



DELHI DEVELOPMENT AUTHORITY  
O/O PRINCIPAL COMMISSIONER(LD/H)  
'D' Block, 1st Floor, INA, Vikas Sadan, New Delhi-110023

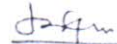
No.F1(312)/N&C(H)/2014

Dated 24.09.2015

**PUBLIC NOTICE**

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

For the convenience of the 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 indicated in the Annexures enclosed herewith.

  
24/9/15  
(J.P. Agrawal)

Pr. Commr. (LD & Housing)

CCM to:

1) Ad/NSK



**PUBLIC NOTICE**

(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.

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[ FORMAT ]

**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.)

I.....S/o,D/o,W/oSh....., r/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 filing 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 of.....2015 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



**PUBLIC NOTICE**

(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, 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 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>





**PUBLIC NOTICE**

(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.



**PUBLIC NOTICE**

**(D) GROUP HOUSING/COOP.HOUSE BUILDING SOCIETIES**

Sl.No.	Existing Provision	Changed Procedure
(i)	<p>As per practice of DDA, NOC from Group Housing/CHBS is asked for :-</p> <p>(i) Exact plinth area</p> <p>(ii) Period upto which the ground rent has been paid.</p> <p>(iii) Name of the applicant in whose name conversion is sought.</p>	<p>(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.</p> <p>(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.</p> <p>(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 &amp; 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.</p> <p>(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.</p> <p>(iv) 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.</p>