

SCHEME OF CONVERSION FROM LEASE-HOLD SYSTEM INTO FREE-HOLD

(FOR INDUSTRIAL PLOTS / BUILT UP SHEDS)

**BROCHURE
(INCLUDING APPLICATION FORM)**

NOVEMBER – 2005

**OFFICE OF THE COMMISSIONER OF INDUSTRIES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**

Price : Rs. 100/-

**The Scheme of Conversion from Lease Hold System of Land Tenure
into Free Hold**

The Government of NCT of Delhi has decided to convert Industrial built up plots, irrespective of the size in Delhi, from lease hold to free hold on payment of conversion charges. The prescribed conversion charges are applicable up to 31.3.2006.

SALIENT FEATURES OF THE SCHEME

1. The scheme covers all built up Industrial Plots developed by the Industries Department and The Delhi State Industrial Development Corporation Ltd. (DSIDC) including Industrial Sheds where the lease had been granted on behalf of the President of India. The Scheme, however, does not include industrial plots allotted under the Relocation Scheme.
2. The one time charges payable for conversion from leasehold to free hold are set out in **Annexure-“A”** read with **Annexure “B”**. These charges are to be paid in lump sum through Bank Draft payable at Delhi / New Delhi in favour of Commissioner of Industries.

Original lessees/allottees would be entitled to 40% remission in the conversion charges as specified in **Annexure –“A”**.

3. Conversion would be allowed only when the Industrial building on the plot has been constructed and completion certificate/'D' form for the building has been obtained.
4. The application for conversion shall not be entertained unless accompanied by prescribed documents.
5. The arrears of ground rent alongwith interest as prescribed in the lease-deed, wherever applicable, would have to be paid by the applicant before conversion can be permitted. In cases where revision of ground rent has become due, the revised amount of rent will be notified to the lessee for depositing the amount before the execution of the conveyance deed.
6. The conversion shall be applicable only for properties which are on land for which the land use prescribed in the lease deed/allotment letter is Industrial.
7. In cases of mortgaged properties, conversion would be allowed only on submission of 'No Objection Certificates(s)' from all the mortgages? If the property has been mortgaged more than once, 'No Objection Certificates' from all the mortgages are required to be submitted.

8. In cases where lease deeds has not been signed, conversion will be allowed provided that the non-execution of the lease deed has been only on account of administrative reasons and not because of certain defaults on the part of the allottees. However in such cases the stamp duty would be payable on the amount of conversion charges and the surcharge wherever applicable as well as the price / premium of the property.
9. In case of any legal dispute relating to title of the property, conversion shall not be allowed until the legal dispute is settled.
- 10(i) Conversion will be allowed only when all dues including charges towards misuse, damages, ground rent, service/maintenance charges etc. have been paid by the applicant in respect of the property.
- 10(ii) In case of re-entered properties conversion would be allowed only when re-entry notice has been withdrawn and the lease/allotment restored.
- 10(iii) For the purpose of conversion, misuse charges would be leviable upto the date of application of conversion even after which action against misuse would continue to be taken by the respective local bodies under the bye laws/regulations.
- 10(iv) Conversion to freehold shall not be permitted in respect of properties involving encroachment on government/public land. The lessee would have to vacate the encroached land before consideration of the conversion application and shall also be liable to payment of occupation charges for the part period as per normal rules.
11. In case of any dispute between the original lessee /allottee and Power of Attorney holder, application for grant of freehold rights would be entertained only after the dispute is settled.
12. In cases where applications for mutation or substitution are pending with the lessor, conversion would be allowed only after the necessary mutation/substitution has been carried out.
13. The conversion shall also be allowed in the cases where lessee/allottee has parted with the possession of the property, provided that:
 - a) Application for conversion is made by a person holding power of attorney from lessee/allottee to alienate (sell/transfer) the property.
 - b) Proof is given of possession of the property in favour of the person in whose name conversion is being sought.

- c) Where there are successive power of attorneys, conversion will be allowed after verifying the factum of possession provided that the linkage of original lessee/ allottee with the last power of attorney is established and attested copies of power of attorneys are submitted.

In such cases, surcharge of 33-1/3% on the conversion fee would be payable over and above the normal conversion charges applicable for regular lessee (no unearned increase will be recoverable).

- 14 In case of the premises allotted / converted into Hire-Purchase on instalment basis, conversion shall be allowed only after all the instalments have been paid with interest, if any.
15. The scheme of conversion is optional.
- 16(i) The Zone-wise conversion rates for industrial plots have been given in **Annexure 'A'**. The location-wise rates are given in **Annexure 'B'**. The localities for which land rates have not been given in **Annexure 'B'**, the rates of the adjoining / comparable locality would be applicable.
- 16(ii) A remission of 40% on the conversion charges will be allowed in case of conversion in favour of original leasees.
17. Model calculations of conversion charges, and surcharge have been given in the **Annexure – 'C'**
18. The requisite conversion charges, and surcharge as applicable alongwith processing fee of Rs.500/- are required to be deposited at the time of submission of applicable form.
19. Mode of remittance shall be only by pay order, bank draft drawn in favour of Commissioner of Industries payable at Delhi. The amount of remittance has to be rounded off to the nearest rupee. The payment is to be made through Pay Order/ Bank Draft. Name of the applicant and serial no. of application form should be mentioned on the back side of the pay order/Bank Draft. After depositing the application form and the conversion charges, applicants must ensure to obtain an acknowledgement from the officer in-charge designated by the Commissioner of Industries.
- The conversion charges, and surcharge wherever applicable, are to be deposited in lump-sum.
20. The original lease deed should be produced at the time of execution of the conveyance deed. The same will be cancelled and returned along with the conveyance deed.

21. If the original lease deed was lost, the lessee/applicant must issue notice in a prominent news paper having circulation in the area where the property is situated also execute an affidavit before the 1st Class Magistrate indicating therein how the original lease deed was lost. A copy of the public notice published in the news-paper and the original affidavit must be submitted at least 10 days before the date of execution of the conveyance deed.

PROCEDURE FOR SUBMISSION OF APPLICATIONS FOR CONVERSION

The brochure alongwith prescribed application form will be available for sale on payment of Rs.100/- at the reception of the Office of the Commissioner of Industries, Government of NCT of Delhi, Udyog Sadan Patparganj Industrial Area, Delhi between 10.00 AM to 1.00 PM on all working days.

Application forms in two different colours have been printed in respect of :-

- (i) Industrial Plots and Shed developed / constructed by the Industries Department (Red print on blue paper)
- (ii) DSIDC built up plots / sheds (Black print on White Paper)

The application forms duly complete in all respects alongwith prescribed conversion and other charges may be deposited at specified counter in the Lands Branch, Block No. A-1, 1st Floor, Udyog Sadan Patparganj Industrial Area, Delhi.

If any application is found incomplete or defective in any manner, the applicant shall be given opportunity to furnish the prescribed documents not enclosed to the application and to remove the defects within a period of 30 days. On failure of the applicant to remove the defects within the period specified, the application shall be deemed to have been rejected. Applications found in order will be disposed of within a maximum period of 90 days from the date on which the prescribed formalities are completed. Conveyance deed shall be sent to the applicant / person in whose name conversion is sought by registered post. The recipient shall then get it stamped from Collector of Stamps and submit it within 45 days from the receipt thereof at the specified Counter located at the Office of the Commissioner of Industries, Government of NCT of Delhi, Udyog Sadan Patparganj Industrial Area, Delhi.

On receipt of the conveyance deed, a date will be given on which the signed conveyance deed can be collected from the aforementioned locations. Thereafter the recipient shall get the conveyance deed registered only with the Sub-Registrar, Seelampur, Delhi. Stamp duty and registration charges shall be borne by the person in whose favour the conversion is allowed.

In case the conveyance deed is not received by the applicant/person in whose favour conversion has been sought within a period of 90 days, he/she may contact the Nodal Officer for the Scheme i.e. Addl. Commissioner of Industries, Office of the Commissioner of Industries, Government of NCT of Delhi, Udyog Sadan Patparganj Industrial Area, Delhi on any working day from 12.00 noon to 1.30 p.m.)

DOCUMENTS REQUIRED TO BE SUBMITTED

The applicant shall be required to furnish the following documents alongwith the application form:-

- (a) Undertaking in prescribed format duly attested by Notary Public/First Class Magistrate, **Annexure 'D'**.
- (b) Affidavit in prescribed format duly attested by Notary Public/First Class Magistrate **Annexure – 'E'**
- (c) Indemnity bond(s) in prescribed format(s) duly attested by Notary Public/First Class Magistrate (**Annexure 'F'** and **'FF'**)
- (d) Copy of Power of Attorney(s) {POA(s)} alongwith copy of Sale Agreement (where application is made by attorney), duly attested by Notary Public / Gazetted Officer.
- (e) Copy of Completion Certificate / 'D' form duly attested by Notary Public / Gazetted Officer.
- (f) Proof of Physical possession by the person in whose name the conversion is sought viz. Copy of possession letter or slip/house tax receipt/ration card/passport/driving licence/identity card etc. duly attested by Notary Public/Gazetted Officer.

- (g) 4 attested passport size photographs and 4 attested specimen signatures of the person in whose favour the conversion is sought duly attested by a Gazetted Officer/Notary Public as per **Annexure 'G'** (if the applicant is allottee/lessee, then his/her photograph and in case of applicant being an attorney, photographs of person named in column '3' of the application form are required to be submitted.
- (h) Copy of lease deed/conveyance deed/allotment letter/demand letter duly attested by Notary Public / Gazetted Officer.
- (i) Copy of N.O.C.(s) from the mortgagee(s) duly attested by Notary Public/Gazetted Officer.
- (j) Information regarding payment details of Ground Rent (**Annexure – 'H'**).
- (k) Certificate in the prescribed form (Annexure – I) in case of DSIDC built up plots / sheds.

GUIDELINES FOR FILLING-UP THE APPLICATION FORM

Column-1

If there is only one allottee/lessee of the property sought to be converted into freehold, his/her name and other particulars should be given in sub-column (a). If there are two allottees/lessees, the name and other particulars should be given separately in sub-column (a) & (b). If there are more than two lessees/allottees, a separate sheet be attached giving the required particulars.

Column – 2

If the application is submitted by an attorney duly authorised to seek sale permission, execute the Sale Deed and get it registered on behalf of the lessee/allottee, his/her particulars should be given in this column. However, 1st column also shall be filled up in such cases. If there are successive power of Attorneys, the application shall be entertained only from the last Attorney provided that attested copies of all the Power of Attorneys establishing the linkage between the original lessee/allottee and the applicant/last attorney are submitted.

Column – 3

This column is applicable only in cases where conversion is sought in favour of a person other than the lessee/allottee and the application is submitted by the Attorney. It would, however, be necessary that the person in whose favour the conversion is sought is in physical possession of the property under a valid Agreement to Sell executed in his/her favour.

Column 4

Under sub-column (ii), some authentic document viz. Attested photostat copy of Ration Card, Passport, Driving Licence etc. should be submitted in proof of possession with the person named in column 3. Under sub-column (iii), attested true copy of the Agreement to sell or any other authentic document showing that the person named in column 3 has already agreed to purchase the property is required to be submitted.

Column 5

File number is given on the communications sent to the lessee/allottee by the Department of Industries, Government of NCT of Delhi and can be taken from there.

Column 18

It is necessary to pay upto date Ground Rent, alongwith simple interest for arrears, if any, at the rate as prescribed in the lease-deed before applying for conversion. Proof of payment of Ground Rent by the allottee to the Office of the Commissioner of Industries / DSIDC as well as proof of payment made in respect of individual plot is required to be submitted alongwith the application.

Column 19

The applicant is required to assess the conversion charges carefully on the basis of the formula and the notified land rates, applicable in respect of plots/sheds as given in **Annexure – ‘A’** and **‘B’** .

Column 20

Surcharge is required to be paid in the cases where the application is submitted by the Attorney of the lessee/allottee and conversion is sought in favour of a person other than the allottee/lessee. The amount of surcharge is 33-1/3% of the prescribed conversion charges.

ANNEXURE – ‘A’

Conversion fee applicable upto 31.03.2006 for built up industrial plots/ sheds will be as per the notified rates given below in the Table :-

Zone	Conversion fee per Sq. Mtr. for Industrial Plots
1. South Zone	Rs.26,080/-
2. West Zone	Rs.17,870/-
3. North Zone (other than Mangolpuri) Mangolpuri Industrial Area, Keshavpur Industrial Area and Manufacturing Udyog Nagar	Rs.17,870/- Rs.19,960/-
4. East Zone	Rs.11,150/-
5. Narela / Badli	Rs. 7,500/-

Formula for calculation of one time conversion fee in case of industrial lease hold plots is given below :-

$$\text{Plot area} \quad \times \quad \text{Notified land rates (industrial) as on the date of application} \quad \times \quad 10/100$$

NOTE : A remission of 40% will be allowed on the conversion charges in case of original lessees and a surcharge of 33-1/3% on the conversion fee would be payable over and above the normal conversion charges in GPA cases.

ANNEXURE – ‘B’

CONVERSION RATES APPLICABLE FOR INDUSTRIAL LEASES IN VARIOUS LOCALITIES OF DELHI

Sl.No.	Name of the Development Agency	Name of the Industrial Area	Conversion Rates per Sq. Mtr. (in Rupees)
1.	Industries Department	(1) Okhla Industrial Estate	26,080
		(2) Patparganj Industrial Estate	11,150
		(3) FIEE Okhla, Phase-II	26,080
		(4) Badli Industrial Estate	7,500
2.	DSIDC	(1) Lawrence Road Indl. Area	17,870
		(2) DSIDC Sheds Nangloi	19,960
		(3) Mangolpuri Indl. Area	19,960
		(4) Okhla Indl. Area Ph-I & II	26,080
		(5) Kirti Nagar Indl.Area	17,870
		(6) Jhilmil Indl. Area	11,150
		(7) Wazirpur Indl.Area	17.870
		(8) Narela Indl.Area	7,500

Illustration of Calculation of Conversion charges

A For Industrial Plots Allotted by the Industries Department / DSIDC

Illustration 1

Suppose an allottee/firm/company is having a plot located at Okhla Industrial Area measuring 100 sq. mtrs. and the possession of the plot is still with the original allottee, the formula for calculating conversion charges in this case will be as under :

$$\left[\frac{P \times R \times 10}{100} \right] \text{ minus } 40\% \text{ Rebate}$$

Where P = Plot area

Where R = Rates notified by the Government of NCT of Delhi for the year-2005-2006 for Okhla Industrial Area as per the List at Annexure 'B' which is Rs.26,080/-

Where Rebate=Relaxation; applicable in case of original allottee/Firm/Company which is 40%.

Substituting the above values the conversion charges will be :

- i) $100 \times 26080 \times 10/100 = \text{Rs.2,60,800/-}$
- ii) 40% of the above value will be $40/100 \times 2,60,800/- = \text{Rs.1,04,320/-}$

Therefore, the actual conversion charges = Rs.2,60,800 - 1,04,320 = **Rs.1,56,480/-**

Processing Fee of Rs.500/- will also be added to the conversion charges. Hence, conversion charges payable will be **Rs.1,56,980/-**

Illustration 2

Suppose an allottee/Firm/Company 'X' was allotted a plot of 100 sq.mtr. at Okhla Industrial Area. He/She/They executed a general power of attorney (GPA) in favour of person 'Y' with an agreement to sell in favour of person 'A' and person 'Y' applied for grant of free hold right in favour of person 'A'; then the Conversion Charges will be calculated as under:-

$$\frac{[P \times R \times 10]}{[100]} \quad \text{plus} \quad 33\text{-}1/3\% \text{ Surcharge}$$

Where P = Plot Area

Where R = Rates notified by the Government of NCT of Delhi, for the year-2005-2006 for Okhla Industrial Area as per the List at Annexure 'B' which is Rs.26,080/-

Where Surcharge = 33-1/3% applicable in case of conversion sought in favour of person who is not the original allottee and transfer of properties has taken place through GPA/Agreement to Sell.

Substituting the above values, the conversion charges will be :

- i) $100 \times 26,080 \times 10/100 = \mathbf{Rs.2,60,800/-}$
- ii) $33\text{-}1/3\%$ of the above value will be $33\text{-}1/3\%/100 \times 2,60,800 = \mathbf{Rs.86,934/-}$

Therefore the actual conversion charges = $2,60,800 + 86,934 = \mathbf{3,47,734/-}$ Processing Fee of Rs.500/- will also be added to the conversion charges. Hence, conversion charges payable be **Rs.3,48,234/-**

UNDERTAKING

(To be submitted by the person in whose favour conversion is sought on non-judicial stamp paper of Rs.10/- duly attested by Notary Public/First Class Magistrate)

I S/o, W/o, D/o Sh. Resident of
..... do hereby undertake as under :-

1. That I shall pay to Commissioner of Industries, GNCT of Delhi, immediately on demand, such amount as may be demanded by it on account of arrears of ground rent and/or interest thereon, in respect of Industrial Plot No. at -----

2. That I shall pay to Commissioner of Industries, GNCT of Delhi, immediately on demand, such amount as may be demanded by it on account of maintenance/service charges applicable, if any.
3. 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).
4. 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.
5. That if it is found by the Commissioner of Industries, GNCT of Delhi/MD, DSIDC or any other local authority, at any point of time, that the above referred property or any part thereof is being used for the purposes other than specified in the lease deed architect control, in violation of the Master Plan of Delhi, I shall, forthwith, stop such use.

..... day of 200....

Lessee/Allottee/Purchaser.

In the presence of :

1.

2.

(ANNEXURE-“E”)

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/First Class Magistrate).

I S/o, D/o, W/o Sh. R/o do hereby solemnly affirm and declare as under:-

1. That I am the lessee/allottee in physical possession of the Industrial plot/shed (strike off whichever is not applicable) no. measuring sq.mtrs. in Block no. Pkt. in

OR

That I am in physical possession, under a valid agreement to sell dated executed in my favour in respect of the industrial plot/shed (strike off whichever is not applicable) no. measuring sq. mtrs. in Block no. Pkt. in.....

2. That the prescribed use of the aforesaid property, as per the lease of allotment is only Industrial
3. That upto date ground rent has been paid in respect of the above referred property.
4. That the contents of the accompanying application for conversion of 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.

DEPONENT

VERIFICATION

Verified on day of (Month) 200 that the contents of the above affidavit are correct to my knowledge and belief. Nothing contained herein is untrue and nothing material is concealed therefrom.

DEPONENT

(To be executed by the applicant on non-judicial stamp paper of Rs.100/- and to be attested by Notary Public/First Class Magistrate)

INDEMNITY BOND

Day of 200 by Sh. Smt./Km. S/o, W/o, D/o Sh. R/o hereinafter called the ‘Executant’ which term shall include his/her heirs, successors, executors, administrators and legal assigns in favour of President of India/Lt. Governor, Delhi (hereinafter called the ‘lessor’) which term shall include its heirs, successors, executors, administrators and legal assigns.

WHEREAS the Executant is the lessee/allottee in physical possession of the Industrial plot/shed) in Block No. Pkt. In

OR

WHEREAS the Executant is the duly constituted attorney of Sh./Smt./Km. in Block No. Pkt. in And is competent to seek sale permission, execute the sale deed and get it registered on behalf of the lessee/allottee.

AND WHEREAS the Executant has applied to the lessor for conversion of lease hold rights into freehold rights in respect of the above referred property.

AND WHEREAS the lessor, on the faith and representation made to it, has agreed to convert leasehold rights in respect of the above property into freehold rights subject to the Executant giving such indemnity, as is hereinafter contained and keeping the lessor harmless from any claim which anyone may, at any time, institute against the lessor in respect of the above referred property.

Now this deed witnesses that in consideration of the lessor agreeing to convert the leasehold rights in respect of the above referred property into freehold rights, the executant hereby covenants with the lessor that he will at all times indemnify and keep harmless the said lessor from all claims and demands made and **all actions and proceedings** taken against the said lessor by anyone in respect of the aforesaid property or any part thereof, on any ground whatsoever.

On this day of 200

Executant

Witness

1.

(To be executed by the person in whose favour conversion is required on non-judicial stamp paper of Rs.100/- and to be attested by Notary Public/First Class Magistrate).

INDEMNITY BOND

By Sh./Smt./Km. S/o,W/o,D/o Sh. R/o (hereinafter called the ‘Executant’) which term shall include his/her heirs, successors, executors, administrators and legal assigns in favour of President of India/Lt.Governor, Delhi (hereinafter called the ‘lessor’) which term shall include its heirs, successors, executors, administrators and legal assigns.

WHEREAS the Executant is in physical possession of the plot/shed No. Measuring sq.mtrs. a valid agreement to sell dated Executed in his/her favour.

AND WHEREAS the lessor, on the faith and representation made to it, has agreed to convert leasehold rights in respect of the above referred property into freehold rights subject to the Executant giving such indemnity, as is hereinafter contained, and keep the lessor harmless from any claim which anyone may, at any time, institute against the lessor in respect of the above referred property.

NOW THIS DEED WITNESSES that in consideration of the lessor agreeing to convert the leasehold rights in respect of the above referred property into freehold rights the executant hereby covenants with the lessor that he will at all times indemnify and keep harmless the said lessor from all claims and demands made and all actions and proceedings taken against the said lessor by anyone in respect of the aforesaid property of any part thereof, on any ground whatsoever.

Bond on this day of 200.....

Executant

Witness :

1.

2.

SPECIMEN SIGNATURES AND PASSPORT SIZE PHOTOGRAPHS OF THE PERSON IN WHOSE FAVOUR CONVERSION SOUGHT DULY ATTESTED BY NOTARY/FIRST CLASS MAGISTRATE

Name S/o, W/o Application No.
...../ Property No.
..... Colony.....

- | | | |
|----------------------------------|-------------|---------------------|
| 1. -----
(Specimen signature) | Attestation | Affix
Photograph |
| 2. -----
(Specimen signature) | Attestation | Affix
Photograph |
| 3. -----
(Specimen signature) | Attestation | Affix
Photograph |
| 4. -----
(Specimen signature) | Attestation | Affix
Photograph |

NOTE : If the applicant is allottee/lessee, then his/her photograph and in case of applicant being an attorney the photograph of person named in Column 3 of the application form are required to be submitted as above.

DETAILS OF PAYMENT OF GROUND RENT

Sl.No.	Challan No.	Date of Deposit	Amount	Period
				From To

IN CASE OF DSIDC BUILT UP PLOTGS/SHEDS

PART – I – (To be filed by the Lessee /Allottee / Applicant or Attorney

Name of the Industrial Area:

1.
 - (i) Name of the present applicant Unit:
 - (ii) Present constitute of the Unit
(Proprietary/Partnership/Private Limited Company/
Limited Company / Co-operative Society/Regd. Society/Others
 - (iii) Name(s) of the proprietor/Partners/Directors/
Managing Committee Members
2. Details of the property
 - (i) Plot No.
 - (ii) Plot Area (in sq. metre)
 - (iii) Sector/Phase No.
 - (iv) Block No.
 - (v) Pocket No.

Signature of Lessee/
Allottee/Applicant or Attorney

PART – II (To be filled by an Authorised Officer of DSIDC)

1.
 - (i) Name of the original allottee Unit
 - (ii) Constitution of the allottee unit
(Proprietary/Partnership/Private Limited Company/
Limited Company / Co-operative Society/Regd. Society/Others
 - (iii) Name(s) of the proprietor/Partners/Directors/
Managing Committee Members
2.
 - (i) Name of the Unit
(last recognized by the DSIDC)
 - (ii) Constitution of the unit (last recognized by the DSIDC)
(Proprietary/Partnership/Private Limited Company/
Limited Company / Co-operative Society/Regd. Society/Others
 - (iii) Name(s) of the proprietor/Partners/Directors/
Managing Committee Members
3. Date of physical possession
4. Whether the lease deed executed and registered
If yes, indicate

- (i) Regn.No.
- (ii) Book No.
- (iii) Vol. No.
- (iv) Page From To
- (v) Date

5.
 - (i) Whether factory building has been constructed on the plot
 - (ii) If yes, give details of documentary evidence showing completion of the building
6.
 - (i) Whether use of the property is as per lease deed/allotment letter master plan
 - (ii) If not, the area of the portion being used for the purpose other than the prescribed use.
 - (iii) Type of activities being carried out in the portion referred at 8(ii) above.
7.
 - (i) Whether property stands mortgaged
 - (ii) If yes, name(s) and address(s) of the financial institutions/banks with whom mortgaged.
8.
 - (i) Whether lease allotment was cancelled/property re-entered
 - (ii) If yes, whether restored
9. Whether there is any dispute pending in a Court of Law regarding the title of the property
10. Whether any application for Substitution /Mutation is pending
11. Whether there is any violations done by the allottee/occupant.
 - (i) Unauthorised construction
 - (ii) Unauthorised on Government Land
 - (iii) Unauthorised subletting
 - (iv) Misuse of premises
 - (v) Sub-division /Amalgamation of plot
 - (vi) Any other violation
12.
 - (i) Amount of yearly ground rent of plot as per allotment/demand letter
 - (ii) Whether upto date of ground rent alongwith interest for belated payment
 - (iii) Outstanding dues, if any.

Authorised Signatory of DSIDC
Name
Designation

Place
Date

Form Serial No.

ACKNOWLEDGEMENT

**Office of the Commissioner of Industries
Udyog Sadan, Patparganj Industrial Area,
Delhi**

Received application from
Sh./Smt./Km./-----

For conversion of Lease hold rights into
Free hold in respect of Industrial
Property ----- alongwith
documents as under:-

1. Undertaking duly attested
2. Affidavit duly attested
3. Indemnity Bond duly attested
4. Copy of POA(S) alongwith Sale Agreement(Where application is made by attorney), duly attested
5. Copy of Completion Certificate/"D" form (in respect of plot) duly attested
6. Proof of Physical Possession of the person in whose name the conversion is sought viz., copy of possession letter or slip/House Tax receipt/Property Tax Receipt/Ration Card/Passport/Driving licence/I.Card etc. duly attested
7. 4 attested passport size photographs and 4 attested specimen signature of the person in whose favour the Conversion is sought.
8. Details of Payment of ground rent in Annexure 'H'.
9. Copy of lease deed/conveyance deed/ allotment letter duly attested
10. Copy of N.O.C. from the mortgagee(s) duly attested
11. Bank draft No. _____ Dated _____
Drawn on _____ for Rs. _____
12. For DSIDC Areas only
Certificate as per Annexure-I dated _____
13. _____

(Any other documents annexed
to be mentioned here)

Date _____ Signature of the
Receipt Clerk with seal
of the office

Form Serial No.

ACKNOWLEDGEMENT

**Office of the Commissioner of Industries
Udyog Sadan, Patparganj Industrial Area
Delhi**

Received application from
Sh./Smt./Km./-----

For conversion of Lease hold rights into
Free hold in respect of Industrial
Property ----- alongwith
documents as under:-

1. Undertaking duly attested
2. Affidavit duly attested
3. Indemnity Bond duly attested
4. Copy of POA(S) alongwith Sale Agreement(Where application is made by attorney), duly attested
5. Copy of Completion Certificate/"D" form (in respect of plot) duly attested
6. Proof of Physical Possession of the person in whose name the conversion is sought viz., copy of possession letter or slip/House Tax receipt/Property Tax Receipt/Ration Card/Passport/Driving licence/I.Card etc. duly attested
7. 4 attested passport size photographs and 4 attested specimen signature of the person in whose favour the Conversion is sought.
8. Details of Payment of ground rent in Annexure 'H'.
9. Copy of lease deed/conveyance deed/ allotment letter duly attested
10. Copy of N.O.C. from the mortgagee(s) duly attested
11. Bank draft No. _____ Dated _____
Drawn on _____ for Rs. _____
12. For DSIDC Areas only
Certificate as per Annexure-I dated _____
13. _____

(Any other document annexed
to be mentioned here)

Date _____ Signature of the
Receipt Clerk with seal
of the office

(i) Whether property stands Mortgaged?

Yes	No
-----	----

(ii) If Yes, whether no objection certificate from the mortgagee(s) enclosed?

Yes	No
-----	----

13. i) Whether the lease/allotment was cancelled/property reentered?

Yes	No
-----	----

ii) If Yes, whether restored?

Yes	No
-----	----

14. Whether there is any dispute pending in a court of law regarding the title of the property?

Yes	No
-----	----

15. Whether any application for substitution/Mutation is pending?

Yes	No
-----	----

16. Whether there is unauthorised construction in the premises?

Yes	No
-----	----

17. (i) Amount of yearly Ground Rent of individual plot as per allotment/demand letter Rs.

--	--	--	--	--	--	--	--	--	--

(ii) Whether upto date ground rent alongwith interest for belated payment, if any, has been paid?

Yes	No
-----	----

18. Self Assessment of Conversion charge payable

Applicant is requested to calculate conversion charges etc. on self assessment basis in the Appendix to the application form before filling in the columns given below:

Conversion charges

(in words _____ only)

Rs.

--	--	--	--	--	--	--	--	--	--

19. Surcharges wherever prescribed if the applicant is attorney

(in words _____ only)

Rs.

--	--	--	--	--	--	--	--	--	--

20. Sum total of 19 and 20

Rs.

--	--	--	--	--	--	--	--	--	--

I/We certify that the information given above is true and correct. I/We understand that if any fact has been suppressed or misrepresented, it shall render this application invalid, and conversion null and void.

Place _____

Date _____

**Signature of Lessee/
Allottee/Attorney**

Strike out whatever is not applicable and fill in columns wherever necessary.

SELF ASSESSMENT SHEET FOR CONVERSION

1. Application No.

2. DETAILS OF THE PROPERTY

(Score off paras not applicable)

A. For Plots

(i) Plot area in sq.mtrs.

(ii) Locality of the plot

B. For DSIDC BUILT UP PLOTS / SHEDS

(i) Plot / Shed area in sq.mtrs.

(ii) Locality

3. CONVERSION CHARGES :

(i) (As per Annexure A & B)

(to be mentioned in Col.19 of the Application Form)

4. SURCHARGE :

In case the freehold rights are sought in favour of person other than the original lessee(s)/allottee(s)

Amount of surcharge @ 33-1/3% of the conversion charges mentioned in Col.3(i) above =

.....
(to be mentioned in Col.20 of the Application Form)

5. TOTAL OF CONVERSION CHARGES & SURCHARGE

Total of column (3) + (4) above = Rs.

(N.B. – to be mentioned in Col.21 of the Application Form)