

No. 24(372)/2000-CDN | 60  
Government of India  
Ministry of Urban Development & Poverty Alleviation  
Land & Development Office  
Nirman Bhawan, New Delhi.

Dated: 05.08.03

OFFICE ORDER No. 6/03

8/8/03

**SUB: Modification of scheme for conversion of leasehold land tenure into freehold.**

The Cabinet has approved the proposal of this Ministry to the extension of the scheme for conversion of leasehold land tenure in Delhi into freehold to industrial, commercial and mixed land use premises also. It has also been decided to modify the existing scheme. The salient features of the modified conversion scheme are given below:-

(i) **COVERAGE OF THE SCHEME**

The existing scheme of freehold conversion is extended to all built-up industrial, commercial and mixed land use premises also.

(ii) **COMPUTATION OF CONVERSION FEE**

The notified land rates prevailing on the date of submission of the application shall be applicable for calculation of conversion fee. The formula for calculation of conversion fee for different sizes of built-up residential plots is given in Annexure 'A'. As regards 'A' type tenements are concerned, the rates in respect of First Floor tenements will be equivalent to the rates of LIG Flats of DDA and in respect of Ground floor tenements, the rates of MIG Flats of DDA will be adopted. The rates of conversion fee of 'A' type tenements approved on the basis of current land rates are given in Annexure 'B'. The formula for calculation of conversion fee for industrial, commercial and mixed land use properties is given in Annexure 'C'. No conversion fee is chargeable in respect of plots having land area upto 50 sq. mtrs. and 'C' type tenements.

(iii) **REMISSION OF CONVERSION CHARGES**

It has been decided to rationalize the remission in conversion fee in case of the recorded lessees in respect of all categories and the same will now be 40% of the conversion fee. The surcharge at the existing rate of 33-1/3% on the conversion fee in respect of GPA cases shall continue.

(iv) **REVISION OF GROUND RENT**

In cases where revision of ground rent has become due but ground rent has not been revised before the receipt of the conversion applications, the ground rent shall be revised at the rate of five times of the original ground rent w.e.f. the date on which the revision has become due and the outstanding dues on account of revised ground rent shall be recovered before approving the conversion cases.

(v) **MISUSE AND UNAUTHORIZED CONSTRUCTION**

As already decided, the unauthorized construction and misuse of the building shall continue to be taken care of by the NDMC/MCD/DDA etc. under their bye-laws/regulations. The DDA and the local bodies should take coordinated action to curb violations and unauthorized constructions. Accordingly, the lease administering authorities may permit conversion of

all leased properties irrespective of any building violations or use violations that may exist, subject to recovery of misuse charges/damages charges as applicable under the guidelines of the lease administering authorities whether earlier demanded or not.

(vi) **ENCROACHMENT ON GOVT. LAND/PUBLIC LAND**

Conversion to freehold shall not be permitted in respect of a property involving encroachment on Government land / Public land. The lessee has to vacate the encroached land before consideration of the conversion application and shall also be liable to payment of occupation charges for the past period, as per normal rules.

(vii) **APPLICABILITY OF THE MODIFIED SCHEME**

The modified scheme/guidelines contained in this office order shall be effective from 06.08.03 and all conversion applications submitted prior to this date shall be processed and finalized as per the earlier instructions/guidelines.

(viii) **MAINTENANCE OF DATA OF APPLICATIONS**

Separate registers may be maintained in each section dealing with conversion cases to keep the record of conversion applications received under the revised scheme. The diarist, who shall be custodian of the Register will enter the particulars of the property, name of applicant and date of application. The dealing hand will indicate the final decision i.e., issue of Call letter/rejection letter and the date of issue.

2. All officers and sections may take necessary appropriate action to process the conversion applications as per the above instructions within the stipulated time limit i.e. within three months of the date of receipt of complete application.

3. This issues with the concurrence of Finance Division vide Dy. No. 1618/F dated 11.07.03.

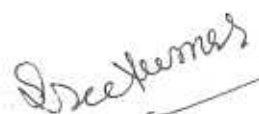


(HAZARI LAL)  
Land & Development Officer  
05.08.03

To  
All Officers/Sections.

Copy to:

1. PS to JS(DL), M/o UD&PA.
2. Finance Division, M/o UD&PA.
3. Computer Cell, L&DO.
4. Guard File.



Public Relation Officer

## Annexure - A

*Statement showing one time conversion fee for various sizes of residential plots allotted by Rehabilitation Department or Land and Development office*

| Plot area in Sq.mtrs         | Calculation Fee to be calculated on the following basis   | Formula for calculating conversion fee                    |
|------------------------------|---|---|
| Up to 50                     | NIL   | NIL   |
| Above 50 and up to 150       | 7.5% of notified land rate per sq.mtr for area above 50 sq mtrs.  | $0.075 \times R \times (P-50)$                            |
| Above 150 and up to 250      | Conversion charges applicable to 150 sq mtrs plus 10 % of notified land rate per sqmtr for area above 150 sq mtrs.          | $(7.5 \times R)$ Plus $[0.1 \times R \times (P-150)]$     |
| Above 250 and up to 350      | Conversion charges applicable to 250 sq mtrs plus 15 % of notified land rate per sq mtr for area above 250 sq mtrs.         | $(17.5 \times R)$ Plus $[0.15 \times R \times (P-250)]$   |
| Above 350 and up to 500      | Conversion charges applicable to 350 sq mtrs plus 20 % of notified land rate per sq mtr for area above 350 sq mtrs.         | $(32.5 \times R)$ Plus $[0.2 \times R \times (P-350)]$    |
| Above 500 to 750 sq. mtrs.   | Conversion charges applicable to 500 sq. mtrs. Plus 25% of Notified land rate per sq. mtrs for area above 750 sq. mtrs.     | $(62.5 \times R)$ Plus $\{0.25 \times R \times (P-500)\}$ |
| Above 750 to 1000 sq. mtrs.  | Conversion charges applicable to 750 sq. mtrs. Plus 30% of Notified land rate per sq. mtrs. for area above 750 sq.mtrs.     | $(125 \times R)$ Plus $\{0.30 \times R \times (P-750)\}$  |
| Above 1000 to 2000 sq. mtrs. | Conversion charges applicable for 1000 sq. mtrs. Plus 40% of Notified land rate per sq. mtrs. for area above 1000 sq. mtrs. | $(200 \times R)$ Plus $\{0.40 \times R \times (P-1000)\}$ |
| Above 2000 sq. mtrs.         | Conversion charges applicable to 1000 sq. mtrs. Plus 50% of notified land rate per sq. mtrs for area above 2000 sq. mtrs.   | $(600 \times R)$ Plus $\{0.50 \times R \times (P-2000)\}$ |

P = Plot area in sq. mtrs.

R = Land rates for residential purposes in rupees per sq mtr as notified by the Ministry of Urban Development as on the date of filing of the conversion application

## Annexure - B

*Conversion fee payable as on 31-5-2003 for residential tenements leased by Land and Development office / Rehabilitation department*

| Category of Tenements | East Zone | North/West Zone | South Zone | Central Zone |
|-----------------------|-----------|-----------------|------------|--------------|
| 1. C type tenements   | Nil       | Nil             | Nil        | Nil          |
| 2. A type tenements   |           |                 |            |              |
| (i) First floor       | 7,000/-   | 20,800/-        | 27,800/-   | 34,700/-     |
| (ii) Ground floor     | 9,900/-   | 29,500/-        | 39,300/-   | 49,100/-     |

These rates are subject to revision if the land rates are revised

## ANNEXURE- C

Formula for calculation of one time conversion fee for various industrial, Commercial and mixed land use properties.

$$\text{Area} \times \text{Notified land rates (Commercial / Industrial) on the date of application} \times \frac{10}{100}$$