



DELHI DEVELOPMENT AUTHORITY  
LAND DISPOSAL DEPARTMENT  
INA, New Delhi- 110023.

मिनिस्टर (भारतीय) वि.प्र.प्र.  
अवधि ४२५२  
दिनांक २१/४/२५

No.F.1(Misc.) Restoration of Lease/2017/111

Dt. 21 April, 2025

**Subject: Guidelines and Standard Operative Procedure (SoP) on Restoration of Determined Lease Deed.**

In order to streamline the process of restoration of leasehold plots which have since been determined, **Guidelines, Standard Operative Procedure (SoP) and Check List on Restoration of Determined Lease Deed** are hereby issued as annexed herewith at **Annexure I, Annexure II and Annexure III**, respectively for ready reference of and compliance by the applicants, officials, and stakeholders and to ensure clarity, transparency, efficiency leading to smoother and quicker resolution of restoration cases.

This is issued with the prior approval of the Vice Chairman, DDA.

*Ranjeet*  
21/4/2025  
(Ranjeet Kumar)

Director/Co-ordination, DDA

Copy to:

1. OSD to VC, DDA
2. Finance Member, DDA
3. Principal Commissioner, Land Disposal, DDA
4. Commissioner, Land Disposal, DDA
5. Chief Accounts Officer, DDA
6. All Directors/LD, DDA
7. Director (Systems) with request to upload the same on DDA's website

*Yoshi*  
21-4-25  
AD (S) Sh. Raman  
Sh. Dev, w. b. k. Singh

Director/Co-ordination, DDA

**Subject: Guidelines on Restoration of Determined Lease Deeds.**

To streamline and expedite the process of restoration of determined leases with transparency and objectivity, following guidelines are issued with the approval of the Vice Chairman, DDA.

- I. Requests of Restorations shall be processed by respective branches in First Come First Out (FIFO) model, unless warranted otherwise by orders of the Hon'ble Courts or compelling and special circumstances on the directions of Sr. Officers, not below the rank of Commissioner.
- II. Reasons to be recorded for diverting from FIFO Model and a database of the same shall be made separately.
- III. All pending applications shall be assigned system generated Unique Id w.r.t. date of receipt within a period of 30 days. Respective Directors in the Land Disposal Department of DDA shall be responsible for ensuring the same.
- IV. **Sunset Clause:**
  - A. All the cases where lease is determined will be allowed a period of 03 months to submit applications for restoration.
  - B. After 03 months, an extended period of 03 months will be allowed for submitting applications with penalty to be levied @ 10% of the lease restoration charges.
  - C. After expiry of a period of 06 months, properties for which no restoration request are received will be processed for re-entry and the applicant will have no right to submit a request for restoration.
  - D. VC, DDA and Chairman, DDA/Hon'ble Lt. Governor may allow submission of restoration requests after expiry of the period of 06 months.
- V. **Scope of Guidelines:**
  1. Cases to be processed for restoration of determined leases:
    - A. All cases where breaches of terms and condition of allotment/lease have been removed by the allottee/lessee and/or regularised on account of amendment in Master Plan of Delhi or by any competent administrative authority;
    - B. All cases where lease has been determined due to non-payment of premium on/before due date and possession lies with the allottee;
  2. The cases falling under categories 1 (A) and (B) shall be processed for restoration provided:
    - A. No eviction order has been passed by the Estate Officer.

- B. Determination order has been set aside by the Hon'ble Courts, irrespective of appeal filed by DDA in higher court and the litigation has attained finality in this regard.
- C. Eviction order has been set aside by the Hon'ble Courts, irrespective of appeal filed by DDA in higher courts and the litigation has attained finality in this regard.
- VI. The cases shall be processed as per Standard Operating Procedure (SoP), annexed herewith as Annexure II, and timelines prescribed therein.
- VII. Towards removal of breaches of terms and conditions of allotment/lease deed, applicant shall submit affidavits, alongwith request for restoration. DDA shall carryout inspection of the property within 15 days from the receipt of application and shall also calculate all dues payable in case of restoration of the determined lease. Inspection of the property may not be repeated unless required by a Sr. Officer (Commissioner and above).
- VIII. DDA shall communicate the inspection report alongwith all dues payable in case of restoration of the determined lease to the applicant and also upload the same on the portal to ensure objectivity and integrity of data.
- IX. The applicant shall also submit an undertaking and Indemnity Bond undertaking to deposit the demanded misuse charges, ground rents, pending premium, restoration charges, UEI and other dues/charges, as applicable as and when required by DDA, for restoration of the lease.
- X. Cases for restoration of lease shall be submitted to the Competent Authority for approval for restoration of lease subject to payment by the applicant.
- XI. Upon receipt of the approval from the competent authority, the applicant will be asked to deposit the amount in DDA account. On confirmation of receipt of payment by Accounts, within 3 working days, the administrative branch will notify restoration of lease within next 3 days.
- XII. Cases which are not eligible for processing the restoration request shall be followed up in a time bound manner for their final disposal under the Public Premises (Eviction of Unauthorised Occupants) Act, 1971. Further, cases where the Estate Officer has passed eviction orders and eviction order has not been set aside/stayed, shall be taken up for re-entry. Such applicants shall also be informed about decisions on their request.

*Ranjeet*  
21/4/2025  
(Ranjeet Kumar)

Director/Co-ordination, DDA



**Annexure II**

**Subject: Standard Operative Procedure (SoP) on Restoration of Determined Lease Deeds.**

- 1. Identification and display of properties on Public Portal:**
  - I. All the properties wherein Lease Deeds have been determined shall be listed on the portal of DDA, with following details, for the purpose of information and awareness to the public as well as official use:
    - A. Address and Type of property with area (Plot/Flat/Residential/Industrial/Commercial/ Institutional)
    - B. Name of Scheme/Auction, File Number and Date of allotment
    - C. Name of the Allottee
    - D. Date of determination and Reason thereof
    - E. Status of Eviction Proceedings, if any.
    - F. Status of Court cases, if any.
    - G. Status of Restoration, if any.
  - II. A list of such property will also be shared with the offices of Sub Registrar to prevent registration of transfer deeds of such properties.
  - III. The list of referred properties shall be updated on a real time basis, as and when any update occurs, at least on the last working day of the week.
  - IV. The respective Deputy Director, DDA shall be responsible for uploading the said list of the referred properties on the portal, its updation and sharing details with SR offices.
  - V. A certificate towards the uploading of the said list on the portal shall be submitted to the office of VC, DDA by the respective Director, DDA with an endorsement to Lt. Governor's Secretariat within a period of 30 days from the issue of this SoP.
  - VI. Non-compilation and updation of list within prescribed time period will be viewed seriously. The concerned Assistant Director and Deputy Director shall be held accountable and responsibility shall be fixed. Commissioner, Land Disposal shall monitor the work and recommend action accordingly.
- 2. Submission of requests for Restoration**
  - I. After issuance of this SoP, any new requests shall be submitted online through the Citizen Services Portal of DDA only and assigned a unique ID. DDA shall facilitate applicants to submit applications through the portal. This may also have scope for its linkage with Property Id number as assigned by MCD.
  - II. After generation of Unique Id for restoration request, Applicant shall submit printout of the application alongwith hard copy of documents (including affidavits/bond in original etc for confirming genuineness of the applicant) at reception counter of DDA within 07 days.
  - III. Public shall be facilitated for submitting requisite information and uploading of documents with prescribed format on the portal through existing Citizen Centers of DDA.
  - IV. All legacy data in respect of already submitted pending applications as on the date of issue of this SoP, shall also be uploaded in the portal with time stamp on entry in the portal. All old applications shall also be assigned

unique id w.r.t. date of application. All the applicants shall be informed (through SMS/Email/Public Circular) accordingly and facilitated to remove deficiencies, if any.

- V. Dedicated Desks shall be set up for facilitating the public for submission of applications and verification of documents.

### 3. First Come First Out (FIFO) Model

- I. Requests of Restorations, new and already submitted applications, shall be processed by the respective branches (Commercial, Residential, Industrial, Institutional, Old Scheme Branch, Rohini Residential Scheme Branch, Commercial Estate) in First Come First Out (FIFO) model w.r.t. Date of submission of application for restoration, unless required by orders of the Hon'ble Courts or compelling and special circumstances on the directions of Sr. Officers, not below the rank of Commissioner.
- II. Seniority of the case will be decided based on date of receipt of application along with details and document. If more than one application is received on a single day, the inter se seniority of such applications will be decided:
  - a. First on the basis of the date of determination of the lease, giving a higher seniority to the lease which has been determined at an earlier date; and
  - b. In cases where the date of determination of two or more leases are the same, giving a higher seniority to the lease which has smaller area.
- III. Reasons to be recorded for diverting from FIFO Model and a database of the same shall be made separately and updated on portal.

#### 4. Processing of Requests

- I. Prescribed Checklist, **Annexure III**, will be prepared by the official (JSA and above) and signed by the respective Assistant Director for processing the cases to bring uniformity and ensure submission of all requisite information before Higher Authorities for making informed decisions and curbing unnecessary movement of file in mechanical manner towards clerical ignorance of facts by subordinates.
- II. Following timelines, after receipt of application with hard copies of documents by the respective branch, shall be adhered to while processing the restoration cases for submission to the Competent Authority for decision:

| Stage | Activities<br>(Record to be tracked on online mode for ascertaining delays on individual level)        | Number of working days (from the date of receipt) |
|-------|--|---|
| 1     | Issue of deficiency memo, if required:<br><br><b>Memo will be issued and served through the portal</b> | 03  |
| 2     | Submission of documents/reply by applicant:  | 05  |



|   |   |    |  |
|---|---|----|--|
|   | Reply will be submitted through portal (Affidavits etc will also be submitted physically at Reception Center)   |    |  |
| 3 | Rejection of incomplete information/ documents, after lapse of prescribed time period as mentioned in deficiency memo (At the level of respective Director) | 03 |  |
|   | Rejection letter will be issued and served through portal   |    |  |
| 4 | Submission of application for re-opening of the case before respective Commissioner through the Portal (only one appeal is allowed in a single case)        | 15 |  |
| 5 | Decision on the application for re-opening of the case by respective Commissioner   | 03 |  |
|   | Decision will be communicated on the portal   |    |  |
| 6 | Examination of application, wherein all requisite documents have been submitted, by the respective branch including Deputy Director Level :                 | 13 |  |
|   | A Seeking Status of :   | 03 |  |
|   | i Eviction Proceedings;   |    |  |
|   | ii Survey Reports;  |    |  |
|   | iii Court Cases ;   |    |  |
|   | iv Dues/charges/fee etc (Pending and already Deposits)  |    |  |
|   | B Submission of requisite Status by respective Estate Officer; Deputy Director (Survey/LD etc); Legal Wing; and Account Wing.                               | 05 |  |
|   | Status will also be updated on the portal   |    |  |
|   | C Submission of case before respective Director along with Prescribed Checklist (Annexure II)   | 05 |  |
|   | Status will be shown on portal  |    |  |
| 5 | Submission of case before respective Commissioner by respective Director  | 09 |  |
|   | Status will be shown on portal  |    |  |

|   |  |   |    |    |
|---|--|---|----|----|
|   | A  | Raising of Query                              | 02 |    |
|   | B  | Reply of query by respective Wing of DDA      | 03 |    |
|   | C  | Re-raising queries, in the light of new facts | 02 |    |
|   | D  | Reply of query by respective Wing of DDA      | 02 |    |
| 6 | Submission of case before respective Pr. Commissioner by respective Commissioner |   |    | 09 |
|   | <b>Status will be shown on portal</b>  |   |    |    |
|   | A  | Raising of Query                              | 02 |    |
|   | B  | Reply of query by respective Wing of DDA      | 03 |    |
|   | C  | Re-raising queries, in the light of new facts | 02 |    |
|   | D  | Reply of query by respective Wing of DDA      | 02 |    |
| 7 | Submission of case before VC, DDA by respective Pr. Commissioner                 |   |    | 10 |
|   | <b>Status will be shown on portal</b>  |   |    |    |
|   | A  | Raising of Query                              | 03 |    |
|   | B  | Reply of query by respective Wing of DDA      | 03 |    |
|   | C  | Re-raising queries, in the light of new facts | 02 |    |
|   | D  | Reply of query by respective Wing of DDA      | 02 |    |
| 8 | A  | Maximum Days : Without deficiency             | 52 |    |
|   | B  | Maximum Days : With deficiency                | 78 |    |

#### 5. Decision on Restoration

- I. Letter of DDA to the applicant communicating the decision of the Competent Authority, with regard to restoration of the lease or otherwise, shall also be uploaded at the portal.
- II. In case of approval of restoration, demand notice generated online, will be sent to the applicant through portal / offline mode while communicating the applicant about approval of the Competent, detailing the exact and up-to date charges/fees/dues to be paid.
- III. The charges/fees shall be automatically calculated based on predefined criteria for the purpose of transparency.
- IV. The payment shall be made through online mode/dedicated bank.

6. Officers/Officials shall ensure processing of the cases in conformity with directions/circular already issued. Movement of file or keeping the file pending for information not warranted by the extant circulars/guidelines shall be viewed seriously.
7. In case of non-availability of any concerned officer/official on account of leave for a period exceeding the time-limit prescribed for processing at his level, the restoration cases shall be processed by the respective link officer within the prescribed time period.
8. Necessary modifications and amendments in the portal shall be made to accommodate the SoP as detailed above.

Ranjeet  
21/4/2015

(Ranjeet Kumar)

Director/Co-ordination, DDA



## Annexure III

**CHECK LIST FOR RESTORATION OF LEASE DEED**

| Sl. No. | Particular  | Remarks | Page number of corresponding documents, if any. |
|---------|---|---------|---|
| 1.      | <b>Description of Property:</b><br><br>(i) Plot No. and location:<br><br>(ii) Size:<br><br>(iii) Allotment was made under:<br>A. Housing /Residential Scheme<br>B. Institutional/Commercial/Industrial Scheme<br>C. Shifting to conforming area<br>D. Alternative allotment<br>E. Rehabilitation scheme<br>F. Any other<br>(iv) Mode of disposal (Auction/allotment)<br><br>(v) Date of possession of plot<br><br>(vi) Date of Lease Deed<br><br>(vii) Land use of the property/purpose<br><br>(viii) Date of determination<br><br>(ix) Date of issue of cancellation letter<br><br>(x) Reason of determination:<br>A. Misuse<br>B. Unauthorised construction<br>C. Encroachment on public land<br>D. Non construction in prescribed time period<br>E. Unauthorised sale/transfer<br>F. Non deposition of premium of allotment<br>G. Amalgamation of property with adjoining plot<br>H. Subdivision of the property<br>I. Unauthorised Sale |         |   |

|    |   |  |  |
|----|---|--|--|
|    | <p>J. Double allotment (allotment of more than one property procured from DDA by the applicant in his/her name or his/her spouse)</p> <p>K. Any other violation of terms and conditions of allotment/ lease?</p>  |  |  |
| 2  | Reasons of determination whether regularised by competent authority or removed by allottee, provide details thereon   |  |  |
| 3  | Reasons of determination which has neither been regularised by competent authority nor removed by allottee, provide details thereon   |  |  |
| 4  | Whether the determination order has been set aside or stayed by Hon'ble Court or not? If yes, mention details of the case and enclose copy of the judgement.  |  |  |
| 5. | <p><b>Description of applicant</b></p> <p>a) Name of the applicant</p> <p>b) If applicant is not original allottee then Status of applicant</p> <p>A. Legal Heir of Allottee<br/>B. GPA/SPA/ATS holder<br/>C. Purchaser<br/>D. Other</p> <p>c) If the applicant is other than an allottee, complete chain of documents available or not?</p> <p>d) Mode of Transfer of property</p> <p>e) Property was transferred prior to determination of lease or after.</p> <p>f) Status of mutation of property, in case applicant is not original allottee</p> |  |  |
| 6  | In cases of alternative allotment/relocation cases, whether the old site vacated.   |  |  |
| 7  | <p><b>Status of pending dues: -</b></p> <p>A. Premium for allotment.<br/>B. Misuse charges<br/>C. UEI charges<br/>D. Damage charges</p>   |  |  |

|     |  |  |  |
|-----|--|--|--|
|     | E. Ground rent<br>F. Maintenance charges<br>G. Any other Charges   |  |  |
| 8   | Whether any dispute on title, succession of the property on record?  |  |  |
| 9   | <p>Details of eviction proceedings:</p> <p>A. Eviction proceeding under PP Act initiated or not</p> <p>If yes:</p> <p>i. Date of initiation of eviction proceedings</p> <p>ii. Case No. and title</p> <p>iii. Status of case:</p> <p>a. NDoH, if proceedings are pending</p> <p>b. Date of Order, if proceedings are completed</p> <p>iv. Details of appeals, if any and status thereof</p> <p>v. Status of any stay against eviction orders</p> |  |  |
| 10  | Whether the Conversion application has been received?  |  |  |
| 15. | Undertaking of the applicant /allottee, as the case may be, giving consent for depositing all penal charges and applicable dues  |  |  |

**Prepared by**

Signature

Name Sh/Ms.....

Designation .....

Section/Branch .....

**Verified by**

Signature

Name Sh/Ms.....

Designation .....

Section/Branch .....