACCOUNT OF ADMINISTRATIVE REASON AND NOT BECAUSE OF CERTAIN DEFAULTS ON THE PART OF THE ALLOTTEE. HOWEVER, IN SUCH CASES THE STAMP DUTY WOULD BE PAYABLE ON THE AMOUNT OF CONVERSION CHARGES AND THE

		SURCHARGE WHEREVER APPLICABLE AS WELL AS THE PRICE/PREMIUM OF THE PROPERTY.
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**DELHI DEVELOPMENT AUTHORITY  
LEASE ADMINISTRATION BRANCH (ROHINI)**

**REG. REPLY TO FREQUENTLY ASKED QUTESTIONS TO L.A.B(RO) IN RESPECT OF ROHINI RESIDENTIAL SCHEME,1981.**

May kindly refer the Office Order No. F.1(Misc) Coordn./LD/2019/45 dated 28.02.19 vide which Sh. Surender Sharma, AD/LAB(Ro) has been nominated to impart training to the staff of Agency and directed to prepare Frequently Asked Question (FAQ) related to the Land Disposal Department and share them during training with the Call Centre operators.

In view of the above, Frequently Asked Questions in respect of LAB(Rohini) Scheme,1981 and its reply has been prepared and given below for kind perusal/appraisal please.

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A.D(LAB) Ro

DD(LAB) Ro

Director (RL).



DELHI DEVELOPMENT AUTHORITY  
LEASE ADMINISTRATION BRANCH (ROHINI)  
C-1/315, VikasSadan, INA, New Delhi-110 023.

F. PA/DD/LAB(Ro)/FAQ/LD

Date:-

To

The Dy. Director (PR),  
Delhi Development Authority.

Sub: **Reply to frequently asked questions in respect of LAB(Ro).**

This is with reference to the Office Order No. F.1(Misc) Coordn./LD/2019/45 dated 28.02.19 issued by the DD/Coordn./LD on the subject cited above. Reply in respect of this office on the subject matter has been prepared and enclosed herewith for taking further necessary action.

This is issued with the approval of the competent authority.

(Surinder Sharma)  
Assistant Director (LAB) Ro  
Nominated Officer.

Copy to:-

1. P.S to Commissioner (LD) along with copy of reply.
2. D.D (Coordn.)LD along with copy of reply.

A.D (LAB) Ro