

MINISTRY OF URBAN DEVELOPMENT
LAND AND DEVELOPMENT OFFICE
NIRMAN BHAWAN ; NEW DELHI

F.No.LDO/6(38)/CDN/89/ 73

DT. 5-3-2008

OFFICE ORDER No. 3/08

SUBJECT:- Inspection of the properties after receipt of conversion applications-
Revision of policy regarding,

The issue of inspection of leased premises and properties before conversion of property from leasehold to tenure to freehold has been reconsidered. It has been decided to follow a uniform policy providing mandatory inspection of the properties after receipt of conversion application. Therefore, in partial modification of all the earlier orders on the policy of conversion from leasehold tenure to freehold tenure, the Government of India has decided as under:

- (i) In a case where conversion of leasehold property into freehold has been applied and inspection of the property has not been carried out in the last one year from the date of receipt of the application, before the conversion application is processed a mandatory inspection should be carried out know the present position about breaches.
 - (ii) To avoid delay on account of this inspection, Tech. Division shall be required to inspect and return the file with computer-generated Inspection Report to the concerned Section within 15 days from the date of receipt of the file in Tech. Division.
 - (iii) Inspection Report should be entered into computer on the very next date of the inspection.
 - (iv) Inspection report should be complete in all respect.
 - (v) In case inspection of the property is refused, external photographs must be obtained. The Tech. Division that all inspections must do done with photographs.
 - (vi) The Office Manual of L&DO inspection of Properties, stands amended to the extent that mandatory inspection will be done once in three years instead of annual basis.
- (2) This issues with the approval of Secretary (U.D.). It is effective from the date of issue.


(Surendra Singh)

Dy.Land and Development Officer

To

All Officers and Sections.

Copy to:-

1. P.S. to Secy. (UD)
2. P.S. to JS(D&L).
3. PS to L&DO.
4. E.O. – with the instructions that Technical Division shall draw an inspection plan of the premises/properties and submit the same for approval as per the periodicity decided herewith.
5. Guard file.
6. Computer Cell for putting on site.
7. CDN to enter in the Precedent Book