

No. 24(372)/02-CDN
Government of India
Ministry of Urban Development & Poverty Alleviation
Land & Development Office
Nirman Bhawan, New Delhi.

Dated: 9th Jan., 04

OFFICE ORDER No. 1 /04

SUB: Processing of conversion applications.

As per the existing procedure for processing conversion applications, the Input Performa are filled in by the Property/Lease Sections and files forwarded to the Accounts Section for filling up Column No. 15 of the Performa relating to recoverable ground rent. The respective files are returned by Accounts Section to the concerned Property/Lease Sections after indicating the arrears of ground rent. Thereafter terms for conversion indicating the recoverable dues including ground rent are prepared and the files are forwarded to the Internal Audit Cell for vetting thereof.

2. The existing procedure has been reviewed and it is observed that this leads to delay in processing/settling the conversion cases. The records regarding arrears of ground rent would be available in the concerned property files and the Property/Lease Section would be able to work out the dues without referring to Accounts Section. Therefore, it has now been decided to dispense with the requirement of sending conversion files to the Accounts Section for indicating the arrears of ground rent in the Input Performa. Henceforth the concerned Property/Lease Sections should draw the complete terms of all recoverable dues including ground rent as per the records available in the file and send it to the Internal Audit Cell for vetting. However, in cases where the main file is missing and the title of the property is to be ascertained or where proof of realization of some amount deposited by the lessee is required, such files may be referred to the Accounts Section for confirmation/clarification.

3. This issues with the approval of the L&DO.

Sree Kumar

(V. Sreekumar)
Public Relation Officer
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To

All Officers/Sections.